

## 2011-2012

### FORWARD

This handbook has been prepared to give you, as briefly as possible, information that will help you throughout your middle school career. **READ THIS BOOK CAREFULLY**, for it will help answer many questions about your needs and what will be expected of you. Please remember this handbook and all policies in it have been adopted by the Central Montcalm Board of Education.

This handbook does not propose to answer all questions, nor cover all phases of school life. It is hoped that the information contained herein will increase your knowledge and understanding of the ideals, traditions, activities, and studies offered by the Board of Education and your school.

**KEEP THIS BOOK.** Be sure that you and your parent/guardian sign the back page of this handbook. That page should be turned in to your advisory teacher.

### A LETTER FROM THE PRINCIPAL

Dear Student:

Welcome to Central Montcalm Middle School. All your teachers and I look forward to your time with us and we hope you find Central Montcalm Middle School challenging and fun.

Throughout your years here you will find the concept of “team” will be very important. The faculty and I believe very strongly that Central Montcalm Middle School is a community of adults and students who work together to ensure your future success. We have high expectations for you, as we do for ourselves. Together as a team, we can all achieve great things.

Please take time to read through this handbook and understand its contents. Make sure your parents read it as well and sign the required signature page.

Let's have a great year!

Sincerely,

Thomas J. Torok  
Principal

### CENTRAL MONTCALM PUBLIC SCHOOLS TELEPHONE NUMBERS

Superintendent's Office.....	831-2000
Central Montcalm High School.....	831-2100
Central Montcalm Middle School.....	831-2200
Central Montcalm Upper Elementary.....	831-2300
Central Montcalm Elementary.....	831-2500
Community / Alternative Education Office .....	831-2400
Bus Garage.....	831-2240

## CENTRAL MONTCALM MIDDLE SCHOOL STAFF

NAME	SUBJECT AREA	EMAIL
Mrs. Sue Barnard	Language Arts	sbarnard@cms.maisd.com
Mrs. Ruthann Barnwell	Special Education	rbarnwell @cms.maisd.com
Mr. Dan Basom	Social Studies	dabasom@cms.maisd.com
Mrs. Jane Basom	MS Choir	jabasom@cms.maisd.com
Mrs. Angela Breese	Counseling	anbreese@cms.maisd.com
Mrs. Kathy Campbell	Special Education	kcampbell@cms.maisd.com
Mrs. Diane Chapin	Special Education	dchapin@cms.maisd.com
Mrs. Barb Christensen	Science	bchristensen@cms.maisd.com
Mrs. Jill Christensen	Secretary	jichristensen@cms.maisd.com
Ms. Jennifer Craft	Language Arts	jcraft@cms.maisd.com
Mrs. Hailey Dawe	Physical Education/Health	hdawe@cms.maisd.com
Mrs. Mary Ellen Clery	Pers. Living/Life Mgt.	mclery@cms.maisd.com
Mrs. Lou Ann Cousinaw	Mathematics	lcousinaw@cms.maisd.com
Mr. Ken Crane	Mathematics	kcrane@cms.maisd.com
Ms. Deb Dieckman	Language Arts	ddieckman@ cms.maisd.com
Mrs. Amanda Foster	Special Education	afoster@maisd.com
Mrs. Starr Gillson	Secretary	sgillson@ cms.maisd.com
Mrs. Diane Harris-Basom	HI Teacher	dharrisbasom@maisd.com
Mr. Craig Harrison	Social Studies	charrison@cms.maisd.com
Mrs. Karen Hazekamp	Social Studies	karhazekamp@cms.maisd.com
Ms. Sarah Kentner	Mathematics/Social Studies	sakentner@cms.maisd.com
Mr. Bob Luginbuhl	Science	rluginbuhl@cms.maisd.com
Mrs. Shannon Powell	Language Arts	spowell@cms.maisd.com
Mr. Matt Reed	MS Band	mreed@cms.maisd.com
Mrs. Laura Ruggles	Art	lruggles@ cms.maisd.com
Ms. Amy Tasker	Science/Mathematics	atasker@ cms.maisd.com
Mr. Tom Torok	Principal	ttorok@ cms.maisd.com
Mrs. Becky Tower	Mathematics	btower@cms.maisd.com
Ms. Cynthia Wheeler-Gough	Social Worker	cgough@cms.maisd.com
Mrs. Karen Wickerham	Physical Education	kwickerham@ cms.maisd.com
Mr. Tim Wilkinson	Science	twilkinson@cms.maisd.com
Mrs. Kate Zimbelman	Social Studies	kzimbelman@cms.maisd.com

## CMMS DAILY SCHEDULE

7:45 – 8:45	1 <sup>st</sup> Hour
8:50 – 9:45	2 <sup>nd</sup> Hour
9:50 – 10:45	3 <sup>rd</sup> Hour
10:50 – 12:15	4 <sup>th</sup> Hour / Lunch
12:20 – 1:15	5 <sup>th</sup> Hour
1:20 – 2:15	6 <sup>th</sup> Hour
2:20 – 2:45	Seminar
2:50 – 3:10	Correctives

## MISSION STATEMENT

Quality education for all students!

The staff of Central Montcalm Middle School understands quality education to include several components. At Central Montcalm Middle School, a quality education is up-to-date and challenging. It involves working and learning with students to help them become worthwhile members of society. Quality education at Central Montcalm Middle School allows for success, builds self-esteem and develops self-direction. Based on the latest and best research, Central Montcalm Middle School's quality education develops useful basic skills and a good knowledge base. Finally, a quality education at Central Montcalm Middle School requires commitment and encourages doing one's best in all things.

## MIDDLE SCHOOL PHILOSOPHY

We believe that students at Central Montcalm Middle School possess unique characteristics that separate them from the total school population. These include confusion about identify, self-criticism, need for peer group acceptance, rapid changes in mood, highly questioning behavior, and physiological changes.

We believe the middle school is fundamental in the transition from a self-contained elementary classroom setting to the departmentalization and specialized instruction of the high school.

We further believe that this school is committed to the development of academic skills as well as those behaviors that allow an individual to function as a responsible member of society.

We believe that the success of the entire school program is directly dependent upon the cooperation and mutual acceptance of responsibility of not only professional staff, but of all employees.

## ELASTIC CLAUSE

The Principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interest of the educational process. The principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary.

## RIGHTS AND STUDENT RESPONSIBILITIES

1. Students have the right to learn. Teachers have the right to teach. No one has the right to interfere with this process.
2. Students are expected to satisfactorily complete all of their schoolwork.
3. Students are expected to perform at an acceptable level on all tests and quizzes.

## FIRE DRILL

Fire drills at regular intervals are required by the law and are an important safety precaution. It is essential that when the first signal is given, everyone promptly follows directions and clears the building by the prescribed route as quickly as possible. Students are to remain outside the building until a signal is given to return to classes.

