

# Student and Parent Handbook

for the

## EAST CHINA MIDDLE SCHOOLS



*Welcome to the East China Middle Schools. All the members of the staff and administration are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

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[www.ecsd.us](http://www.ecsd.us)

***Adopted by the Board of Education on May 9, 2011.***

**School Year 2011-12**

EAST CHINA MIDDLE SCHOOLS

Name \_\_\_\_\_

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## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions contact your principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **MISSION OF THE SCHOOL**

Marine City Middle School, in partnership with the community, is dedicated to academic excellence while providing a safe and supportive environment for all students.

The mission of St. Clair Middle School is to promote a positive learning environment where students and staff, in partnership with the community, work toward the optimal development of the whole child.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, age, disability, religion, gender, ancestry, national origin, or other protected characteristics as well as place of residence within District boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Mrs. Ketha Knuth  
Assistant Superintendent of Personnel/Operations  
676-1000

## **SCHOOL DAY**

### **MARINE CITY MIDDLE SCHOOL**

The school office is open daily from 7:30 a.m. – 4:00 p.m.

### **ST. CLAIR MIDDLE SCHOOL**

The school office is open daily from 7:30 a.m. – 4:00 p.m.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the staff. All staff members are familiar with safety procedures such as fire and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the school office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office.

## **SECTION I - GENERAL INFORMATION**

### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without a permission note signed by the custodial parent(s).

### **EMERGENCY MEDICAL CARD**

The Board has established a policy that every student must have an Emergency Medical Card completed and signed by his/her parent. The school has made the card available to every parent.

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance area in which they live.

Students that are new to the middle schools are required to enroll at Central Office with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- custody papers from a court (if appropriate),
- proof of residency,
- proof of immunizations.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete and the date by which such records must be provided.

## **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with state law. Any questions about immunizations or waivers should be directed to the school secretary.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will call a parent/guardian or emergency contact to determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the principal. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from the middle schools, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the principal for specific details.

## **USE OF MEDICATIONS**

In those circumstances where a student must take medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule could be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office. Medications must be kept in labeled containers as prepared by a Physician or pharmacy and labeled with the dosage and frequency.
- D. Medication that is brought to the office will be properly secured. Medication must be conveyed to school directly by the parent or responsible adult. A two to four (2-4) week supply of medication is recommended.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

### **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **SPECIAL EDUCATION**

The middle school provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the principal.

### **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The American's with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff.

Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact Mrs. Ketha Knuth at 676-1000.

### **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records -- directory information and confidential records.

Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate, subject to limited exceptions.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by nonschool professional agencies or individuals.

Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is desired, please contact the principal, in writing, stating the records desired. The records will be collected and an appointment will be made within forty-five (45) days of the request with the appropriate persons present to answer any questions there may be.

### **STUDENT FEES, FINES, AND CHARGES**

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades and records.

### **STUDENT VALUABLES**

Students are not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

### **REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents'

rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. Ala Carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. Middle school students are not allowed to leave school grounds during lunch. Parents may pick up heir child for lunch if they sign him/her out in the office.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact the principal.

### **BUILDING SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State, and at other times during the year determined to be necessary by administration. The alarm system for tornadoes is different from the alarm system for fires and consists of a P.A. announcement.

Lockdown drills will be conducted during the school year to ensure student and staff readiness in case of a real safety concern.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify local radio and television stations.

Parents and students are responsible for knowing about emergency closings and delays.

### **VISITORS**

Parents are welcome at the school. In order to properly monitor the safety of students and staff, each parent visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school

equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

### **LOST AND FOUND**

The lost and found is in a designated area. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of each marking period.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls except in for emergency deemed necessary by the office staff. Except in an emergency, students will not be called to the office to receive a telephone call.

Telephones are available in the classroom for students at the discretion of the teachers. Students are not to use telephones to call parents to receive permission to leave school.

A student may possess a cellular telephone or other electronic communication device (ECD) in school, on school property, at after school activities, and at school-related functions, provided that during school hours (from arrival to dismissal) the phone is off and stored in their locker. On school vehicles, cell phones and other ECDs must remain off and stored away out of sight. On school vehicles for extracurricular activities, students may use a cell phone to call for a ride with permission from the coach/sponsor.

