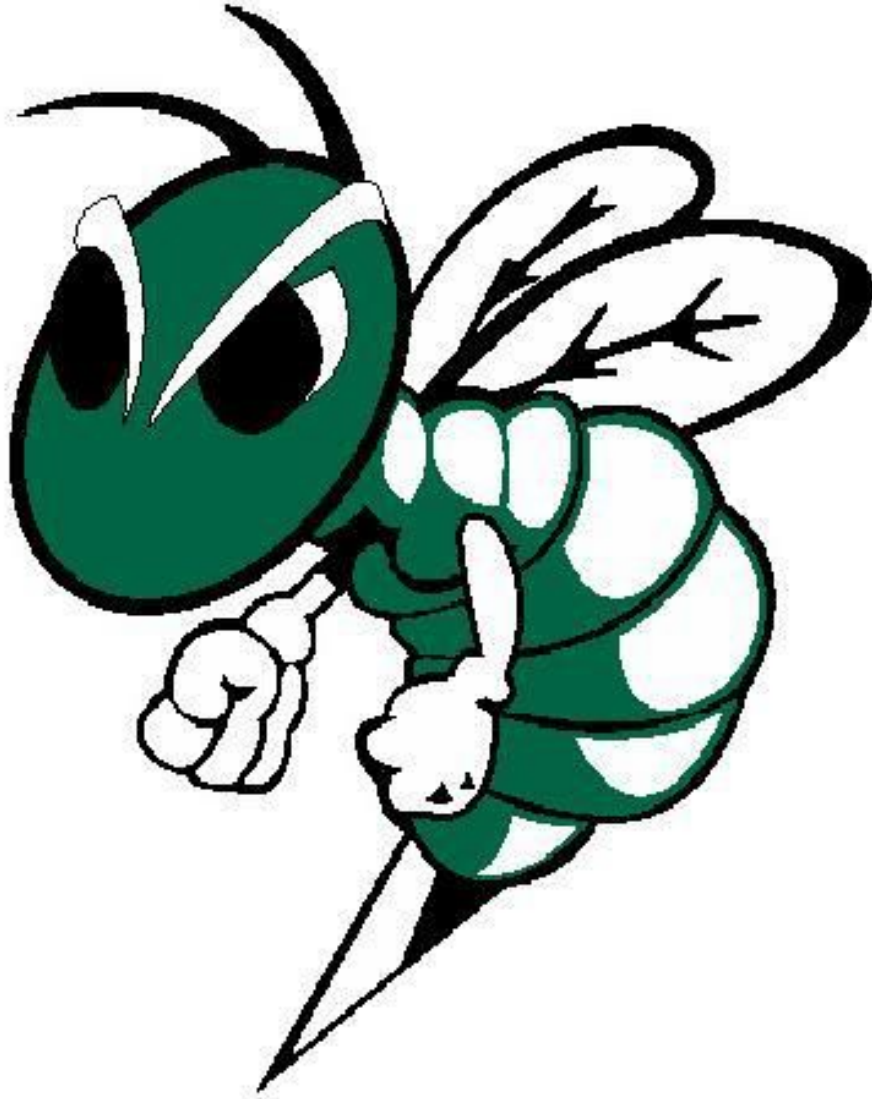


CENTRAL MONTCALM MIDDLE SCHOOL



**Student Handbook
2016 – 2017**

Foreword

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.

The handbook can be accessed at any time from the schools web page. I would encourage you to refer to the handbook as often as necessary to keep you informed. Be sure that you and your parent/guardian print and sign the back page of this handbook. That page should be turned in to your seminar teacher.