Tampering with fire alarms is against the law. Students who tamper with fire alarms will be reported to the police and will be disciplined by school officials.

## SEVERE WEATHER CONDITIONS

In case of severe weather-snow, low temperatures, ice, etc., the official announcement of school closings may be heard over the following local radio and TV stations: WCUZ, WGRD, WLHT, WLAV, WMUS, WODJ, WOOD, WJFM, WKLQ, WWJQ, WGBU, WXYB, WGNR, WCSG, WZZM, WION, WFYC, WCFX, TV-8, TV-13 and TV-17. Listen to these stations and DO NOT call the school.

## TORNADO POLICY

Tornado Watch - Forecast of the possibility of a tornado.

In case of a Tornado Watch a person is designated to monitor weather reports. Students are to continue with classes as usual, however, teachers will be notified of the possibility of a forthcoming warning. The only exception may be that outdoor physical education or other outdoor classes will be asked to remain inside.

Buses will leave on time. Parent/guardian may take students out of school if they so desire.

Tornado Warning - A tornado has been sighted in the area.

In the event of a warning (public announcement on P.A.) teachers are directed to take their students to their designated areas.

Tornado Warnings that are in effect at the end of the regular school day will necessitate buses NOT leaving the school until the warning has been officially terminated.

## LOCKDOWN PROCEDURES

The State of Michigan began requiring public schools to conduct two Lockdown Drills each school year in accordance with school safety legislation. These drills are designed to teach students proper safety procedures in the event that there is a threat of danger from inside or outside entities such as a person with a weapon, chemical spill, major catastrophic event near the school, etc. Information about when these drills will be conducted will be given to students prior to each event. During a drill, all exterior doors will be locked and no one will be allowed into the building until the drill is complete. Students will not be allowed to leave the building or contact others using a cell phone during a drill at any time. Students are expected to fully comply with all directions given to them by the supervising adults in the building and could receive disciplinary action for failure to do so.

## HOMEBOUND/HOSPITALIZED SERVICES

The homebound/hospitalized services will be available only to eligible handicapped students and students who will be out of school for ten (10) or more days. Requests for homebound/hospitalized services may be made through the middle school office. Written documentation from a physician must be presented at the time of request, indicating nature of illness, anticipated length of hospital or home stay, and effective date of illness/injury.

## CLOSED CAMPUS

Central Montcalm Middle School has a closed campus. Students are not permitted to leave unless authorized by a parent/guardian. All students entering or leaving the school building after the start of the school day must sign in or out in the school office.

## HOT LUNCH PROGRAM

Hot lunches will be served in the middle school beginning with the first full day of classes. Lunch prices will be available at that time. In addition, students may make selections from the salad table. Charges for individual items will be posted in the kitchen. Lunches will be served on scheduled half-days or exam days. All money collected from students for meals should be in envelopes with the student's first and last name, ID number, and dollar amount. Deposits will be entered into the computer on a daily basis. If the deposits are not received prior to lunch (10:30), the cashier cannot guarantee entry into the student's account prior to meal service. The Middle School will be allowed to charge 1 meal. There will be no charging for any ala carte sales (extra milk, sandwich, etc.). Charging of hot lunches beyond this may be allowed under special circumstances if arrangements have been made with the Food Service Director prior to meal service. Under no circumstances will a child be forced to go hungry for the day. The Food Service department will offer a peanut butter and jelly sandwich and milk to any student who does not have sufficient funds. Notice will be sent home with students when funds are low. As a rule, students will not be allowed to eat off another student's account unless there is consent by the parent. Each person has his or her own account. Students or parents may obtain a printout of any date showing what they ate and payments or deductions to their account on a specific date. The cashier will need some advance notice for this service. Refunds will only be made if a student is leaving our school system. Requests need to be in writing and will be honored in a timely manner. When a student is leaving our school system, he or she will be responsible for checking with the cashier on the status of their lunch account. If there are any unpaid charges, the cashier will provide a meal history showing the negative balance. The amount must be paid before the student is dropped. Students are highly encouraged to use their student ID cards that are provided. The card validates the student's account and makes the process of going through the lunch line much faster. Pin numbers are used at the higher grade levels. We recommend that the student have the cashier verify their name on the screen before the sale is completed. This will ensure the accuracy of the pin number entered. Low balance notes are sent out weekly by each building. Notices for students with a low balance will be tuned into the office to be distributed by them. In cases where a child has a negative balance for specified length of time, a phone call will be placed to the parent by food service. Be involved with your student and think ahead when planning on which days he or she will eat and forward the appropriate funds. This will be less stressful for them.

## LOCKERS

Lockers are provided on a loan basis and remain the property of the school. Locks have been supplied to protect your personal belongings. Vandalism to either the locker or the lock will result in penalties. They are provided for your benefits; use them and respect them. Ownership is maintained by the school and lockers may be inspected at any time. Damaged lockers and locks must be reported to the middle school office immediately. **STUDENTS MUST REMAIN IN THEIR ASSIGNED LOCKER UNLESS AUTHORIZED BY THE PRINCIPAL TO CHANGE LOCKERS.**

## HOMEWORK POLICY

- I. Definition: Homework is any type of assignment performed outside of class time growing out of or related to classroom instruction.
- II. Philosophy: The staff at Central Montcalm Middle School believes in the importance of homework and the effect it has on student achievement. We believe that homework provides the vital link between school and home. Work completed at home gives parent/guardian insight into the school's philosophy, curriculum, and objectives and provided for more parent/guardian/child contact.
- III. Desired Outcomes of Homework:
1. To encourage the development of self-discipline and associated good working habits.
  2. To help student's master specific skills.
  3. To foster abstract thinking by being able to transfer specific skills or concepts to produce original responses.
  4. To provide the creativity by requiring students to integrate skills and concepts to produce original responses.
  5. To encourage the development of self-direction, independence, and personal responsibility.
  6. To improve student achievement at their respective skill levels.
  7. To promote a closer relationship between home and school.
- IV. Standards: To allow for the achievement of these goals we request that parent/guardian make a commitment to set aside, each day, quality, non-distracted time for the completion of homework assignments. Students in grades six (6), seven (7) and eight (8) will need to spend 45 minutes to 1 1/2 hours each night completing assigned homework. This is a suggested guideline, as the quantity of homework assigned will vary from week to week.
- V. Feedback: Research indicates that assigning homework results in improved student achievement. Teachers are encouraged to help students to understand why they should complete their homework and to give them immediate feedback on their efforts. Assigned homework needs to be meaningful, and systematically and fairly evaluated, graded or checked. Students need immediate feedback so their efforts can be appraised and recognized.

## INCOMPLETE/LATE WORK

Students who are absent will be given the same number of days to make up their work as the length of their **excused** absence. Work not made up on time will automatically become an incomplete. It is the student's responsibility to make arrangements to complete all course assignments.