Possession of a cellular telephone by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. At no time shall the District be responsible for preventing theft, loss or damage to cell phones brought onto its property.

## **SECTION II - ACADEMICS**

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.

### **GRADES**

The middle schools have standard grading procedures, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

A = Excellent  
B = Good  
C = Average  
D = Poor  
E = Failure  
I = Incomplete  
S= Satisfactory  
U= Unsatisfactory  
G= Credit  
H= No Credit

### **Grading Periods**

Students shall receive a report card at the end of each 10-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **PROMOTION, PLACEMENT, AND RETENTION**

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and/or social maturity

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the MEAP test and graduation.

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

### **ACADEMIC INTEGRITY POLICY**

It is the East China School District's intent to maintain and encourage high standards of personal conduct. These standards include personal honesty, discipline and integrity. It is the belief that all students should complete their own work. It is assumed that any schoolwork that is turned in for credit is a result of the student's own efforts. Generally, ACADEMIC DISHONESTY occurs any time a student turns in work that is not their own. ACADEMIC DISHONESTY is a violation of school policy and will not be tolerated. It is also understood that students that promote ACADEMIC DISHONESTY by supplying homework, papers, answers to tests, etc. to be copied or supplied are in violation of this policy.

Specifically, students should be aware of the following information, which provides guidelines for ACADEMIC DISHONESTY:

**PLAGIARISM:** By definition, this is considered the stealing or passing off of ideas or words of another as one's own. Students are not permitted to use the thoughts, expressions, or ideas of another individual and claim them as their own original work; instead they must credit the source of these examples in their finished product.

**COLLABORATION:** Generally, it is acceptable to work with others in the educational process; however, all students are expected to produce their own work. Teachers may also designate assignments where collaboration is not permissible. The copying of someone else's work is never allowed.

**TESTING:** The result of a quiz or a test should represent only the student's own work. This work should be performed during the testing period without any unauthorized assistance. Specifically, this prohibits such behavior as looking at another student's papers, or having inappropriate written material available for use. Conversation among students should never occur during a testing period.

**PAPERS/PROJECTS:** All papers and projects are expected to be that of the student's own original thoughts, ideas, and labor. Thus, PLAGIARISM or the unacceptable use of purchased or borrowed papers or projects is specifically prohibited.

\*Refer to COLLABORATION for specific guidelines permitting group papers/projects.

**PRINT & ELECTRONIC SOURCES:** All information obtained from printed resources, books, magazines, etc. and any information that is available from electronic sources such as the Internet, digital encyclopedias, and electronic databases are considered the ideas and property of another. Thus, the direct copying or paraphrasing of these sources without giving credit is considered plagiarism and a violation of the Academic Integrity Policy.

## **COMPUTER TECHNOLOGY AND NETWORKS**

*BEFORE ANY STUDENT MAY ENHANCE HIS/HER SCHOOL CAREER THROUGH PARTICIPATION IN THE SCHOOL'S COMPUTER NETWORK, S/HE AND HIS/HER PARENTS MUST SIGN AN AGREEMENT WHICH DEFINES THE CONDITIONS UNDER WHICH THE STUDENT MAY PARTICIPATE. FAILURE TO ABIDE BY ALL OF THE TERMS OF THE AGREEMENT MAY LEAD TO TERMINATION OF THE STUDENT'S COMPUTER ACCOUNT AND POSSIBLE DISCIPLINARY ACTION UP TO AND INCLUDING SUSPENSION FROM SCHOOL OR REFERRAL TO LAW ENFORCEMENT AUTHORITIES.*

*THE USE OF THE NETWORK IS A PRIVILEGE WHICH MAY BE REVOKED BY THE DISTRICT AT ANY TIME AND FOR ANY REASON. APPROPRIATE REASONS FOR REVOKING PRIVILEGES INCLUDE, BUT ARE NOT LIMITED TO, THE ALTERING OF SYSTEM SOFTWARE OR THE PLACING OF UNAUTHORIZED INFORMATION, COMPUTER VIRUSES OR HARMFUL PROGRAMS ON OR THROUGH THE COMPUTER SYSTEM IN EITHER PUBLIC OR PRIVATE FILES OR MESSAGES. THE DISTRICT RESERVES THE RIGHT TO REMOVE FILES, LIMIT OR DENY ACCESS, AND REFER THE STUDENT FOR OTHER DISCIPLINARY ACTIONS.*

