

**DRAFTING NOTE: Neola has developed this guide to help districts in Michigan develop their student/parent handbooks. Districts are reminded to verify that the content of each section of the Student/Parent Handbook agrees with corresponding Board Policies and Administrative Guidelines. For questions or assistance, please contact Neola at (800) 407-5815 or your dedicated Neola Associate.**

**GUIDE FOR THE DEVELOPMENT OF  
STUDENT/PARENT HANDBOOK**

**MICHIGAN SCHOOL DISTRICTS**

**School Year – 2024 - 2025**

# 2024-2025 MAPS District Calendar

July 2024							August 2024							September 2024						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
	1	2	3	4	5	6					1	2	3	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28	29	30	31	29	30					

  

October 2024							November 2024							December 2024						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

  

January 2025							February 2025							March 2025						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28		23	24	25	26	27	28	29
														30	31					

  

April 2025							May 2025							June 2025						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
		1	2	3	4	5					1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

**1/2 Day of School**  
 8/26: First Day of School, 1/2 Day  
 10/17 & 10/18: 1/2 Day  
 1/16 & 1/17: 1/2 day - Exams  
 3/13 & 3/14: 1/2 Day  
 5/23: 1/2 Day  
 6/3 & 6/6: 1/2 day - Exams

**No School**  
 8/30: No School, Labor Day Break  
 9/2: No School, Labor Day  
 11/1: No School, Teacher PD  
 11/27 - 11/29: No School, Thanksgiving Break  
 12/23 - 1/3: No School, Christmas Break  
 1/20: No School, Teacher PD  
 2/14 - 2/18: No School, Mid-Winter Break  
 4/4 - 4/11: No School, Spring Break  
 5/26: No School, Memorial Day

**Other Days**  
 10/16 & 10/17: Parent Teacher Conferences  
 1/17: End of the first semester  
 3/13: Parent Teacher Conferences  
 5/16: Graduation Day  
**Early Release**  
 Release 1 hour early

## **Student/Parent Handbook**

for

Nellie B. Chisholm Middle School

*Welcome Nellie B. Chisholm Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.*

Jim Perreault, Principal 231-894-5617 x 4572

Jen Szegda, Behavior Support Specialist 231-894-5617 x4593

Shawn Webber, Guidance Counselor 231-894-5617 x 4597

Jennell Halverson, Administrative Secretary 231-894-5617 x 4539

Ashley Kraus, Attendance Secretary 231-894-5617 x 4570

Jeffery Johnson, Superintendent of Schools 231-893-1515

**Approved by the Board of Education August 2024**

**Discipline Code adopted by the Board August 2024**

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal who you will find listed in the Staff Directory section of the handbook.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of July 2024. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024, the language in the most current policy or administrative guideline prevails.

## **PARENT INVOLVEMENT**

Click on the link below to view our full Parent and Family Engagement Board Policy.

[Parent and Family Engagement](#)

## **SCHOOL DAY**

Classes at NBC begin at 7:40 and end at 2:40.

Office Hours: 7:00 – 3:30 Monday – Friday

Students who arrive at school early will be admitted into the building at 7:25 a.m. Parents dropping students off in the morning should use the west entrance. Busses will drop off at the east end of the building.

Students are expected to leave the building at 2:40 p.m. unless they are participating in an after school activity, have detention or have set an appointment with a teacher.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Building Principal or School Counselor.

## **STUDENT WELL-BEING**

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

## **INJURY AND ILLNESS**

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

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

## **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.



## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document;
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate);
- C. proof of residency;
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Administrative Secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures. (Board Policy 5111.03 – Children and Youth in Foster Care)

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students. (See Board Policy 5114 – Foreign and Foreign-Exchange Students)

New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the

Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## **SCHEDULING AND ASSIGNMENT**

### Elementary level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

### Secondary level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the main office. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

## **EARLY DISMISSAL FROM SCHOOL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from NBC Middle School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Building Principal or Administrative Secretary for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

## **IMMUNIZATIONS**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary

shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Administrative Secretary.

### **EMERGENCY MEDICAL AUTHORIZATION**

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

### **USE OF MEDICATIONS**

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the Principal's office.
- D. Medication that is brought to the office will be properly secured.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.

Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

### **Asthma Inhalers and Epi-pens**

Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors; Board Policy 5335 – Care of Students with Chronic Health Conditions; and associated Administrative Guidelines.)

### **Nonprescribed (Over-the-Counter) Medications**

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to nonprescribed medications. The student may be authorized on the request form by the student's parent to self-administer the medication in the presence of a school staff member. No other exceptions will be made to these requirements.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

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

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

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

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

(See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

### **DIRECT CONTACT COMMUNICABLE DISEASES**

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

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

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

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

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

(See also Board Policy 8453 – Direct Contact Communicable Diseases and associated Administrative Guidelines.)

### **INDIVIDUALS WITH DISABILITIES**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal

(IDEA) and State law. Contact the Building Principal at 231-894-5617 to inquire about evaluation procedures and programs.

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

### **STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore, the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the Building Principal at 231-894-5617 to inquire about evaluation procedures and programs offered by the District.

### **STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350 – Confidentiality and the associated Administrative Guideline.). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

See [School Board Policy 8330](#) for detailed information on how the school maintains student records

Directory information includes:

- A. a student's name;
- B. address (except for students participating in the address confidentiality program act);
- C. telephone number;
- D. date and place of birth;
- E. major field of study;
- F. participation in officially recognized activities and sports;
- G. height and weight, if a member of an athletic team;
- H. height if a member of an athletic team;
- I. weight, if a member of an athletic team which requires disclosure to participate;

- J. dates of attendance;
- K. date of graduation;
- L. awards received;
- M. honor rolls;
- N. scholarships;
- O. telephone numbers for inclusion in school or PTO directories;
- P. school photographs or videos of students participating in school activities, events, or programs;

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board’s annual *Family Education Rights and Privacy Act (FERPA)* notice.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an

unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or their parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office



U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

### **Armed Forces Recruiting**

The School must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. “Armed forces” means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request (Form 8330 F13) to the Board that indicates that the student or the parent or legal guardian does not want the student’s directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the student’s directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of Directory information. Public notice shall be given regarding right to refuse disclosure to any or all “directory information” including in the armed forces of the United States and the service academies of the armed forces of the United States.

Annually, the Board will notify male students age eighteen (18) or older that they are required to register for the selective service.

(See also Board Policy 8330 - Student Records and associated Administrative Guidelines.)

### **STUDENT FEES, FINES, AND SUPPLIES**

NBC Middle School charges specific fees for the following noncurricular activities and programs. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or the student’s family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

Fees may be waived in situations where there is financial hardship.

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

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

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

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See Board Policy – 5830 Student Fund-Raising and associated Administrative Guidelines). The following general rules will apply to all fund-raisers.

- A. Crowdfunding activities are governed by Board Policy 6605 and Associated Guidelines.
- B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- C. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- D. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- E. Students may not engage in house-to-house canvassing for any fund-raising activity.
- F. Students who engage in fund raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- G. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

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

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

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

instruction must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

### **MEAL SERVICE**

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Dan Gorman.

The school participates in the National School Lunch Program and makes lunches available to students for free. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact Dan Gorman, Food Service Director.

### **FIRE, LOCK DOWN AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud ringing sound and flashing lights in rooms and hallways.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement on the public address system stating the need to enter a tornado drill.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of lights in the hallways blinking red and speakers in the classroom repeating the word lockdown.

### **EMERGENCY CLOSINGS AND DELAYS**

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will provide notification of the closing by phone calls and emails via our School Messenger system, and contact the GRAIL system. Notifications through the GRAIL system appear on these TV stations:

[WOOD TV 8](#) - Check out all their weather tools available such as the [weather app](#), [text alerts](#) and [email alerts](#).

[WXMI FOX 17](#) - Sign up for [email](#) alerts.

[WZZM TV 13](#) - Sign up for [text](#) alerts.

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

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students 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. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

### **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

### **USE OF THE LIBRARY OR MEDIA CENTER**

The library or media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of 2 weeks. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within 2 weeks.

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

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

## **LOST AND FOUND**

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

## **STUDENT SALES**

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

## **USE OF SCHOOL TELEPHONES**

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

Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF PERSONAL COMMUNICATION DEVICES**

Students may possess personal communication devices (PCDs) for use after school hours. During school hours PCD's must be:

- powered completely off, not just placed into vibrate or silent mode
- stored out of sight

The only exception to this rule is that school issued Chromebooks can be powered on during school hours.