A Letter From The Principal

Dear Student:

Welcome to Central Montcalm Middle School. All of 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,

Jason L. Johnston
Principal/Athletic Director

Central Montcalm Public School 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
Bus Garage.....	831-2240

CENTRAL MONTCALM MIDDLE SCHOOL STAFF

Name	Subject Area	Email
Mrs. Ruthann Barnwell	Special Education	rbarnwell@central-montcalm.org
Mr. Dan Basom	8 th Grade Social Studies	dabasom@central-montcalm.org
Mrs. Angela Breese	Counseling	anbreese@central-montcalm.org
Mrs. Kathy Campbell	Special Education	kcampbell@central-montcalm.org
Mrs. Barb Christensen	8 th Grade Science	bchristensen@central-montcalm.org
Mrs. Lou Ann Cousinaw	6 th Grade Math/Science	lcousinaw@central-montcalm.org
Mr. Ken Crane	Title I Mathematics	kcrane@central-montcalm.org
Mrs. Haley Dawe	Health	hdawe@central-montcalm.org
Mrs. Kim DeBolt	Special Education	kdebolt@central-montcalm.org
Mr. Ben Derosia	7 th Grade Math	bderosia@central-montcalm.org
Mrs. Michele Ehle	RTC Para-Pro	micehle@central-montcalm.org
Mrs. Heather Guelzo	Administrative Assistant	hguelzo@central-montcalm.org
Mrs. Holly Guilford	Administrative Assistant	hguilford@central-montcalm.org
Mrs. Diane Harris-Basom	MAISD HI Teacher	dharrisbasom@maisd.com
Mr. Craig Harrison	7 th Grade Social Studies	charrison@central-montcalm.org
Mrs. Karen Hazekamp	7 th & 8 th Language Arts	karhazekamp@central-montcalm.org
Mr. John Johnson	Physical Education	jjohnson@central-montcalm.org
Mr. Jason Johnston	Principal	jjohnston@central-montcalm.org
Mrs. Michelle Jorgensen	Language Arts	mjorgensen@central-montcalm.org
Mr. Bob Luginbuhl	6 th & 8 th Grade Social Studies	rluginbuhl@central-montcalm.org
Mrs. Julie Olson	8 th Grade Language Arts/Math	jolson@central-montcalm.org
Ms. Shannon Oswald	7 th Grade Language Arts/Math	spowell@central-montcalm.org
Mr. Matt Reed	Band	mareed@central-montcalm.org
Mrs. Laura Ruggles	Art	lruggles@central-montcalm.org
Mrs. Sue Ruthruff	Title I Reading	sbarnard@central-montcalm.org
Mrs. Sheena Sanders	Spanish	ssanders@central-montcalm.org
Mrs. Cheryl Stacer-McVey	6 th & 8 th Grade Science	cstacer@central-montcalm.org
Ms. Amy Tasker	8 th Grade Mathematics	atasker@central-montcalm.org
Mr. Jeff Trimper	6 th Grade Language Arts	jtrimper@central-montcalm.org
Mrs. Karen Velchansky	Para-Pro	kavelchansky@central-montcalm.org
Mrs. Jennifer Weinheimer	Administrative Assistant	jweinheimer@central-montcalm.org
Ms. Cynthia Wheeler-Gough	Social Worker	cgough@central-montcalm.org
Mr. Tim Wilkinson	7 th Grade Science	twilkinson@central-montcalm.org

C.M.M.S. 2016 – 2017 DAILY SCHEDULE

6th Grade	7th Grade	8th Grade
7:45 – 8:45 1 st Hour	7:45 – 8:45 1 st Hour	7:45 – 8:45 1 st Hour
8:50 – 9:45 2 nd Hour	8:50 – 9:45 2 nd Hour	8:50 – 9:45 2 nd Hour
9:50 – 10:45 3 rd Hour	9:50 – 10:45 3 rd Hour	9:50 – 10:45 3 rd Hour
10:50 – 11:45 4 th Hour	10:45 – 11:15 Lunch	10:50 – 11:20 Seminar
11:45 – 12:15 Lunch	11:20 – 11:50 Seminar	11:20 – 11:50 Lunch
12:20 – 12:50 Seminar	11:55 – 12:50 4 th Hour	11:55 – 12:50 4 th Hour
12:55 – 1:50 5 th Hour	12:55 – 1:50 5 th Hour	12:55 – 1:50 5 th Hour
1:55 – 2:50 6 th Hour	1:55 – 2:50 6 th Hour	1:55 – 2:50 6 th Hour

Early Release Schedule:

6th Grade	7th Grade	8th Grade
Period 1: 7:45-8:20	Period 1: 7:45-8:20	Period 1: 7:45-8:20
Period 2: 8:25-8:55	Period 2: 8:25-8:55	Period 2: 8:25-8:55
Period 3: 9:00-9:30	Period 3: 9:00-9:30	Period 3: 9:00-9:30
Period 4: 9:35-10:05	Period 4: 9:35-10:05	Period 4: 9:35-10:05
Period 5: 10:10-10:40	Lunch: 10:10-10:40	Period 5: 10:10-10:40
Period 6: 10:45-11:15	Period 5: 10:45-11:15	Lunch: 10:45-11:15
Lunch: 11:20-11:50	Period 6: 11:20-11:50	Period 6: 11:20-11:50

2-hour Delay Schedule:

6th Grade	7th Grade	8th Grade
9:45 – 10:20 1 st Hour	9:45 – 10:20 1 st Hour	9:45 – 10:20 1 st Hour
10:25 – 11:00 2 nd Hour	10:25 – 11:00 2 nd Hour	10:25 – 11:00 2 nd Hour
11:05 – 11:40 3 rd Hour	11:00 – 11:30 Lunch	11:05 – 11:35 Seminar
11:45 – 12:20 4 th Hour	11:35 – 12:05 Seminar	11:35 – 12:05 Lunch
12:20 – 12:50 Lunch	12:10 – 12:45 3 rd Hour	12:10 – 12:45 3 rd Hour
12:55 – 1:25 Seminar	12:50 – 1:25 4 th Hour	12:50 – 1:25 4 th Hour
1:30 – 2:05 5 th Hour	1:30 – 2:05 5 th Hour	1:30 – 2:05 5 th Hour
2:10 – 2:50 6 th Hour	2:10 – 2:50 6 th Hour	2:10 – 2:50 6 th Hour

Mission Statement

“To Advance Quality Learning”

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.

Parent Involvement

In accordance with The No Child Left Behind Act of 2001

Parents, staff, and the building administrator have developed this Parent Involvement Plan in accordance with NCLB Section 1118 activities which are accomplished at **Central Montcalm Middle School** in the ways listed in each section.

NCLB Section	Ways in Which Central Montcalm Middle School Staff Accomplish these Activities
<p>1118 (c) (1) Convene an Annual Title I Parent Meeting at a time convenient to parents to inform parents of the Title I requirements and their right to be involved</p>	<p>An annual meeting is held which includes information for parents on:</p> <ul style="list-style-type: none"> • The types of Title I support available at the school. • Specific information regarding the Title I reading and math courses • Qualifications for inclusion in the Title I programs and criteria for exiting students from programs.
<p>1118 (c) (2) Offer flexible number of meetings at times convenient to parents and provide transportation, child care, or home visits as it relates to parent involvement</p>	<p>Meetings are offered at times convenient for parents and, if needed, transportation, child care, and home visits can be arranged:</p> <ul style="list-style-type: none"> • Offered afternoon, morning and evening meeting for parents. • Annual Title I Informational Meeting: September 1, 2015 6:00 – 7:00pm • Annual Title I Review Meeting: May 11, 2016 6:00 – 7:00pm
<p>1118 (c) (3) Involve parents in an ongoing and timely way in the planning, reviewing, and improvement programs under Title I, including the development of the Parent Involvement Plan and School-wide Plan</p>	<p>Parents are involved in the development of the school improvement plan and Title I Program development in the following ways:</p> <ul style="list-style-type: none"> • Title I and SIP Review Meeting: March 9, 2016 8:00-10:00 am
<p>1118 (c) (4) (A) Provide parents of Title I children timely information</p>	<p>Parents are provided information regarding the school programs. Central Montcalm Middle School has or will:</p> <ul style="list-style-type: none"> • Provide annual communication from classroom teachers about academic curriculum: Course Syllabi, Lotus Diagrams, “I Can” statements provided on progress reports. • Send home communications about upcoming assessments schedules and tips they can use to provide help to their child. • Provide copies of the Grade Level Content Expectation Parent Guides for Math and English Language Arts at Open House: Downloaded from the Michigan Department of Education website.