### **Secondary Student Internet and Technology Acceptable Use Guidelines**

Use of technology and the Internet/on-line services can greatly enhance a student's educational experience. Their use, however, is a privilege, not a right and is subject to acceptable-use guidelines. Appropriate discipline as outlined in the ECSD Student Code

of Conduct will be administered for violation of any of the following guidelines. Such discipline may include, but not be limited to, revoking technology and/or Internet privileges, dismissal, or expulsion from the District and/or possible criminal or legal sanctions.

1. Acceptable Use Guidelines apply at all times.
2. Students are responsible for appropriate behavior on school computers and networks just as they are in classrooms, hallways, and on other school grounds.
3. Students may not damage computers, computer systems, or computer networks, or change computer settings (without permission).
4. Students may not trespass in another person's folders or files, and may not modify computer files or student work other than their own.
5. Students must not waste technology resources (e.g., storage space, time, printer resources, etc.)
6. Students may not send, receive, or display offensive messages or pictures, or use obscene language; nor may students use technology to harass, insult, or attack others.
7. Students may not share their passwords with anyone, or use or give out another person's account information and/or password.
8. Students are to follow copyright laws (including those on plagiarism) with regard to software and material available through the Internet or on-line services.
9. Students are to report misuse of technology resources to their teacher or other person in charge.
10. Students are not to load, remove, or copy software without permission of an authorized district representative.
11. No student will access the Internet independently unless a properly signed Internet and Technology Use Agreement are on file in the Media Center.
12. Transmission of any material in violation of U.S. or state regulations---including copyrighted, threatening, or obscene materials---is prohibited.
13. Students may not use the network or technology for commercial, profit-making purposes, for political lobbying, product promotion, or illegal activities.
14. Students may not enter or sign up for Internet clubs, chat rooms, or listserves.
15. Students may not divulge personal information about themselves, or others, to strangers (e.g., address, telephone number, email address, parents' names, credit card numbers, passwords, or other confidential information).
16. Students may not check any personal email accounts during instructional time. Students will also report accidental access of inappropriate web sites to their teacher or other person in charge.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with state standards and District policy.

Unless exempted, each student will be expected to pass the MEAP Test. They will be given once a year. Make-up dates are scheduled, but unnecessary absences should be avoided.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

### **SECTION III - STUDENT ACTIVITIES**

#### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

#### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

No nondistrict-sponsored organization may use the name of the school or school mascot.

#### **ATHLETICS**

The middle schools provide a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply.

**Insurance** - A student and their parent/guardian are urged to make sure he/she has adequate insurance protection, as the District will assume no liability for injuries. If a student is injured it is their responsibility to notify the coach/sponsor.

### **SECTION IV - STUDENT CONDUCT**

#### **ATTENDANCE**

##### **School Attendance Policy**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important academic gains result from active participation in classroom and other school activities which cannot be replaced by individual study.

## **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for schoolwork that is missed. After 20 days of truancy in any grading period, a student will be considered a "habitual truant" which can result in:

A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

A hearing before a judge in a court of law;

## **Definition of an Absence**

When a student misses more than ten minutes of any class, he or she is considered absent.

## **Excused Absences**

Students may be excused from school for one of the following reasons and will be provided an opportunity to make-up missed schoolwork and/or tests:

personal illness but not illness in the family unless the circumstances are approved by the principal

death in the immediate family

bona-fide religious holiday

professional appointments that cannot be scheduled at nonschool times

absences approved by the principal for good cause

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up schoolwork lost due to suspension. Make up of missed assignments and tests may be scheduled when the student returns to school. Students will receive half credit for all daily work completed and full credit for any tests or major projects.

During a suspension the student will not be able to participate in any school related activities or allowed on school grounds.

## **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the state.

No credit may be given for any schoolwork not completed as a result of truancy.

## **Notification of Absence**

If a student is going to be absent, the parents must contact the school (676-1266 - MCMS or 676-1826 - SCMS) by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse within two days. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

## **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the office.

Any time a student is late to class it will be considered a tardy unless the student has a signed pass from a staff member or documentation from an appointment (a doctors note, ortho, etc....).