Use of PCDs may be approved by a teacher or administrator.

For purposes of this policy, "personal communication device" includes:

- computers
- tablets (e.g., iPads and similar devices)
- electronic readers ("e-readers"; e.g., Kindles and similar devices)
- cell phones ( e.g. iPhone, Android devices, Windows Mobile devices, etc. and/or other web-enabled devices of any type.

Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to:

- capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person unless authorized by a teacher, administrator or IEP team.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not allowed. Students who violate this policy and/or use a PCD to violate the privacy rights of another person may:

- have their PCD confiscated and held at the administrator's discretion

- be directed to delete the audio and/or picture/video file while the parent/guardian is present.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

Cameras or recording devices on PCDs, may not be activated or used at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to:

- locker rooms
- shower facilities
- rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD, during the school day or at school sponsored events, in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

- transmit material that is threatening, obscene, disruptive, or sexually explicit
- that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs
- engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. School Board Policy [po5136](#) for more detailed information on this policy.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to

the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

Anyone interested in receiving a list of courses offered at NBC Middle School should contact the administrative secretary, Jennell Halverson, for a copy of our Course Catalog or visit our website at [www.mapsk12.org/nbcmiddleschool/](http://www.mapsk12.org/nbcmiddleschool/)

### **FIELD TRIPS**

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

Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

Students in 7<sup>th</sup> and 8<sup>th</sup> grades have the opportunity to go on an outing during the school year as a **reward for good behavior**. We consider this a privilege for those who go. Therefore, only those students who meet the guidelines below may participate in this activity.

Students must:

1. Currently be eligible to be academically promoted to the next grade as determined by the staff and/or principal.
2. Not have received more than four 3's and 4's in citizenship (1<sup>st</sup> three marking periods).
3. Not have received any days of in-school or out of school suspension during the school year.
4. Not have four or more after school detentions during the school year.
5. Not have more than 15 minor write ups for the school year.
6. Not owe any outstanding obligations to the Montague Area Public Schools (as defined in the NBC Student Handbook).
7. Prior to the trip, we will review the circumstances of students determined to be ineligible for class trips. If it is determined that there are extenuating circumstances, the student will be allowed to go on the field trip.
8. Many of our class trips require a non-refundable deposit to hold our date. If a student becomes ineligible for a trip after paying the fee to go the deposit will not be refunded to parents.

## **GRADES**

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

The school uses the following grading system:

100 to 90 = A = Excellent achievement

89 to 80 = B = Good achievement

79 to 70 = C = Satisfactory achievement

69 to 60 = D = Minimum-Acceptable achievement

F = Failure

I = Incomplete

P = Acceptable achievement

### **Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2=1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years.

### **Grading Periods**

Students shall receive a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

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

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

Board Policy 5410 – Promotion, Placement, and Retention and associated Administrative Guidelines provide the framework promotion, placement, and retention decisions.

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement



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

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the NBC's Main Office.

#### **Whiz Kids**

Students who maintain a 3.33 GPA and receive all A's and B's for each of the first three (3) marking periods individually are recognized by our school as "Whiz Kids". The 3.33 GPA must be maintained for each marking period for students earning letter grades in all classes, not an average of all three marking periods. Students earning credit /no credit for course grades in core classes are not eligible for this award. Students earning this distinction for three years receive a medallion for their efforts.

#### **Athletic Awards**

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. The School District's [Chromebook Use Pledge](#) and the requisite fee structure can be accessed by clicking on this links. Click the following link to view the full [Technology Policy](#) for NBC Middle School.

Families agree to pay the full replacement cost of Chromebook, power cord/charger, in the event that these items are lost or damaged. Costs are as follows:

- Lost or destroyed Chromebook \$125
- Lost/broken charger \$20
- Broken/cracked screen \$75
- Damaged keyboard \$35

## **STUDENT ASSESSMENT**

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

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

## **SECTION III - STUDENT ACTIVITIES**

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

NBC Middle School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

The Board authorizes many student groups that are sponsored by a staff member. Authorized groups include:

- Future Farmers of America (FFA)
- FTC Lego Robotics
- Student Leadership Group
- Solo And Ensemble
- Build to Fly
- Chess Club

Extracurricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

- Annual Musical
- Football
- Cross Country
- Basketball
- Volleyball
- Wrestling
- Competitive Cheer
- Track and Field

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

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

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during noninstructional hours. The applicant for permission can be

obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

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

## **ATHLETICS**

NBC Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact Jay Mulder, the Athletic Director, at 231-894-261 x4537.