## LIBRARY/MEDIA CENTER

The library/media center is a place where students read, study, and do research. Please respect the rights of others to use it in this manner. The library/media center is open from 7:55 a.m. until 3:10 p.m., most days.

Books may be checked out for three (3) weeks. Some encyclopedias and other reference materials may be signed out on a more limited basis. Audiovisual materials and some reference materials are for use in the library/media center only. Most materials may be renewed. Students will pay for materials that are misused or lost. Food and beverages are not allowed. Students coming to the library/media center must have a pass, unless their teacher accompanies them.

## ELECTRONIC INFORMATION

### Acceptable Use Policy

#### Central Montcalm Public School

This is a policy summary. Students and staff should read and will be accountable for following the entire policy.

- Technology covered by this policy includes the use of District software, audio and video media, computers and hardware peripherals, network, telecommunications, video and audio equipment.
- The use of District technology is a privilege, which can be revoked at any time by the District.
- Each individual user is responsible for the reasonable care of technology, including hardware and software while in their possession or while they are using it.
- Users of District technology will be responsible for its use and misuse. Appropriate use of District technology is defined as use in furtherance of the instructional goals and mission of the District. Users should consider any use, which does not fall under this definition of appropriate use as being potential misuse for which a loss of technology use and disciplinary consequences may occur.
- Staff and students acknowledge that software, audio and video media is protected by a variety of licensing agreements and copyright laws and that any misuse of these may subject the user, as well as the District, to a variety of legal liabilities. Students and staff need the permission of the Director of Planning, Instruction and Technology or his/her designee to install software or media.
- Staff who purchase District software or media are responsible for forwarding purchase and specification information to the Office of Director of Planning, Instruction and Technology.
- Users are responsible for the security of the technology, including the ability to use that technology to access confidential information, while such technology is in their possession or under their control. Staff and students are not to either use or disclose confidential information except as a part of an appropriate educational use of technology.
- Passwords are the property of the user and are not to be used by anyone else.
- Check out of District technology for non-classroom use must be in accordance with Board Policy and Administrative Guidelines. All technology must be returned and available for instruction whenever students are present for instruction.

1. First Offense: Loss of privileges for up to 30 school days and 1 day in-school suspension.
2. Second Offense: Loss of privileges for up to 60 school days and 2 days in-school suspension.
3. Third Offense: Loss of privileges for 90 school days and 3 days in-school suspension and a required Student Disciplinary Hearing.

AN ADDITIONAL VIOLATION OF THIS POLICY WILL RESULT IN UP TO A TEN (10) DAY OUT OF SCHOOL SUSPENSION AND POSSIBLE EXPULSION.

## STUDENT COMPUTERS

Beginning in the fall of 2010, every middle school student in grades 6<sup>th</sup> through 8<sup>th</sup> will be issued a laptop computer. This computer will remain the property of CMPS and are intended for use on appropriate educational activities. Students will be expected to adhere to the acceptable use policy for all computer-based activities.

## ELECTRONIC DEVICES

I-pods, MP3 players, and other electronic devices are allowed to be used at the discretion of the MS staff.

## CELL PHONES

Students are allowed to have cell phones at school. However, they are not to be used during school hours for any reason.

## OFFICE TELEPHONES

Office telephones are for business use only and are not available to students except in emergency situations. Any student using the phone for school business must have a pass from the instructor they are representing.

## REPORT CARDS

Report cards will be issued at the conclusion of each marking period. Progress reports will be provided to parents as requested or given to students on a regular basis. Parents using the Parent Portal of our Power School student database can also obtain current grades. Parents will be provided with a website and password to access their students' grades, attendance, school directory information and current announcements. Please call the main office for this information if you do not receive it during the first two weeks of the school year.

## MEDICATION

Under the Michigan School Code, a school administrator, school nurse, teacher, or other designated school employee is permitted to administer medication to a student pursuant to written permission of the student's parent or guardian and in compliance with the instructions of a physician. To that end, the following procedures shall be used in the administration of medication to students at school.

### Responsibilities of Parent/Guardian

1. An administration of medication request form will be completed by the parent/guardian for each medication. This form will give the physician's name, prescription directions and will include any precautions that should be taken in administering the medication. This written request is available in the middle school office.
2. The parent/guardian shall be responsible to notify the principal in writing of any change in the medication or its administration.
3. It is recommended that all medication be brought to the school by a parent or guardian in a container appropriately labeled by a pharmacy or physician.
4. Non-prescription oral medications will not be administered by school employees.
5. Parent/guardians may administer medication(s) to their child at the school, if arrangements to do so are made with the principal.

### Injections

The Michigan Attorney General's opinion (No. 5679, April 11, 1980) allows a school administrator, teacher, or designated employee to administer medication in the form of an injection if he/she is properly trained to performed the injection and does so pursuant to the instructions of a Physician.

The following procedures shall be followed by school personnel in emergency situations:

- a. An attempt to contact the parent/guardian will be made.
- b. Injections from a physician-prescribed kit may be administered by the individual requiring the injection or by a school employee under the supervision of a physician.

## SCHOOL DANCES/PARTIES

The student council and administration must approve all dances.

**Dance Rules:** Chaperones can remove anyone they feel has been drinking or misbehaving.

Students are subject to school drinking/drugs and smoking rules.

All dress code restrictions are enforced at dances. Violators will be asked to change or leave.

Visitors are not permitted at middle school dances.

If a student is absent or suspended the day of a dance, her or she may not attend. Students are not permitted to leave and return during a dance.

## SCHOOL RECORDS

In accordance with the Family Educational Rights and Privacy Act of 1974, official school records directly relating to a student shall be available for examination by parent/guardian of a minor or the student who has attained the age of majority. A complete statement of this policy is available in the Principal's office.

## TEXTBOOKS

Textbooks for students will be provided by the school district. It is the student's responsibility to use books properly and prevent their loss. Stolen books are considered lost books. Students will be required to pay for damaged or lost books.

## REQUIREMENTS FOR PROMOTION

Students are expected to earn satisfactory grades in all core and elective classes. Students who fail multiple classes will be considered for retention. All students are required to take classes in the following areas: Language Arts, Math, Science, Social Studies, Physical Education, and Life Management. Two elective classes will be taken each term. Special Education students will be promoted when the IEP team determines the student has met his/her goals and objectives and has made satisfactory academic progress. Retention and promotion decisions will be made as a result of teacher, counselor, administrator and parent input. Central Montcalm Middle School staff retains the right to promote or retain any student based on the above-mentioned policy.

## ATTENDANCE POLICY

The State's Compulsory Attendance Law recognizes an educational value in students regularly being in attendance in their classes. Regular attendance contributes to the school's instructional goal of developing traits of punctuality, self-discipline and responsibility in students.