Students who are tardy two times in any class during a marking period will be disciplined according to building discipline guidelines.

## **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and fill out a prearranged absence form to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip. All prearranged work must be completed and submitted upon return to school.

## **Make-up of Tests and Other School Work**

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact their teachers upon their return to school to obtain assignments.

Students will be given one day for each school day they were absent to make-up work.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

## **CODE OF CONDUCT**

A major component of the educational program at the middle schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- abide by national, state, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, body piercing, hairstyle, hair covering the eyes or hair color) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

Students who are representing the school at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, bands, and other such groups.

Any mode of dress that is conspicuous and brings undue attention and disrupts the educational process is improper. If in doubt, select alternate clothing. The dress guidelines are listed below so that the student may know what apparel is acceptable for school:

1. Clothing should be appropriate, neat, clean, inoffensive, and modest. Bare chest/midribs, tank tops, pajama pants, open armed shirts, boxer, athletic, spandex shorts, leggings or tights worn without an appropriate length shirt/sweater or pants with excessive holes are examples of inappropriate clothing. Clothing with obscene language or symbols that promote violence or the use of alcohol, drugs, or tobacco are prohibited.
2. Sunglasses, headbands, hats, loose or dangling chains, choke chains, and hats are inappropriate attire in the building.
3. Footwear shall be worn at all times.
4. All dress and cleanliness are subject to safety and health standards and governmental statutes.
5. Sponsors of co-curricular activities may establish appropriate guidelines for participation.
6. Apparel is acceptable only if it is mid-thigh length or longer.
7. Gang and gang related symbols, colors, clothing, emblems, etc. are not permitted because gangs typically engage in illegal activities and are considered a threat to a safe and orderly school environment.
8. Administrators may alter the dress code due to unusual circumstances.
9. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, he/she may be removed from the educational setting.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

### **STUDENT DISCIPLINE CODE**

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

It is important to remember that the school rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

The following chart provides examples of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows the list. The

absence of a behavior or any specific action from the list does not mean that such conduct does not violate the discipline code or cannot be punished.

### **MIDDLE SCHOOL DISCIPLINE GUIDELINES**

Drugs or Look-alike Substances and Paraphernalia related to drug use: <b>6 points</b>	1 <sup>st</sup> incident      5-day suspension 2 <sup>nd</sup> incident      10-day suspension Call superintendent, parents, police
Drinking/Possession of Alcoholic Beverages: <b>6 points</b>	1 <sup>st</sup> incident      5-day suspension 2 <sup>nd</sup> incident      10-day suspension Call superintendent, parents, police
Smoking/Possession of Tobacco and Paraphernalia related to its use: <b>6 points</b>	1 <sup>st</sup> incident      1-day suspension/police citation 2 <sup>nd</sup> incident      3-day suspension/police citation 3 <sup>rd</sup> incident      5-day suspension/police citation
Weapons (such as guns, knives, pocket knives, razor blades, etc.) or Utilization of Weapon-like Objects: <b>6 points</b>	Indefinite suspension and recommendation for expulsion per Board Policy Call police, parents, superintendent
Bomb Threats/Threats of Violence: <b>6 points</b>	Up to a 10-day suspension and/or expulsion Call superintendent, parents, police
Assault (Physical) <b>6 points</b>	See “Against School Personnel and Against Another Student” on page (23) of this booklet
Assault (Verbal) <b>3-6 points</b>	See “Against School Personnel and Against Another Student” on page (23) of this booklet
Disorderly or Disruptive Conduct (inappropriate, reckless, endangering, etc.) <b>2 points</b>	1 <sup>st</sup> incident      1-day suspension 2 <sup>nd</sup> incident      3-day suspension 3 <sup>rd</sup> incident      5-day suspension
Fighting <b>4 points</b>	1 <sup>st</sup> incident      1-day suspension 2 <sup>nd</sup> incident      3-day suspension 3 <sup>rd</sup> incident      5-day suspension
Harassment (Verbal, Menacing, Racial, Sexual): <b>3 points</b>	1 <sup>st</sup> incident      Conference/detention(s) and/or suspension at advisement of administration 2 <sup>nd</sup> incident      3-day suspension 3 <sup>rd</sup> incident      5-day suspension
Offensive Language/Gesture Toward a Staff Member: <b>2 points</b>	1 <sup>st</sup> incident      1-day suspension 2 <sup>nd</sup> incident      3-day suspension 3 <sup>rd</sup> incident      5-day suspension
Offensive Language/Gesture Toward a Student: <b>1 point</b>	1 <sup>st</sup> incident      1 detention 2 <sup>nd</sup> incident      ½-day In School Suspension or 2 detentions 3 <sup>rd</sup> incident      1-day suspension
Extortion: <b>3 points</b>	1 <sup>st</sup> incident      1-day suspension 2 <sup>nd</sup> incident      3-day suspension 3 <sup>rd</sup> incident      5-day suspension
Gambling: <b>1 point</b>	1 <sup>st</sup> incident      1 detention 2 <sup>nd</sup> incident      1-day In School suspension or 2 Detentions