- Football
- Cross Country
- Basketball
- Volleyball
- Wrestling
- Competitive Cheer
- Track and Field

To minimize the risk of heat-related illness in interscholastic athletic programs, the athletic programs of the District will monitor and respond to temperature and humidity indexes in accordance with Michigan High School Athletic Association's (MHSAA) model policy.

All athletic programs of the District shall comply with the concussion protocols of the MHSAA, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

### **MAPS Athletic Code**

Athletic participants need to follow the Athletic Code listed below:

**Introduction:** Montague Area Public Schools (MAPS) believes that students who participate in the privilege of interscholastic sports must act as a positive representative of the school for the entire calendar year (365 days), and not just the particular athletic season in which they participate. The following rules and guidelines apply to students and parents or guardians of students participating in interscholastic athletics. It is the obligation of all students to know about and abide by these guidelines and rules.

**Academic Eligibility Standard:** To be considered eligible for participation in athletics, MAPS student-athletes may not fail more than 1 class in which they are enrolled during a semester. If the student-athlete fails more than one class in any semester, he/she will

be ineligible for the next semester. Any student-athlete who received more than one incomplete as a grade at semester time shall be ineligible until a passing grade for that class is recorded. Summer school may be an option to meet this requirement.

A weekly eligibility check system shall be used to monitor academic standing and progress of all student-athletes. A master eligibility sheet listing all of the current sports season participants will be distributed each week to all faculty members. A designation of passing, borderline or failing will be used. Based on the information received from them, students who are failing more than one of their classes, using cumulative marking period averages, will be considered ineligible until the next weekly check is made. The check period runs from Sunday-Saturday.

**Citizenship:** Any student who receives two 3s, two 4s or two of any combination of 3s and 4s on any weekly eligibility citizenship check, will be ineligible for participation until fewer than two 3s or 4s are received. The scale used is 1-Excellent; 2-Good; 3-Needs Improvement; 4-Unsatisfactory.

**Student Assistance Program:** The Board of Education has passed a policy establishing a student assistance program. If a student comes forward and admits a problem (not after being caught), the student-athlete will have 14 days to enroll in a program approved by the athletic director, assistant principal or principal. If a student-athlete chooses not to enroll in a program within that time, the appropriate athletic suspension will be given. If a student-athlete chooses to enroll in an approved program during the 14 day time period, then the athletic suspension may be postponed, as long as the athletic director is assured that satisfactory progress is being made by the student-athlete.

**Training Rules:** Adherence to training rules is expected of all student-athletes. At no time, from the date of a student-athlete's first practice in a school sponsored sports activity including summer and off-seasons, shall an individual:

- Use, sell, transfer or possess tobacco products.
- Use, sell, transfer or possess alcoholic beverages.
- Use, sell, transfer or possess illegal drugs or other illegal controlled substances, including inhalants, steroids, or performance-enhancing substances.
- Violate criminal laws or criminal ordinances.
- Violate school policies or regulations, which result in a suspension of 3 days or more.

Disciplinary action regarding these training rules will be taken on the basis of reports from a responsible citizen to the coaching staff or administration. That person must be willing to testify in front of the athlete.

The athletic director via first-class mail will send notification of the school's disciplinary action to the parent or guardian. A statement regarding the appeals procedure, which may be initiated by the legal parent or guardian, will accompany notification. When an athlete, or his/her parent or guardian questions the outcome of a decision, regarding an athletic code violation, an appeal may be made by the parent or guardian to the next higher authority. Such an appeal must be made to the next level within 7 school days of notification of the decision. The chain of appeals is as follows:

Principal  
Superintendent  
School Board Employee/Community Relations Committee

## Full School Board

The Board will make a decision within 7 days of the recommendation from the appropriate Board committee. If a parent or guardian does not respond to a decision at any level, the parent or guardian or athlete has no further right to appeal. While an appeal is pending, the student-athlete cannot participate in contests but can practice.