Interaction between students and staff and involvement in the total school environment are critical parts of the learning process and, therefore, depend on the student's presence in the classroom. Students, who have good attendance generally achieve higher grades, enjoy school more and are more employable after completing high school. Students under the age of 16 will be referred to the county truancy officer if their attendance is unsatisfactory or has a negative affect on their academic progress. Parents are required to call or send a written **reason** every time a student is absent. Failure to excuse an absence either by telephone or in writing will result in an unexcused absence and can be considered a violation of the Michigan Compulsory Education Laws (Truancy). Students who compile 5 or more unexcused absences may be turned over to the Montcalm Probate Court for truancy violations. Parents will be notified and will be required to meet with school officials to develop a plan for improved student attendance. Failure to improve attendance may result in legal action against the student and parent.

The CMMS administrator reserves the right to excuse or deny any absence reason as presented by a parent or guardian. Possible reasons for denial of an excused absence may include but are not limited to the following:

- Any absence due to illness past 5 school days not accompanied by a physicians statement
- Any absence deemed social in nature (parties, babysitting for others, shopping etc.)
- Any absence or tardy due to repeated incidences of missing the bus or over sleeping
- Past history of poor attendance

## CLASS ATTENDANCE AND CREDIT

It is important for students and parent/guardian to understand that credit toward promotion is earned on the basis of passing marks and regular class attendance. A student on the homebound program shall be deemed to be in attendance. The student will have seven (7) days to bring in verification to allow the authorized exceptions.

## THE RELATIONSHIP BETWEEN GRADES AND ATTENDANCE

A student's grade in a particular course is a measure of the student's accomplishment in that course. In other words, a grade is a measure of a student's classroom performance. Teachers consider a student's classroom participation (or lack of participation) in evaluating his/her academic progress in a particular class.

Thus, attendance and classroom participation are necessary to academic achievement. The extent to which absenteeism results in a student not attaining certain prescribed academic standards in a class is reflected in the grade, which a student received in that class. On the other hand, students shall not be penalized for situations in which they have a valid excuse for their absence, assuming they make up all work missed. In determining the effect of absence on a student's grade, a teacher must differentiate between excused absences and unexcused absences.

## ABSENCES

Students absent from school must either:

1. have a parent or guardian call the school on the day or days of absence. This call can be made anytime, day or night to 831-2200, or,
2. upon their return to school, present to the middle school office, a written note signed by a parent/guardian. This note should be dated and give a specific reason for the absence(s) and the date(s) of the absence(s).
3. The school administration reserves the right to ask for a doctor's verification for an absence at any time.

A decision will be made as to whether the excuse presented for the absence entitles the student to an excused or unexcused absence. AN UNEXCUSED ABSENCE WILL RESULT IF:

1. no note or call is received from the parent/guardian (or the student if an adult) within 7 days of the day the student returns to school, or,
2. the parent or guardian takes the student out of school for an insufficient reason.

## PRE-ARRANGED ABSENCES

In certain cases, the student will know ahead of time that an absence will occur. In these cases the student should bring a note from a parent/guardian and present it to the school office three (3) days prior to the absence. A pre-arranged absence permit will be issued to the student in the following situations:

1. doctor and/or dentist appointment which cannot be made outside normal school hours
2. family vacations (including hunting and fishing trips)
3. church related activities
4. court appearances or required appearances at social service agencies

The schoolwork for these types of absences must be completed and submitted to the teachers prior to the day or days of absence. The individual teacher may make any exception to this rule.

## EXCUSED ABSENCES

Excused absences are absences properly cleared by the parent/guardian. Examples of such excused absences might be, but are not limited to the following:

1. personal illness
2. death or funeral in the family
3. family emergency
4. approved pre-arranged absences

It is the responsibility of the individual student to talk to each teacher concerning making up work missed during a period of excused absence. Absences, whether excused or unexcused, are counted in the district's policy regarding credit earned in classes.

## UNEXCUSED ABSENCES

Unexcused absences are absences not properly cleared by the parent/guardian/student/18 year old student.

This type of absence occurs when a student is out of school for an insufficient reason or if a student is absent without parent/guardian's knowledge. Examples of such insufficient reasons might be, but are not limited to the following:

1. babysitting
2. shopping trips
3. working at home on projects which could be accomplished after normal school hours or on weekends
4. working on a car during school hours
5. hunting, fishing or other recreational activities which were not pre-arranged
6. skipping/truancy
7. any other absence not pre-arranged and/or not known to the parents/guardian
8. missing fifteen (15) minutes or more of a regularly assigned class, for insufficient reason, constitutes an unexcused absence

Skipping or truancy is defined as absence from school without permission of parent/guardian, or school officials. Unexcused absence is defined as absence with knowledge of parent/guardian but for insufficient reason and/or without pre-arrangement at the school.

Students with unexcused absences must make up all work missed.

First Offense for Truancy:	1 day of In-school suspension
Second Offense for Truancy:	3 days of In-school suspension and a parent meeting is required.
Third Offense for Truancy:	In-school suspension up to 10 days, parent meeting and a referral to Montcalm County Probate Court for truancy.
Fourth Offense for Truancy:	Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS.

## TARDY POLICY

Students will have sufficient time to travel from one class to the next. Each student should realize the importance of starting class on time and the problems created by students entering late. Tardies will be tracked in each class by the teacher. Any student who has an unexcused tardy will be treated in the following manner:

- 1<sup>st</sup> Offense - Warning and student will lose 5 minutes of passing time after that class.
- 2<sup>nd</sup> Offense - Student will be required to make up 15 minutes with teacher in the morning before school.
- 3<sup>rd</sup> Offense - Student will be deemed to be insubordinate and will be sent to RTC with a behavior referral.

Further tardies may result in additional RTC referrals, alternate passing time or possible suspension. Chronic tardiness may result in up to a 10 day out of school suspension and a Board hearing with a possible expulsion recommendation.

\*Student will be considered absent (not tardy) if they miss more than fifteen minutes of a class period.

## BUS SAFETY RULES

The majority of our students are transported on buses each day. To assure a safe system, the following bus rules and procedures have been adopted by the Central Montcalm Board of Education:

1. obey the driver as he/she has the same authority as a teacher in the classroom
2. to keep hands and head inside the bus at all times
3. to observe classroom conduct, except for ordinary conversation
4. do not shout at passing persons or vehicles
5. to occupy the seat assigned by the driver and refrain, at all times, from moving around while the bus is in motion
6. to be in place designated both morning and evening ready to board the bus when it arrives, the bus cannot wait
7. to stay off the traveled roadway at all times while waiting for the bus
8. to wait until bus has come to a stop before attempting to get on or off
9. to enter or leave the bus only at the front door except in case of emergency
10. to cross the traveled roadway, if necessary, after leaving the bus in the following manner:
  - a. make sure the bus is stationary
  - b. on alighting go ten (10) feet to the front of the bus within sight of the driver and wait for the proper signal for crossing
  - c. upon signal from the driver or from a personal escort, look both to the right and left and proceed across the roadway in front of the bus
  - d. walk, don't run, in front of the bus when crossing the roadway
11. report to the driver, at once, any damage to the bus that is observed
12. help keep the bus clean, sanitary, and orderly
13. no smoking, fighting, or profanity will be tolerated at any time
14. no writing on, marring, or defacing the interior or exterior of the bus will be tolerated
15. students who ride the bus to school will not be permitted to walk or ride any other bus or get off at another stop unless the driver has written permission from parent/guardian
16. the bus driver is in charge of the students while they are on the bus and at the bus stops, while loading or unloading students
17. all students will be assigned a seat on the bus