Forging Forms or Documents: <b>1 point</b>	1 <sup>st</sup> incident 1 detention 2 <sup>nd</sup> incident 1-day In School suspension or 2 Detentions
Explosives (Firecrackers, Snappers, etc.): <b>2 points</b>	Indefinite suspension and possible recommendation for expulsion per Board Policy
Stealing/Vandalism: <b>3 points</b>	1 <sup>st</sup> incident 1-day suspension, restitution 2 <sup>nd</sup> incident 3-day suspension, restitution 3 <sup>rd</sup> incident 5-day suspension, restitution
Insubordination: <b>1 point</b>	1 <sup>st</sup> incident 1 detention 2 <sup>nd</sup> incident 1-day In School suspension or 2 detentions 3 <sup>rd</sup> incident 1-day suspension
Interference with School Authorities - Insubordination: <b>2 points</b>	1 <sup>st</sup> incident 1-day In School suspension or 2 detentions 2 <sup>nd</sup> incident 1-day Out of School suspension 3 <sup>rd</sup> incident 3-day Out of School suspension
Truancy: <b>1-3 points</b>	1 hr. of detention for every hour that is missed
Tardies (2 per class) <b>1 point</b>	1 <sup>st</sup> incident 1 detention 2 <sup>nd</sup> incident 2 detentions 3 <sup>rd</sup> incident ½-day In School Suspension or 2 detentions 4 <sup>th</sup> incident 1-day In School Suspension or 2 detentions 5 <sup>th</sup> incident 1-day suspension
Inappropriate Behavior in Classroom/Hallway/Cafeteria, etc.: <b>1 point</b>	1 <sup>st</sup> incident 1 detention 2 <sup>nd</sup> incident 2 detentions 3 <sup>rd</sup> incident ½-day In School Suspension or 2 detentions 4 <sup>th</sup> incident 1-day In School Suspension or 2 detentions 5 <sup>th</sup> incident 1-day suspension
Detentions-Disruptive Behavior or Failure to Attend Detention: <b>1 point</b>	1 <sup>st</sup> incident 2 detentions 2 <sup>nd</sup> incident 1-day In School Suspension or 2 detentions 3 <sup>rd</sup> incident 1-day suspension
Throwing Food/Objects in Cafeteria: <b>2 points</b>	1 <sup>st</sup> incident Cafeteria clean-up and up to suspension 2 <sup>nd</sup> incident 1-3 day suspension
Off School Grounds <b>3 points</b>	1 <sup>st</sup> incident 1 detention 2 <sup>nd</sup> incident 1-day In School Suspension or 2 detentions 3 <sup>rd</sup> incident 1-day suspension
Trespassing: <b>3 points</b>	1 <sup>st</sup> incident 1-day suspension 2 <sup>nd</sup> incident 3-day suspension Call Police 3 <sup>rd</sup> incident 5-day suspension Call police