### **Penalties:**

Violations of the training rules will result in the following penalties, which will be administered by the athletic director:

- First offense: Suspension from the team for the next number of dates equal to 25% of the maximum allowable playing dates, (or for the number of dates that have been scheduled) for that activity, rounded off to the nearest whole contest, by the Michigan High School Athletic Association (M.H.S.A.A). Tournament dates will be counted when serving a suspension.
- Second offense: Suspension from athletics for 1 calendar year as designated in a certified letter. This can be reduced to 50% of the maximum allowable playing dates of current or next season if these items are completed. Complete a student assistance program (related to offense) approved by the athletic director, assistant principal or principal, and 24 hours of community service as approved by the Athletic Director. May travel with their teams. May attend practice, but may not be actively engaged. May not dress for games/events. Students may begin practice before the suspension is complete in order to meet the minimum practice requirements set by the MHSAA. (This will allow the student the opportunity to become immediately eligible once the suspension is completed.
- Third offense: The student is no longer eligible to participate in athletics or other co-curricular activities for the remainder of the MAPS career.
- Succeeding suspensions must be served consecutively, not concurrently, (i.e., the first penalty must be completed before a second penalty may be started and so on.)
- If a suspension is not completed in the current season, it will be carried over into the next athletic season in which the athlete participates.

### **Additional Rules:**

- Before practice or contest participation, a student-athlete must have on file with school officials, proof of a physical examination signed by a medical doctor stating fitness for participation. This exam is valid for one school year if given on or after April 15th of the preceding school year. The student also must be signed up with *Final Forms*.
- Prior to implementation, coaches who wish to have specific rules appropriate to their particular activities must have them approved and on file with the athletic director and distributed to the student-athlete.
- Students are required to use school transportation to and from all school athletic events if provided. Permission to ride with a parent or guardian may be granted by coach or athletic director with parent signature on the date of the athletic event.

- To participate in a contest or practice, the student-athlete must be present in school for the whole day or have a pre-excused absence approved by the administration. **Illness will not qualify as a pre-excused absence.** A student-athlete present for less than a whole day (after 8:00 A.M.) will need special permission from the administration to participate in that day's event or practice.
- Students who practice with a team and are on the eligibility list for the first contest may not switch sports after the first contest has been played unless both coaches agree to it.
- Students who have obligations (such as detention, suspension, fines, etc.) may not participate in contests until they are taken care of.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

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

Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After 10 days of truancy in any grading period, a student will be considered an "habitual truant" which can result in:

After 5 days of truancy in any semester, a student/family will:

- Receive a letter outlining the importance of good attendance
- Be assigned to our districts Tier 2 team to monitor progress and provide appropriate interventions

After 10 days of truancy in any semester, a student/family will:

- Receive a Truancy Letter from the school
- Meet with student to determine what might be done to improve attendance

After 15 days of truancy in any semester, a student/family will:

- Receive Truancy Letter from the school
- Parent meeting set up with school and Attendance Contract is signed

If attendance does not improve a referral will be made for Truancy.

### **Excused Absences**

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

- A. illness
- B. recovery from accident
- C. required court attendance
- D. professional appointments
- E. death in the immediate family
- F. observation or celebration of a bona fide religious holiday
- G. such other good cause as may be acceptable to the Superintendent

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a registered physician.

Parents must provide an explanation for their child's absence by no later than 10:00 am on the day of the absence or by the following day. They are to call the NBC Office at 231-894-5617 x4570 and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up the missed school work.

Students who are excusably absent for more than 5 days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

### **Suspension from School**

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

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school. Assignments may be obtained from the NBC Office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly-completed assignments and a grade on any made-up tests.

### **Vacations During the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

### **Excusable, Nonapproved Absence**

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy and the student may be given the opportunity to make up the school work that is missed.

### **Unexcused Absences**

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

### **Tardiness**

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, the student is to report to the school office before proceeding to their first assigned location. Any student who is late up to 10 minutes shall be disciplined by the teacher. Students who are more than 30 minutes late:

- will be considered absent for that instructional period.
- May be considered skipping class and disciplinary action may follow

Students who are tardy more than 3 times during a semester shall be disciplined as follows:

- 4-5 tardies will result in a lunch detention
- 6+ tardies will result in an after school detention or other equitable consequence
- 10+ will result in additional consequences as deemed appropriate by the Building Support Specialist or Building Principal

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

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact NBC's Main Office as soon as possible to obtain assignments.