## DISCIPLINARY PROCEDURES FOR SCHOOL BUS RIDERS

1. For the safe and convenient transportation of students, respect for the personal freedom of others, and efficient operation of the school buses, the following discipline procedures were established to handle those situations where a rider fails to cooperate by disobeying the rules and regulations for school bus riders. All school rules are in effect while students are awaiting, or using district buses and discipline problems will be handled as if at school. At any citation level involving a serious infraction, the principal may issue a suspension from the bus and/or school.
2. Report of bus-stop or bus-riding misconduct originates from a responsible person. Observation of misconduct can be made by a driver, a passing motorist, parent/guardian, a school teacher, school official or any other responsible person.
3. The initial handling of bus rider's misconduct on the school is the responsibility of the school bus driver. Most cases can and will be handled and solved by the driver. If the bus driver feels and/or requests that additional assistance be made available to handle and resolve the matter, the following procedures will be used:
  - A. Bus discipline citation describing the misconduct will be made out by the driver
    1. the white copy will be given to the student for delivery to and signature of parent/guardian
    2. the yellow copy will be given to the transportation supervisor
    3. the pink copy will be given to the transportation supervisor for delivery to the school principal

- B. For the first citation issued, parent/guardian must discuss problem with the student. Parent/guardian must sign it, and the driver must receive the signed citation before the student will be permitted to ride the bus again. The parent/guardian's signature only acknowledges the receipt of the citation.
- C. For the second citation issued, a three-day suspension from the bus will result unless the situation requires suspension from school, a conference may be held with student, driver, principal, and supervisor with the parent/guardian notified of the action taken. Parent/guardian must sign citation and the driver must receive it before the student will be permitted to ride the bus again.
- D. For the third citation issued, a ten day suspension from the bus will result and if required suspension from school, and a conference maybe held with the student parent/guardian, driver, supervisor and the principal. If the citation is issued on the morning route, the student will be taken home that afternoon, but will thereafter be excluded from riding the bus pending the action taken. Parent/guardian will be notified of any action taken.
- E. For the fourth citation issued, the student will be suspended from the bus for the rest of the semester. A conference maybe held with the student the parent/guardian, driver, supervisor and the principal. If the citation is issued on the morning route, the student will be taken home that afternoon, but will thereafter be excluded from riding the bus pending the action taken. Parent/guardian will be notified of any action taken.

In all cases, when riding privileges are suspended (due to student's own misconduct), it is the parent/guardian's responsibility to transport the student to and from school.

## SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district, however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag, etc...) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition. Trained canine units may be used to conduct locker, building, parking lot and grounds sweeps at any time to help insure the safety of all students.

## STUDENT SECLUSION AND RESTRAINT

Professional staff members may need to restrain and seclude students under certain emergency circumstances. This must be done only as a last resort if students pose a threat to themselves or others.

All such intervention shall only be done in accordance with guidelines developed by the Superintendent, which shall be based on the Standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training will be provided to all professional staff and to substitute teachers, as well as the support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards.

## CENTRAL MONTCALM MIDDLE SCHOOL STUDENT CODE OF CONDUCT

The code of conduct, which pertains to all school related activities and school property, confirms that students come to school for an education and that the school should provide a wholesome atmosphere for a good experience.

Central Montcalm Public School recognizes that proper student conduct is essential in all programs and activities of the school. Proper conduct is essential (1) to develop and maintain a healthy teaching/learning environment, (2) to develop and maintain those conditions necessary for an orderly, safe and efficient operation of the school and the school program, and (3) as a teaching tool, illustrating the fact that orderly conduct is a requisite to cooperative and productive participation in adult life.

Discipline is the joint responsibility of students, parent/guardian and the school. When a student violates a school regulation, the support and cooperation of both student and parent/guardian are essential to the value of the school disciplinary measures taken. The school is charged with the responsibility of administering a discipline that is educational, rehabilitative, reasonable, fair and that takes into account individual student rights. The school shall keep a confidential written record of student misconduct and the disciplinary measures taken.

In order to insure each student's right to educational opportunity in the school system, various policies, rules and regulations governing student conduct and discipline have been developed. This code is an attempt to list the main violations and the penalty of each, but other acts not listed could be disciplined if the act is disruptive to the educational process, hinders other students learning, or is deemed inappropriate for a school setting. Students aiding or abetting another student in the commission of any school violation may receive a penalty equal to that of the violator.

Provisions of the student code of conduct are in effect during all field trips, extracurricular activities, and other activities that are an outgrowth of the school program. The board considers its authority to discipline to extend beyond the school day and on or off school property where a student's misconduct is directed toward any school employee or relates directly to some action taken by the school.

In all cases of suspension, an administrative conference with the student will be held. The parent/legal guardian will be notified and a notation made in the student's file. In the cases of a three (3) day or longer suspension it will be necessary for a student disciplinary intervention with the student, parent/guardian, and an administrator prior to the student's reinstatement. Students will not be allowed on any school property or to attend any school function during the suspension.

### \*Parent Notification

Parents/guardians of a minor student will be notified of student violations of rules stated in the Student Handbook either by telephone or through the mail. In addition, students are personally given a copy of their discipline letter, which includes the type of infraction and punishment.

### \*Hearings

Student Disciplinary Intervention - this type of hearing requires that the student and their parent/guardian must meet with the principal and/or assistant principal to discuss concerns and consequences.

Board Hearing - this type of hearing is necessary when there is a possibility of expulsion. At a School Board meeting, the administration, parents/guardians, and student will all have the opportunity to present their case.

## DISCIPLINE POLICY

### THE RESPONSIBLE THINKING PROCESS (RTP)

Teachers have the right to teach, and students have the right to learn, in a safe and orderly environment!

The Responsible Thinking Process (RTP) is a discipline process that teaches students how to think through what they are doing in relationship to the rules in all environments (i.e. classroom, cafeteria, hallways, etc.). The key component of this process is its focus on teaching students how to achieve their goals without getting in the way of others who are trying to do the same thing. It teaches students how to take responsibility for their actions by developing their ability to think for themselves, while respecting the rights of others.