Aiding or Abetting <b>1-2 points</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> incident	1 detention 1-day suspension 3-5-day suspension
Public Display of Affection: <b>1 point</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> incident	Warning 3 detentions 1-day suspension
Unauthorized Use of School/Private Property: <b>2 points</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> incident	1 detention 1-day In School Suspension or 2 detentions 1-day suspension
Arson: <b>6 points</b>	Up to a 10-day suspension and/or expulsion Call superintendent, parents, police	
Pornographic Material: <b>1 point</b>	Detention/suspension    Call parents	
Academic Responsibility & Integrity <b>2 points</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> incident	1-3 detentions & no credit. 1-day Suspension & no credit. 3-day suspension & no credit.
Not Reporting to Assigned Area	1 <sup>st</sup> incident 2 <sup>nd</sup> incident	1 detention 1 day suspension
Personal Electronic Devices <b>1 point</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> or more Incidents	Confiscation/warning Confiscation/1-3 detentions Confiscation/suspension Parents may be contacted in each situation. Parent/guardian will be responsible for meeting with building administration to retrieve confiscated item.
Dress Code Violation <b>1 point</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> incident	Warning 1 detention 2 detentions Parents contacted in each situation. Violation must be corrected before student will be allowed back in class.
Not Reporting to Assigned Area	1 <sup>st</sup> incident 2 <sup>nd</sup> incident	1 detention 1 day suspension
Computer/Internet Misuse <b>2 points</b>	1 <sup>st</sup> incident 2 <sup>nd</sup> incident 3 <sup>rd</sup> incident	Warning/3 detentions 1 In-School suspension Loss of internet-semester 3-day suspension Loss of internet-year

\*This list of unacceptable behavior is only a guide and is not intended to cover all behavior that may be disciplined. In addition, the school may vary from the stated disciplinary action as it deems necessary.

#### **EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE**

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

**1. Use of drugs or look-alike substances, including anabolic steroids or other performance enhancing substance.**

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike substances, including anabolic steroids or other performance-enhancing substances is prohibited. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

**Performance Enhancing Drugs/Compounds**

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students. Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board of Education. A list of performance-enhancing substances developed by the State Department of Community Health is available on the ECSD website.

**2. Drinking/possession of alcoholic beverages**

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

**3. Use/possession of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion.

**4. Possession of a weapon/use of an object as a weapon/knowledge of dangerous weapons**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

#### **5. *False alarms/reports, bomb threats, threats of violence***

A false emergency alarm, report, a threat to do violence, or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension and/or expulsion.

#### **6. *Physically assaulting a staff member/student/person associated with the District***

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." Violations of this rule could result in suspension and/or expulsion.

#### **7. *Verbally threatening a staff member/student/person associated with the District/harassment***

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a

school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat. Violations of this rule could result in suspension and/or expulsion.

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

### Menacing Harassment

By word or conduct, intentionally intimidation or threatening another person or attempting to place another in fear of physical injury (includes "initiation", "hazing", and extortion)

### Sexual Harassment

A. **Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

B. **Nonverbal:**

Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

C. **Physical Contact:**

Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

### Gender/Ethnic/Religious/Disability Harassment

A. **Verbal:**

1. Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.
2. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any form of social interaction with the person.

B. **Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

C. **Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

D. The harassment by a student of a staff member, fellow student of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the Code of Conduct.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should contact the principal.

The student may make contact either by a written report by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s).

Each report shall be investigated in a timely and confidential manner. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

If the investigation reveals that the complaint is valid, then appropriate remedial and/or disciplinary action will be taken promptly to prevent the continuance of the harassment or its recurrence.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which will require that the student-abuser be reported to proper authorities.

Hazing by any school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be.

Under no circumstances will the school threaten or retaliate against anyone who raises or files a harassment complaint.

## **8. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

## **9. Gambling**

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

## **10. Falsification of schoolwork, identification, forgery**

Forgery of hall/bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

## **11. Explosives**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

## **12. Theft/damaging property**

When a student is caught stealing school or someone's property, s/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion. Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

## **13. Disobedience**

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

## **14. Persistent absence or tardiness/truancy**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

## **15. Refusing to accept discipline/violation of individual school/classroom rules/disruption of the educational process**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

#### **16. *Trespassing***

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

#### **17. *Aiding or abetting violation of school rules***

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

#### **18. *Displays of affection***

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

#### **19. *Possession of electronic equipment***

Cell Phones and Electronic Communication Devices – A student may possess a cellular telephone or other electronic communication devices (ECD) in school, on school property, at after school activities, and at school-related functions, provided that during school hours and on a school vehicle, the cell phone or other ECD remains off and stored away out of sight.