Make-up work due to suspension must be completed within 5 days after returning to school.

Students will be given the number of days of excused absence within which to make-up work.

If a student misses a teacher's test due to excused absence, the student may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the main office to arrange for taking the test.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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



However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

Students who are suspended are not permitted to attend after school events.

Students who are absent due to illness should not attend after school events, athletics practices, games or performances.

NBC parties and dances are for NBC students only, students from other schools (including Montague High School) will not be admitted.

Students who owe fines will not be permitted to attend dances until the fine is paid.

### **CODE OF CONDUCT**

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

Student conduct is governed by the rules and provisions established in the Student Code of Conduct.

#### **Expected Behaviors**

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and in the school.

All of our behavior expectations here at N.B.C. are based around our core behavioral values, otherwise known as C.A.T.S. CATS is an acronym that stands for:

- Community
- Act Respectively
- Take Responsibility
- Safety

School wide expectations are in place for all major areas of our building that specify how students can exhibit CATS behavior in the:

- Hallway
- Classroom
- Bathroom
- Locker Room
- Computer Lab
- Cafeteria
- Office
- Assembly

These school wide expectations are posted in the specific area of the school as a constant reminder. Expectations for each area are defined and taught to the students with the goal of creating a positive learning environment.

### **Dress and Grooming**

We believe that students' dress is a factor in the creation of an educational atmosphere that promotes long term success. Clothing should be APPROPRIATE FOR A TEACHING, LEARNING AND PROFESSIONAL ATMOSPHERE. Standards of dress that clearly deal with the health and safety of students will be upheld. Student dress should be neat, clean, and promote the educational process. The administration is responsible for interpreting the appropriateness of student attire. Excellence begins with everyone being clean and suitably dressed for school. Therefore, any attire/displays that are not conducive to an educational setting or are contrary to the goals of the Montague Area Public School District are not permitted.

#### **Students Must Wear:**

- Clothes worn in such a way that private body parts are covered with opaque material
- Tops and bottoms that overlap covering buttocks, abdomen, & chest
- Shoes or sandals must be worn. Shoes with wheels are not permitted in the building

#### **Students Cannot Wear:**

- Hats, hoods, bandanas
- Headwear or other items that are worn outside of its intended use
- Halter-tops, tanks or apparel that exposes the upper torso, the abdomen or chest
- Sagging pants (acceptable pants must have the waistband at waist level)
- Clothing that implies hate speech, profanity, lewd, profane, or obscene material
- Clothing that pertains to drugs, alcohol, weapons, gangs, or tobacco
- Coats, jackets, backpacks
- Lounge pants or pajamas
- Visible underwear
- Sunglasses

Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline. If there is any doubt about dress and appearance, the building administration will make the final decision.

#### **Discipline Procedures for Improper Dress**

1. The student will be given an opportunity to correct the problem.

2. The student may call a parent to obtain proper attire.
3. Refusal to cooperate may result in further discipline.

## **Gangs**

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

## **Care of Property**

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

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

(See also Board Policy 5513 – Care of District Property; Board Policy 6152 – Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

## **TITLE IX SEXUAL HARASSMENT**

The Board of Education of Montague Area Public Schools does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

David Erickson  
Social Worker  
231-893-1515  
4882 Stanton Blvd.  
Montague, MI 49437  
ericksond@mapsk12.org

Krista Hams  
HR/Payroll Coordinator  
231-893-1515  
4882 Stanton Blvd.  
Montague, MI 49437  
hamsk@mapsk12.org

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both. For more information on the

district's policy, please reference Policy 2266 in the Board Policy manual which is accessible electronically at [https://www.mapsk12.org/ourdistrict/board\\_policies/](https://www.mapsk12.org/ourdistrict/board_policies/).

### [Sexual Harassment and Sexual Assault Student Information](#)

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (as defined in relevant and applicable statutes and regulations), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background. (See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (as defined in relevant and applicable statutes and regulations), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

David Erickson  
Social Worker  
4882 Stanton Blvd  
erickson@mapsk12.org  
231-981-4601

Krista Hams  
Human Resources  
4882 Stanton Blvd  
hamsk@mapsk12.org  
231-981-4508

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **STUDENT DISCIPLINE CODE**

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

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

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

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

## **1. Use of drugs**

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes nonalcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

## **2. Use of Breath-Test Instruments**

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

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

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

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

Disciplinary action will be as follows:

- The sale, attempting to sell or distribute drugs or narcotics, or the possession of a quantity suggesting more than personal use:

1st offense: Suspension and recommendation for expulsion. Violation will be reported to the police.