	<ul style="list-style-type: none"> • Sent home administrative letters to keep parents updated on curriculum, assessments, and school-wide programs. • Provide school website notifications, EdModo announcements and e-mails about the school-wide program. • Provide parents with a Student Handbook annually with information about the School-Wide program, academic curriculum, assessments and expectations. • Invite Title I Parents to academic themed events: Math Night – September 29th 2015 6:00-7:30pm Reading Night – October 6, 2015 6:00-7:30pm
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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.

Equal Educational Opportunity

Equal educational opportunity should be available to all students. We should also recognize the needs of mathematics, which will enable them to lead self-sufficient lives. Students also need to recognize and understand the influence of computer technology in our society. In order to help students prepare intelligently for the future, it is also our responsibility to help them understand the past. Finally, we believe that students need preparation for becoming responsible members of society.

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.

Injury/Illness/Accidents/Emergency

Students are directed to report any accident or injury to the first staff member available. When students are ill, the teacher will follow CMMS policy and parents will be notified in the event of serious accident, injury or illness. An ambulance or emergency vehicle may be called to the school in serious cases to transport the student to a hospital or physician’s office, at the expense of the parent/guardian.

Homebound/Hospitalization 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.

Elastic Clause

The Principal reserves the right to amend any provision in this handbook, which he/she deems to be in the best interests 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.

SECTION 1- General Information

Enrollment

Students living within the school district boundaries are welcome to attend school at Central Montcalm. Enrollment can occur at the building housing the grade level of the student. Proof of residence, up-to-date immunizations, and any special accommodations in the form of a 504 or IEP are valuable at enrollment. Students enrolling that do not live in the school district boundaries must request about schools of choice. There are specific windows for this opportunity.

Withdrawal and Transfers

If you find it necessary to transfer to another school, be certain to contact the office before leaving in order that we can best assist you in having a smooth transition from one school to another. Please also be sure your child returns any textbooks, library books, or school owned equipment prior to leaving.

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.

Accommodating Persons With Disabilities

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Student 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 parents of a minor. A complete statement of this policy is available in the Principal's office.

Immunizations

Required Childhood Immunizations for Michigan School Settings

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings.

To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2015 Recommended Immunization Schedule at www.cdc.gov/vaccines or www.michigan.gov/immunize. ****All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

Entry Requirements for All Public & Non-Public Schools		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 7th grade students
Diphtheria, Tetanus, Pertussis	4 doses DTP or DTaP, one dose must be on or after 4 years of age	4 doses Diphtheria and Tetanus OR 3 doses if #1 given on or after the first birthday. 1 dose of Tdap for children 11 years of age or older upon entry into 7 th grade or higher.
Polio	4 doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.	4 doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
Measles,* Mumps,* Rubella*	2 doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate	None	1 dose for all children 11 years of age or older upon entry into 7 th grade or higher
Varicella* (Chickenpox)	2 doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

* If vaccination is not administered, current laboratory evidence of immunity is required.

**Students susceptible to these diseases may be excluded from school.

Effective January 1, 2015, parents/guardians must obtain a certified nonmedical waiver from a local health department.



Rev. May 7, 2015

Communicable Diseases

Because the 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 due to casual contact communicable diseases and pests. 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 or scabies. Specific diseases/conditions include, but are not limited to: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, chicken pox, impetigo, influenza, pink eye, ringworm, shingles, common cold, infectious hepatitis.

Signs of illness to watch for: cough, headache, fever, runny nose, skin eruption, sore throat, or vomiting.

Fire Drills

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.

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.

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.

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.

Preparedness for Toxic and Asbestos Hazards

Central Montcalm High School is concerned for the safety of the students and staff members and will attempt to comply with all Federal and State statutes and regulations to protect them from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction.

In its efforts to comply with Asbestos Hazard Emergency Response Act (AHERA), Michigan Occupational Safety and Health Act (MIOSHA), and the Asbestos Abatement Contractors Licensing Act, the Central Montcalm School Board recognizes its responsibility to:

- A. inspect all District buildings for the existence of asbestos or asbestos-containing materials;
- B. take appropriate actions, in accordance with State law and EPA regulations, based on the inspections;
- C. establish a program for dealing with friable asbestos, if found;
- D. maintain a program of periodic surveillance and inspection of facilities or equipment containing asbestos;
- E. comply with EPA regulations governing the transportation and disposal of asbestos and asbestos-containing materials.