A component of RTP is the Responsible Thinking Classroom (RTC). This classroom is designed to allow students to think about their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, he or she will be asked some specific questions that are designed to help the student think about what they are doing and give them the opportunity to correct the behavior. If a student continues to disrupt, he/she has chosen to go to RTC and follow the process. While in RTC, the student will work with the RTC teacher to develop a plan to resolve the problem. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate their plan with the teacher. If there are continued problems with disruptive behavior, an intervention meeting is called. An intervention meeting may include the student, parent or guardian and the appropriate staff. The primary purpose of this meeting is to discuss the problem and to formulate strategies that will help the student become more successful.

### SUSPENSION / MAKE-UP ASSIGNMENTS

Students will be given any work they miss while they are out on suspension. It is the responsibility of the student to make sure all school work is completed in a timely manner. Students will have a period of time equal to the length of their suspension to complete their missing work. After that time the student will lose credit for any missing assignments.

### GENERAL MISCONDUCT OFFENSES

Offenses such as, but not limited to:

1. Refusing to identify self to school personnel, insubordination, refusal to follow reasonable instruction of school personnel, or suggesting that others to defy reasonable instructions or direction.
2. Obscene or vulgar language, obscene gestures, or moral affront towards a student.
3. Misuse of books, materials and equipment.
4. Stealing
5. Unsafe or disorderly behavior which includes but is not limited to running in the halls, throwing objects, undue noise in the halls, snow balls, possession of lighters or matches, etc
6. Possession or Use of Dangerous, Damaging, or Potentially Harassing Objects: Squirt guns, liquid filled balloons, water bottles, bean shooters, rubber bands, lighters, snowballs, lasers/laser pens, hanging chains, dog chains, etc.
7. Middle school students in high school.
8. Lunchroom rule violations.
9. Disruptive and disrespectful behavior.
10. Cheating/lying
11. Skipping classes/unexcused absences
12. Failure to dress for gym
13. Pushing, shoving and other minor forms of aggressive behavior
14. Minor vandalism under \$100.00
15. Chronic unproductive behavior
16. Public display of affection (kissing, hugging, holding hands, etc.)

## PENALTIES FOR GENERAL MISCONDUCT

- 1<sup>st</sup> Violation: RTP questions or referral to RTC room. Plan will be written.
- 2<sup>nd</sup> Violation: Referral to RTC
- 3<sup>rd</sup> Violation: Referral to RTC, parent notified, and 1 hour of afterschool suspension.
- 4<sup>th</sup> Violation: Student sent home and intervention meeting required to attend school
- 5<sup>th</sup> Violation: 1 day suspension - Parent intervention meeting may be requested by parent, principal or teacher.
- 6<sup>th</sup> Violation: 3 day suspension – Parent intervention meeting may be requested by parent, principal or teacher.
- 7<sup>th</sup> Violation: 5 day suspension – Parent intervention meeting may be requested by parent, principal or teacher.
- 8<sup>th</sup> Violation: 10 day suspension – Parent intervention meeting may be requested by parent, principal or teacher.
- 9<sup>th</sup> Violation: 10 day suspension and possible recommendation to Board of Education for expulsion

For continued violations of general misconduct refer to incorrigibility/persistent disobedience in violation of school rules and regulations. The consequences are cumulative.  
Restitution of property “if applicable”

Note: Recommendation for expulsion is made at the discretion of the building principal based on the number of violations that are dangerous or highly disruptive in nature.

## GROSS MISCONDUCT OFFENSES

1. Possession of a weapon.
2. Arson: setting a fire
3. Assault and/or battery.
4. Fighting on school property or at a school sponsored function. A student may also be held responsible for statements and/or actions, which directly provoked aggressive actions, by another student.
5. Threatening, taunting or provoking others, refusing to obey a clear and reasonable order of a teacher, or other school personnel.
6. Harassment, bullying, teasing of any nature including racism, sexual harassment and cyber bullying.
7. Bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
8. Breaking and entering: unauthorized entry into school property, including but not limited to school buildings and school vehicles.
9. Explosives: This includes fireworks, smoking devices, incendiary devices as well as caustic or noxious substances.
10. Extortion, blackmail or coercion; obtaining money or property by violence or force.
11. Computer tampering, unauthorized access, or modifications and/or destruction of private files.
12. Forgery, falsifying excuses or other school related documents.
13. Illicit Substances: manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:
  - A. Alcohol or any alcoholic beverage, including “non-alcoholic malt beverages”
  - B. Illicit drugs
  - C. Substances purported to be illegal, abusive or performance enhancing, i.e., “look-a-like” drugs.
  - D. Other mood altering chemicals which can hinder the student’s ability to learn or participate and which could cause damage to the student’s health.
14. Interference or intimidation of school staff, which includes force or verbal threats.
15. Malicious mischief: property damage
16. Obscene, vulgar or profane language towards a school employee.
17. Theft, including aiding and abetting (over \$100.00)
18. Vandalism: damaging to school property or property of others (over \$100.00)
19. Harassment, racist or ethnically slanderous remarks or moral affronts

## PROCEDURES FOR GROSS MISCONDUCT:

The principal or his/her designee will:

1. Investigate the offense and allow the student to respond
2. Notify the police when appropriate
3. Notify the parent of those involved
4. Notify the office of the superintendent

#### PENALTIES FOR GROSS MISCONDUCT:

One or more of the following may apply as determined by the principal or his/her designee:

1. Suspension: One to ten days. Parent intervention meeting required
2. Suspension of more than ten days
3. Recommendation for expulsion
4. Restitution of property (if applicable)
5. Conference with parents or guardians before readmitting students

#### INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.

#### DRESS CODE (General Misconduct)

As middle school staff we believe that how a student dresses reflects their personality and character. Our student dress code is designed to assist in the educational process by not allowing clothing that is disruptive to the educational process or advocates dangerous and destructive behavior. Clothing or accessories that interfere with the teacher's right to teach or any child's ability to learn has no place at CMMS.

The following is a list of clothes or accessories that are not permitted in school.

1. Suggestive or vulgar clothing with offensive pictures, slogans or sayings
2. Short shorts or skirts. This will be measured with the student's hand at his or her side. Shorts or skirts that are above the tips of the finger are too short.
3. Shirts that expose the student's midriff either when hands are at the student's side or held above their head
4. Clothing that exposes undergarments or private areas. Pants and shorts are to be worn at the waist. No sagging of pants is allowed.
5. Sleeveless clothing unless covered by a shirt with sleeves
6. Clothing that is noticeably too tight or too loose fitting
7. Halter or tube tops
8. Inappropriate or no undergarments
9. Clothing that in any way advertises alcohol, drugs, tobacco products, gang affiliation or sexual activity
10. Hats, caps or any type of head covering inside the building
11. Coats of any type (excluding suit coats) shall not be worn in class unless authorized by the teacher
12. Jewelry that represents inappropriate behavior (such as drugs, alcohol and gang affiliation) are strictly not permitted and will be confiscated
13. All types of large chains or choke chains are not permitted.
14. Hair-styles deemed "disruptive" to learning by a classroom teacher or principal.