#### **20. *Unauthorized use of school or private property***

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

#### **21. *Arson***

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Violations of this rule could result in suspension or expulsion.

## **22. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **23. Possession of a firearm and Criminal Sexual Conduct**

In compliance with state law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

## **24. Criminal acts**

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

## **DUE PROCESS RIGHTS**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from School**

#### **Students subject to short-term suspension:**

A student must be given written notice of his/her suspension and the reasons therefore. The student will have the opportunity to respond to the charges against him/her prior to the suspension. An appeal of one (1) to four (4) day suspensions may be addressed to the principal in writing whose decision will be final. An appeal of a five (5) to ten (10) day suspension will be addressed to the principal and if that decision is appealed, on to the Superintendent whose decision shall be final.

#### **Students subject to long-term suspension and expulsion:**

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board (Superintendent) to answer the charges. The student

and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board (Superintendent), and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board (Superintendent) must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion, to a request for reinstatement, or to a request for admission after being permanently expelled from another district.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent, or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

### **Bus Conduct**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

#### Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- wait until the bus is completely stopped before moving forward to enter;

refrain from crossing a highway until the bus driver signals it is safe;

go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### During the trip

Each student shall:

remain seated while the bus is in motion;

keep head, hands, arms, and legs inside the bus at all times;

not litter in the bus or throw anything from the bus;

keep books, packages, coats, and all other objects out of the aisle;

be courteous to the driver and to other bus riders;

not eat or play games, cards, etc.;

not tamper with the bus or any of its equipment;

not use cell phones or other electronic communication devices.

#### Leaving the bus

Each student shall:

remain seated until the bus has stopped;

cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;

be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

#### **Penalties for Infractions**

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

### **SECTION VI - MAKING GOOD CHOICES**

#### 1. Situation

What is the problem?

Who is concerned?

When and where did it begin?

Is it tattling or telling?

2. Search For Possible Action Choices  
What are some possible actions you could take?
3. Which Action Will Be Best For You?  
What will happen if ...? And what are the consequences?
4. Choose One Best Decision  
Is your decision healthy for you and others?  
Now that you have made your decision, act on it.
5. Will You Be Satisfied With The Effect Of Your Decision?  
What would most likely happen?  
Would it be what you expected?

## **SECTION VII – PARENT INVOLVEMENT IN THE SCHOOL PROGRAM**

### **Parent Involvement in the School Program**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents. As such, the Board has adopted a policy to support parent involvement, and it is implemented through a Parent Involvement Plan. Summarized here, the Plan includes:

- hosting an annual open house meeting that encourages parent participation and informs parents of their right to be involved in the educational process of their child;
- establishing effective two-way communication with all families through conferences and other meetings, while respecting diversity and various needs. Maintaining an on-going effort to communicate through such media as building and district newsletters, Channel 6, district website, voice mail, email, etc., and sending a positive invitation to parents to participate in various activities;
- providing student progress results through report cards, parent conferences, progress reports, etc., as needed;
- providing support and coordination to implement and sustain appropriate parent involvement from kindergarten through graduation, including parent information sessions, as well as parent involvement in advisory groups and committees , and
- developing strategies and learning experiences for parents to enable them to actively participate in their children's education, and utilizing schools to connect students and families with community resources that provide education enrichment and support.

### **Relations with Parents**

The Board feels that it is the parents who have the ultimate responsibility for their student's behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. The Board, through its designated administrators, recognizes the school's responsibility to monitor students' behavior and, as with academic matters, the importance of cooperation between the school and the parents in matters relating to conduct. For the benefit of the child, the Board believes that parents have a responsibility to encourage their child's career in school by:

- supporting the schools in requiring their child observe school rules and regulations, and by accepting their own responsibility for their child's willful in-school behavior;

- sending their child to school with proper attention to his/her health, personal cleanliness, and dress;
- maintaining an active interest in their child's daily work and making it possible for him/her to complete assigned homework by providing a quiet place and suitable conditions for study;
- reading all communications from the school, and signing and returning them promptly, when required;  
and
- cooperating with the school in attending conferences set up for the exchange of information of their child's progress in school.