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 a la 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.

Backpacks/Bags/Purses

Beginning with the 2015 -2016 school year, students will no longer be allowed to carry backpacks, bags or purses into classrooms or common areas of the high school building (library, gym, lunch room, etc.). These personal items have been determined to be safety hazards to the student body and school building at large. It is by the recommendation of law enforcement and local safety officials that this policy be enacted. Students should make sure that any personal bags, backpacks and/or purses fit inside their assigned school locker and should be kept there for the entirety of their school day. A school provided laptop "sleeve" would be the **only** exception to this rule.

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.**

SECTION 2- Academics

Field Trips

Field trips are an extension of the learning experience for students. Parents/guardian permission is required for a student to participate. A universal permission form will be sent home with students on the first day of school, to cover all field trips for the school year. Students may be denied the privilege of a field trip, or parents may be requested to accompany their child, when misconduct warrants these measures.

Grading/Assessment Procedures

Grade reporting is done four times per school year. Progress reports will be sent home at mid-marking period. Student's grades are based on the following scale:

A	=	94-100	B-	=	80-82	D+	=	67-69
A-	=	90-93	C+	=	77-79	D	=	63-66
B+	=	87-89	C	=	73-76	D-	=	60-62
B	=	83-86	C-	=	70-72	E	=	Below

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. The building principal will have the final decision making authority when determining if a student will be retained.

Assessment

To measure student progress, students will be tested in accordance with State standards and District policy. District assessments for math, reading & writing will take place during school hours and students will also be tested with Michigan assessments online as follows:

- 6th Grade- Math, English language Arts
- 7th Grade - Math, English Language Arts, Science
- 8th Grade – Math, English Language Arts, Social Studies

English Language Learners

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the school district's English Language Learners programs. For questions related to this program or to express input in the school's English Language Learners program, contact the middle school office.

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 middle school and high school share one library/media center. It is located at the east end of the high school building. 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 7:45 a.m. until 2:50 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

STUDENT EDUCATION TECHNOLOGY ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board provides Education Technology so that students can acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board of Education provides students with access to the Internet for limited educational purposes only and utilizes online educational services to enhance the instruction delivered to its students. The District's Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of the District's computers, laptops, tablets, personal communication devices (as defined by Policy 5136), network, and Internet connection and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

This policy and its related administrative guidelines and the Student Code of Conduct also govern students' use of their personal communication devices (that is, according to Policy 5136, computers, laptops, tablets, e-readers, cellular/mobile telephones, smart phones, and any other web-enabled device), when connected to the District's network, the District's Internet connection, and online educational services ("Education Technology" or "Ed-Tech"). The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Education Technology. Users have no right or expectation to privacy when using the Ed-Tech (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity while on the network and Internet).

First, and foremost, the Board may not be able to technologically limit access, to services through its Educational Technology to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures which protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The Superintendent or Technology Director may temporarily or permanently unblock access to websites or online education services containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using Education Technology. The Board supports and respects each family's right to decide whether to apply for independent student access to the Education Technology.

The technology protection measures may not be disabled at any time that students may be using the Education Technology, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking") cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Education Technology. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Education Technology that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users of the Board's Education Technology are personally liable, both civilly and criminally, for uses of the Education Technology not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and Technology Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the District's Education Technology and the Internet for instructional purposes.

P.L. 106-554, Children's Internet Protection Act of 2000
P.L. 110-385, Title II, Protecting Children in the 21st Century Act
18 U.S.C. 1460
18 U.S.C. 2246
18 U.S.C. 2256
20 U.S.C. 6777, 9134 (2003)
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965,
as amended (2003)
47 U.S.C. 254(h), (1), Communications Act of 1934, as amended (2003)
47 C.F.R. 54.520

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

Use of Images

Any parent or lawful guardian who does not want their child's picture or information published electronically should inform the child's teacher in writing.