A warning may be issued to a student who has chosen to violate this standard. Students may also be asked to change their clothing, turn shirts inside out or contact parents for a change of clothes. Failure to comply with requests by staff or continued violations of this code will result in longer-term suspensions and an intervention meeting.

PLEASE REMEMBER THIS LIST IS NOT EXHAUSTIVE AND CMMS STAFF RESERVE THE RIGHT TO ASK A STUDENT TO CHANGE CLOTHING OR REMOVE ACCESSORIES THAT DIRECTLY IMPACT THE LEARNING OF THEMSELVES OR OTHERS.

## HARASSMENT AND BULLYING

Harassment of students is strictly prohibited based on Board of Education Policy 5517.

Harassment is defined as inappropriate conduct that is repeated enough or serious enough to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics such as sex, race, color national origin, religions, height, weight, sexual orientation or disability. Harassment would include such activities as stalking, bullying, name-calling, taunting, hazing or other disruptive behaviors. Students will be held accountable if mean spirited behavior does harm.

Any student who believes he/she has been the victim of harassment should immediately report it to a teacher, staff member or principal. Complaints are to be investigated. If the investigation finds the harassment occurred it will result in prompt and appropriate remedial action, up to expulsion.

Sexual Harassment may include but is not limited to:

- verbal harassment or abuse
- pressure for sexual activity
- repeated remarks with sexual or demeaning implications
- unwelcome touching
- sexual jokes, posters, cartoons, etc
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of duties.

Bullying may include but is not limited to;

- threatened or actual physical harm
- un-welcomed physical contact
- threatening or taunting verbal, written or electronic communications
- taking or extorting money or property
- damaging or destroying property
- blocking or impeding student movement.

## GROSS INSUBORDINATE BEHAVIOR, OBSCENE or PROFANE LANGUAGE DIRECTED TOWARD an ADMINISTRATOR or SCHOOL EMPLOYEE

There may be occasions during which an administrator must deal with a student who becomes profane, who openly confronts the authority of the administrator or other school employees, or who makes threatening gestures or remarks to the administrator or other school employees. This includes the destruction or defacing of their personal property. Any student who, in the opinion of the administrator, behaves in such a manner shall be immediately suspended from school attendance up to ten (10) days out of school. A student disciplinary hearing will be required with their parent/guardian. A hearing before the Board of Education may also be required with expulsion possible.

Public Act 104 requires the permanent expulsion of students in grade six and above who intentionally cause or intend to cause physical harm to a teacher, volunteer, or contractor in a school. Reinstatement to school takes place the same as under the weapons expulsion. Students who have been expelled from a Michigan school may seek reinstatement. For students six grade and above, the waiting period is 180 days. The final decision to reinstate a student rests with the school board. The bill also requires the expulsion of students for up to 180 days for verbal threats, bomb threats or similar threats.

## GANG AFFILIATION (Gross Misconduct)

Gang activities or association with gangs is negative and demeaning to those involved. This activity adversely affects the educational environment and can be detrimental to students, staff, and community members. The antics of gangs and its members will not be tolerated in any way regardless of the degree of involvement. This includes but is not limited to the following:

1. The wearing of colors, clothing, or paraphernalia that represents support of or involvement in a gang
2. The use of gestures, artwork, language, or symbolic actions that denote support of or involvement in a gang.

## WEAPONS (Gross Misconduct)

Possession and/or use of weapons and/or ammunition, including but not limited to the following items knives/blades (of any length), bullets, bows & arrows, martial art devices, clubs or facsimiles of guns. The Michigan Legislature has enacted Public Act 328 of 1994 to amend Section 1311 of the School Code (MCL 380.1311) to require the expulsion of students who possess a dangerous weapon in a weapon-free school zone or who commit arson or rape in a school building or on school grounds. For purposes of Public Act 328, a “dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. A “weapon-free school zone” is school property, which includes a building, playing field, property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, or a vehicle used by a school to transport students to and from school property.

Public Act 328 also mandates the permanent expulsion of a pupil who possesses a dangerous weapon in a weapon-free school zone or who commits arson or rape in a school building or on school grounds. Students who have been expelled from a Michigan school may seek reinstatement. For students in grades six and above, the waiting period is 180 school days. The final decision to reinstate a student rests with the school board.

## MATTERS RELATED TO TOBACCO, ALCOHOL AND OTHER CONTROLLED SUBSTANCES

### TOBACCO

No student shall possess tobacco (cigarettes, cigars, snuff, chewing tobacco, etc.) and shall not smoke or use tobacco on school property, during school or school related activities. In the event of a violation of the preceding paragraph, the following steps of discipline will be taken.

1. First offense: Three-day out-of-school suspension. Parent/guardian will be notified. Parent/guardian conference will be required before student’s reinstatement.
2. Second offense: Five-day out-of-school suspension. Parent/guardian will be notified. Parent/guardian conference will be required before student’s reinstatement.
3. Third offense: Ten (10) day out-of-school suspension. Parent/guardian will be notified. A student disciplinary hearing will be required with their parent. **AN ADDITIONAL VIOLATION OF THIS POLICY WILL RESULT IN UP TO A TEN (10) DAY OUT OF SCHOOL SUSPENSION AND POSSIBLE EXPULSION.**

## ALCOHOL and OTHER CONTROLLED SUBSTANCES or NON-CONTROLLED SUBSTANCES

No student shall possess, be under the influence of, use, attempt to deliver, sell, or advertise a controlled substance that the student represents to be a controlled substance by appearance or effect.

Students are not to use, possess or sell any controlled substance, alcoholic beverage or non-controlled substance (as defined in this Policy) on school property, buildings, grounds, athletic fields, buses, or at any home or away school related activities. Any offending student is subject to the disciplinary sanctions outlined in this Policy.

### NON-CONTROLLED SUBSTANCES

A non-controlled substance or imitation controlled substance means a substance that is not a controlled substance but which by appearance (including color, shape, size or markings) and/or by representations made will lead a reasonable person to believe that the substance is a controlled substance or which by representations made would allow the recipient to display, sell, distribute or use the substance as a controlled substance. Controlled substances are:

1. Alcoholic beverages (beer, wine, wine coolers, malt liquor, bottle liquor, premixed drinks and other similar beverages).
2. Marijuana, hashish or any other similar cannabis derivative.
3. Amphetamines (speed, white cross, cocaine)
4. Phencyclidines (PCP, angel dust)
5. All hallucinatory chemicals (LSD, mescaline and others)
6. Barbiturates
7. Opiates
8. Other mood altering chemicals that can hinder the student's ability to learn or participate and which could cause damage to the student's health.
9. Medication that is prescribed to someone other than the student who has it in his or her possession.

### BREATHALYZER POLICY

Where there is an individualized, reasonable suspicion that a student has consumed an alcoholic beverage, the student may be asked to take a breath-alcohol (Breathalyzer) test. Observable behavior giving rise to an individualized, reasonable suspicion includes but is not limited to impaired speech, impaired coordination, glazed eyes, the smell or odor of alcohol on the breath, or other overt behavior indicating that alcohol has been consumed. The request that the student voluntarily take a Breathalyzer test shall be made in order to give the student an opportunity to prove that the student has not consumed an alcoholic beverage.