- Possession of drug paraphernalia.
  - 1st offense - up to 5 days OSS and violation reported to the police
  - 2nd offense- up to 10 days OSS, violation reported to the police
  - 3rd offense- 15 days OSS, possible recommendation for expulsion and violation reported to the police.
- Use, possession, or under the influence of drugs or alcohol on school property or at a school sponsored event:
  - 1st offense -10 day OSS
  - 2nd offense - Recommendation for expulsion

### **3. Use of tobacco**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco product by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product containing, made of, or derived from tobacco or nicotine (including synthetic nicotine) that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus; any electronic smoking device and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; an e-cigarette (including, but not limited to, "JUUL", "NJOY," "BREEZE," "Puff Bar," etc.), e-cigar, e-pipe, vape pen, or e-hookah; but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.

First Offense	3 to 5 Days OSS or ISS and Parent Contact
Second Offense	5 to 6 Days OSS and Parent Contact
Third Offense	7 to 10 Days OSS and Parent Contact

In addition to the listed consequences law enforcement will also be notified and, if appropriate, citations issued.

### **4. Student disorder/demonstration**

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

## **5. Possession of a weapon**

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

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

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

## **6. Use of an object as a weapon**

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

## **7. Knowledge of Dangerous Weapons or Threats of Violence**

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

## **8. Purposely setting a fire**

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion

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

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

**10. Verbally threatening a staff member/student/person associated with the District**

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

**11. Extortion**

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

**12. Gambling**

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

**13. Falsification of school work, identification, forgery**

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

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

**14. False alarms, false reports, and bomb threats**

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

**15. Explosives**



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

## **16. Trespassing**

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

## **17. Theft**

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the teacher or principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

## **18. Disobedience**

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

## **19. Damaging property**

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

## **20. Persistent absence or tardiness**

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Persistent absence from school will lead to meetings with the principal and could lead to truancy paperwork being filed with the prosecutor.

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

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

## **22. Refusing to accept discipline**

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

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

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

### **24. Displays of affection**

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

### **25. Possession of Personal Communication Devices (PCDs)**

Students may possess personal communication devices (PCDs) for use after school hours. During school hours PCD's must be:

- powered completely off, not just placed into vibrate or silent mode
- stored out of sight

The only exception to this rule is that school issued Chromebooks can be powered on during school hours.

Use of PCDs may be approved by a teacher or administrator.

For purposes of this policy, "personal communication device" includes:

- computers
- tablets (e.g., iPads and similar devices)
- electronic readers ("e-readers"; e.g., Kindles and similar devices)
- cell phones ( e.g. iPhone, Android devices, Windows Mobile devices, etc. and/or other web-enabled devices of any type.

Students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to:

- capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person unless authorized by a teacher, administrator or IEP team.

Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not allowed. Students who violate this policy and/or use a PCD to violate the privacy rights of another person may:

- have their PCD confiscated and held at the administrator's discretion
- be directed to delete the audio and/or picture/video file while the parent/guardian is present.

If the violation involves potentially illegal activity, the confiscated-PCD may be turned-over to law enforcement.

Cameras or recording devices on PCDs, may not be activated or used at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to:

- locker rooms
- shower facilities
- rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students may not use a PCD, during the school day or at school sponsored events, in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to:

- transmit material that is threatening, obscene, disruptive, or sexually explicit
- that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs
- engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form.

Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. School Board Policy [po5136](#) for more detailed information on this policy.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, the student will fail the exam

and receive disciplinary action or be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

## **26. Violation of individual school/classroom rules**

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

## **27. Violation of bus rules**

Please refer to Section V on transportation for bus rules.

## **28. Disruption of the educational process**

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

## **29. Harassment**

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand-held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or assistant principal, or may report it directly to the principal by phone at 231-894-5617. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for

employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, they should report it and allow the administration to determine the appropriate course of action.

### **Harassment**

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

**Sexual Harassment** may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

## **29a. Hazing**

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

## **29b. Bullying and Other Aggressive Behavior**

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.