Student Computers

Every middle school student in grades 6th through 8th will be issued a laptop computer. This computer will remain the property of CMPS and are intended for use on appropriate educational activities. Unless authorized by the building principal student computers are not to leave the building under any circumstances. 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 class time for any reason. Cell phone use is prohibited during school hours without the permission of the classroom teacher or other school staff. Cell phone should be left off and use should be restricted to lunchtime only.

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 but will only be mailed at the end of each semester. 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.

School Dances/Parties

The student council and administration must approve all dances.

Dance Rules: A chaperon can remove anyone they feel has been violating school rules or misbehaving.

Students are subject to all 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.

SECTION 3- Student Activities

School Sponsored Clubs and Activities

Central Montcalm Middle School offers a wide variety of clubs and activities. Students are encouraged to participate in extracurricular activities to enhance their educational experience. All school rules regarding eligibility apply for participation. Please refer to the CMMS Athletic Handbook for eligibility requirements.

SECTION 4- Student Conduct

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). The CMMS administrator reserves the right to excuse or deny any absence reason as presented by a parent or guardian.

The Relationship Between Grades and Attendance

Class Attendance and Credit

It is important for students and parent(s)/guardian(s) to understand the educational value of regular classroom attendance. Daily class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline. Please consider the following facts:

- Children who have a high level of absenteeism stand a greater chance of dropping out and never receiving a diploma. 80% of all dropouts fit this profile.
- 90% of all children in detention for delinquent acts have a history of truancy/absenteeism.
- 87% of the current prison population has a history of truancy.
- Children who fail to receive their high school diploma can expect to receive half the annual income in their adult years as those who have a high school degree.

**Facts above were taken from Allegan County Attendance and Truancy program*

Michigan law requires that whoever has custody or control of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

- (1). The parent/legal guardian of a child who is at least age 16 has provided to school officials a written notice that the child has the permission of the parent/legal guardian to stop attending school.
- (2). The child is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
- (3). The child is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
- (4). The child is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
- (5). The child is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
- (6). The child is being educated at the child's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. The principal must approve pre-arranged excused absences. The school may require documentation explaining the reason for the student's absence.

CENTRAL MONTCALM PUBLIC SCHOOL WILL FOLLOW AND ADHERE TO THE MONTCALM AREA ISD ATTENDANCE/TRUANCY POLICY.

In all Central Montcalm Schools, here is what you can expect to happen in regards to school attendance:

- A. Once your child has accumulated **three (3)** unexcused absences, the school truancy referral process will be started. You will receive a letter, phone call, home visit, or possibly all three, to alert you that your child is missing too much school. The school *may* refer to Department of Human Services for prevention/intervention and/or *may* request MAISD Truancy Officer intervention.
- B. Once your child has accumulated **five (5)** unexcused absences, the school refers the case to the MAISD Truancy Officer for follow up.
- C. Once your child has accumulated **eight (8)** unexcused absences, the school and the MAISD Truancy Officer refers the student/parent truancy case to the Prosecuting Attorney for judicial review/action.

Please Note:

**Once a student has reached ten (10) absences of any variety (excused and/or unexcused) they will be required to provide documentation from a medical doctor for any other absences after the tenth (10th) absence. The required excuse from a medical doctor must specifically state the medical reason that required the student to be absent from any portion of the school day and the doctor's excuse must give the specific date(s) of the required absence(s). Furthermore, the medical doctor's excuse must be presented to the high school office within three (3) business days of the absence and must be on the Doctor's office letterhead. Without this required medical doctor's clearance, any absence after the maximum of ten (10) will automatically be unexcused and will cause the school to begin the truancy process on a student as mentioned in the attendance/truancy policy above.

Authorized exceptions to this policy, which may allow a student to exceed the maximum (10) number of absences, will be determined by the school administration/designee and may cover:

- School sponsored activities
(All school activities must be pre-approved and arrangements made with the teacher in advance)
- School-imposed absences, such as a suspension
- Deviations from normal bus routine caused by inclement weather conditions
- Enrollment in a homebound program, with proper documentation by a physician
- Approved one-time family requested vacation, limited to five (5) consecutive school days per school year.
- Attendance to funeral **with documentation**

Absences that are exceptions to this policy will be marked as exempt in the attendance records and will not be calculated in the number of absences.