A student may be required to take a Breathalyzer test prior to attending or participating in or during an extracurricular activity where there is a reasonable suspicion that the student has consumed an alcoholic beverage. If the student refuses to take the test, the student will not be admitted to the school activity and may be subject to disciplinary action based on observable evidence of the student's misconduct but not for refusing to take the Breathalyzer test.

## PARAPHERNALIA

Various instruments and materials are commonly known to be intended for the use of, or preparation of illicit substances as defined above. Such instruments would include hash pipes, water pipes, certain cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use or possession is prohibited.

Violation of this policy shall result in the following action

UP TO A TEN (10) DAY OUT-OF-SCHOOL SUSPENSION AND POSSIBLE EXPULSION.

Any suspected violation of state law will be reported to law enforcement officials. Parent/guardian of the student will be contacted and a conference arranged as soon as possible.

In certain specific cases the student assessment team in conjunction with the administration may recommend a waiver or modification of school disciplinary policies to be the most beneficial and helpful means of responding to a student's problem.

## REPEATED/SERIOUS VIOLATION

Any student, who repeatedly violates a school rule in one or more categories in a school year, shall receive a suspension of up to ten (10) days out of school pending a conference with a parent/guardian and a hearing before the Board disciplinary committee to determine the future status of the student's enrollment at Central Montcalm Public School. Any student may be given up to a ten (10) days out of school suspension on the first, second or third offense if, in the opinion of the administrator, the student's presence endangers other students, employees or the educational process.

## MATTERS RELATED TO PUBLIC AND PERSONAL PROPERTY AND THE SAFETY OF SELF AND OTHERS

- A. Extortion, Major Theft, Major Property Damage, Malicious Destruction or Defacement of School Property (\$100 or more), False Alarms, possession of guns including pellet and BB guns.
  - 1. First Offense: Up to a ten (10) day out-of-school suspension. A student disciplinary hearing with their parents/guardians will be required. They may also be asked to appear at a hearing before the Board of Education. Expulsion for the remainder of the school year is a possibility.
- B. Bomb Threats

(Public Act 104) also requires the expulsion of students for up to 180 days for bomb threats or similar threats.

## MATTERS RELATED TO CRIMINAL ACTS

The violation of federal, state or local law or ordinances is grounds for suspension or expulsion when such violations occur on school property, in school buildings, or at school sponsored events.

The school regardless of whether or not criminal charges result may take disciplinary actions. Criminal acts include, but are not limited to the following:

- A. Arson - Intentional setting of fire
- B. Assault/Battery - physical threats or violence to person(s)
- C. Breaking and entering - entering a building illegally
- D. Burglary - stealing of school or personal property
- E. Explosives - possession or use, including firecrackers
- F. Extortion, blackmail, coercion - obtaining, or attempting to obtain money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
- G. Firearms - possession, use, or intended use
- H. Inciting a riot - organizing, leading, encouraging, or participation with a group whose intent and/or action is that of destruction of property, harm to individuals, or disruption of the orderly operation of the school program.
- I. Moral, ethical affronts, any act or threat that is a moral or ethical affront to others, or a violation of the personal civil rights guaranteed by law, constitutional provision, or legal opinion having the effect of law.

## ADMINISTRATORS' RESPONSIBILITY IN NOTIFYING PARENT/ GUARDIAN OF SUSPENSION: DUE PROCESS

On the basis of present school law the authority to temporarily separate or suspend a student is delegated by the Central Montcalm Board of Education to the building principals. A student charged with misconduct has a right to due process. Such a student will have the opportunity to explain his/her actions or status regarding the charges. If, then, the administrator determines that charges against the student should stand, disciplinary action will be ordered. An administrator may order the immediate removal of a student whose conduct disrupts the academic atmosphere of the school, endangers fellow students, teachers, school officials or others, or damages property. If the disciplinary action ordered does include suspension from specific classes or school attendance, notice will be sent to the adult student or the parents/guardian of a minor student as soon as practicable of the decision to conduct suspension proceedings. The administrator will then require a hearing to be held, with the student present, as soon as practicable following the student's removal. At such a hearing, statements in support of the charges will be produced. The student and others will be permitted to make statements in defense.

Parents/guardians of a minor student likewise have a right to these provisions in order that they may better be able to assist.

A student's due process safeguards consist of the opportunity to:

- A. Be informed of categories of misconduct and penalties or corrective action that may be used; through printed materials made available and/or through discussion with school personnel.
- B. Be informed of the charges against the student and the resulting penalties or other actions. In cases involving exclusion from school, written notice will be sent to the adult student or the parents/guardians of a minor student.
- C. Having a hearing regarding misconduct charges with the opportunity to offer defense and to examine any documents relating to the charges.
- D. Appeal to higher authority if it is believed that the student is not guilty as charged or if it is believed that the student is being subjected to disciplinary action that is not in keeping with this guide. Also, an appeal may be made if it is believed that the student has not been granted due process as stated herein. The action of appeal will be exercised according to the steps of the appeal procedure. Disciplinary action or corrective action originally ordered, may, at the discretion of the administrator, remain in effect during appeal activities until changed through that process. This appeal may be initiated by the parent/guardian of a minor student or by the adult student.

## APPEAL PROCEDURE

- A. For discipline including suspension, in-room detention, after school detention or out-of-school suspension up to 10 school days in length. (These are all considered temporary separation.)
1. Parents/guardians may appeal in writing within two (2) school days and request a conference with the principal.
  2. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
  3. The principal's decision, in cases of temporary separation, shall be final.
- B. For discipline involving expulsion or suspensions greater than 10 school days.
1. Parents/guardians may appeal in writing within two (2) school days and request a conference with the principal.
  2. The principal shall affirm or modify the terms of his/her actions within two (2) school days from the date of the conference.
  3. Within five (5) school days of the principal's decision the parent/guardian may appeal in writing such decision to the Superintendent of Schools or his/her designee. The Superintendent shall affirm or modify the decision of the principal within two (2) school days from hearing the appeal.
  4. The Superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
  5. The Board of Education shall schedule a hearing within ten (10) school days and shall notify the parents/guardians that said hearing shall be conducted under the following rules and procedures:
    - a. Written notice shall be given of the time, date, and place of the hearing
    - b. The student or parent/guardian may be represented by an attorney or other advisor of their choosing
    - c. Witnesses may be presented at the hearing and the student or his/her representatives may question witnesses testifying against the student
    - d. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing
    - e. There may be present at the hearing the principal, the Board of Education's attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case
    - f. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

I have read and I understand the contents of this handbook.

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Student's Signature

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Date

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Parent/Guardian Signature

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Date