Absences

Students absent from school must either:

- A. Have a parent/guardian call the school on the day or days of the absence. This call can be made anytime, day or night, to either **831-2200**

or

- B. Upon their return to school a written note signed by a parent/guardian shall be turned in to the office. This note should be dated and give a specific reason for the absence(s) and the date(s) of the absence(s).

An unexcused absence will result if no note or call is received from the parent/guardian three (3) days after a student returns from an absence.

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:

- 1st Offense - Warning
- 2nd Offense - Student will lose 5 minutes of passing time after that class.
- 3rd Offense - Student will be required to serve 15 minutes of lunch detention in the office.
- 4th Offense - Student will be referred to Mr. Johnston to fill out a tardy reflection plan.

Further tardies will result in additional penalties, alternate passing time, or possible suspension.

*Student will be considered absent (not tardy) if they miss more than fifteen (15) minutes of a class period.

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.

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 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

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

First Violation: RTP questions or referral to RTC room to write a plan and parent notified.

Second Violation: Referral to RTC to write a plan and parent notified.

Third Violation: Referral to RTC to write a plan and parent notified.

Fourth Violation: Student is sent home and intervention meeting required to attend school.

Fifth Violation: Referral to RTC to write a plan and parent notified.

Sixth Violation: Referral to RTC to write a plan and parent notified.

Seventh Violation: Student receives a three-day out-of-school suspension from school and intervention meeting required to attend school.

Eighth Violation: Referral to RTC to write a plan and parent notified.

Ninth Violation: Referral to RTC to write a plan and parent notified.

Tenth Violation: Student receives a five-day out-of-school suspension from school. A meeting with the parent, student, and principal is required before returning to school.

Eleventh Violation: Referral to RTC and parent notified.

Twelfth Violation: Student receives a ten-day out-of-school suspension and recommended to the Board of Education for expulsion.

Please be reminded: The school administration 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 school administration retains the right to issue penalties for acts of discipline not specifically stated herein and to alter penalties, as he/she considers necessary. 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 cyberbullying.
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. Tobacco product of any kind including e-cigarettes.
 - C. Illicit drugs
 - D. Substances purported to be illegal, abusive or performance enhancing, i.e., “look-a-like” drugs.
 - E.. 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. Appropriate length is defined as no shorter than 10 inches from the top of the waistband to the shortest part of the garment on the students outside hip/leg.
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 shirts will be permitted as long as the fabric covering the shoulder is the width of three fingers.
6. Clothing that is noticeably too tight or too loose fitting.
7. Halter or tube tops or split up the side clothing will not be permitted.
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 will not be permitted. This includes students wearing hooded sweatshirts.
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.

Bullying and Other Aggressive Behavior Toward Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior. Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all “at school” activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school’s control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

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
- unwelcome 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 grade six 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.

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.

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 student, staff, families 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.

Matters Related to Tobacco, Alcohol, and Other Controlled Substances

Tobacco

No student shall possess tobacco (cigarettes, cigars, snuff, chewing tobacco, e-cigarettes, 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. Phencyclidine (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 Violations

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.

SECTION 5- Transportation

Bus Policy

Please refer to the CM Transportation handbook. Students will receive a copy of this on the first day of school. This handbook can also be viewed on the CM website (<http://www.central-montcalm.org/transportation.php>) and may be requested by calling 831-2240.

Central Montcalm Middle School



Signature Page

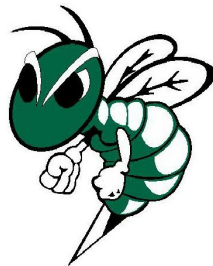
Please print this page, sign, and return it to the school. Signing this pages simply acknowledges the review of the information contained with in this handbook.

Student Signature

Date

Parent/Guardian Signature

Date



Central Montcalm Middle School
1480 S. Sheridan Rd.
Stanton, MI 48888