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

### **Reporting**

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal. The

student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-



Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

### **Non-Retaliation/False Reports**

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Definitions**

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

**"Aggressive behavior"** is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

**"At School"** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

**"Bullying"** is defined as any gesture or written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

**"Intimidation/Menacing"** includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as

Harassment, see Policy 5517;

Hazing, see Policy 5516.

### **30. Possession of a Firearm, Arson, and Criminal Sexual Conduct**

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or

criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

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

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

### **Criminal acts**

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

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

### Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

### Profanity

Any behavior or language, which in the judgement of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- writing assignments;
- change of seating or location;
- lunch-time / after-school detention;
- in-school restriction;
- restorative practices
- other reasonable consequences administered by staff

### Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and the student's parents one (1) day's notice. The student or the student's parents are responsible for transportation.

### In-School Discipline

A student missing any portion of their assigned time in in-school restriction may be given an additional time equal to that missed. Failure to timely serve in-school restriction may lead to a suspension from school for a period not to exceed 3 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules shall apply to in-school restriction:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given special permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles shall be allowed in the room;

No food or beverages shall be consumed.

## **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the building principal and a formal appeal hearing will be held.

Suspension from co-curricular and extracurricular activities may not be appealed.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the Board of Education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

## **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

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

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be

given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, the student and their parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the building principal. The request for an appeal must be in writing.

Suspension from co-curricular and extracurricular activities may not be appealed.

During the appeal process, the student shall not be allowed to remain in school.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, they may make-up work missed after the return to school or while on suspension.

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

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- \* the charge and related evidence;
- \* the time and place of the Board meeting;
- \* the length of the recommended suspension or a recommendation for expulsion;
- \* a brief description of the hearing procedure;
- \* a statement that the student may bring parents, guardians, and counsel;
- \* a statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- \* a statement that the student may give testimony, present evidence, and provide a defense;
- \* a statement that the student may request attendance of school personnel who were party to the action or accused the student of the

infraction;

- \* the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Montague Board of Education during which the student may be represented by their parents, legal counsel, and/or by a person of the student's choice.

Within 2 days (as in AG 5610) after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the building principal. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

NBC Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

### **SEARCH AND SEIZURE**

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

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

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

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

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

### **STUDENT RIGHTS OF EXPRESSION**

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

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
  
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

### **STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES**



The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student should feel free to offer them. Written suggestions may be presented directly to the Principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live farther than 1 mile from school. The transportation schedule and routes are available by contacting the transportation director at 231-893-1535.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

### **BUS CONDUCT**

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

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

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

Each student shall:

be on time at the designated loading zone

stay off the road at all times while walking to and waiting for the school transportation;

line up single file off the roadway to enter;

wait until the school transportation is completely stopped before moving forward to enter;

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

go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

#### During the trip

Each student shall:

remain seated while the school transportation is in motion;

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

not litter in the school vehicle or throw anything from the vehicle;

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

be courteous to the driver and to other riders;

not eat or play games, cards, etc.;

not tamper with the school vehicle or any of its equipment.

#### Leaving the bus

Each student shall:

remain seated until the vehicle has stopped;

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

be alert to a possible danger signal from the driver.

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

### **VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since

these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

### **SELF-TRANSPORTATION TO SCHOOL**

Parking on school property is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school.

The Board of Education regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students, a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration toward others.

Skateboards, rollerblades, shoes with wheels and scooters should be used on sidewalks only. Do not ride these items in the parking lots before or after school. Skateboards can be stored in lockers; long boards should be stored in the office.

### **USE OF MOTORIZED UTILITY VEHICLES**

Motorized utility vehicles may be used on school property and/or in conjunction with approved school activities only if operated for the approved purpose and in accordance with AG 5515.01.

All operators must be at least sixteen (16) years of age, licensed to drive a motor vehicle in the State of Michigan.

All operators must be approved in advance by the Principal and must be accepted in the District's liability insurance program.

Student operators shall only operate utility vehicles at the direction and under the supervision of the approved teacher/activity sponsor/coach.

Operators shall participate in basic safety training for operation of motorized utility vehicles, as prescribed in the administrative guidelines, prior to operating any such vehicle(s). Individuals authorized to operate such utility vehicles may not allow anyone else to use the vehicle (e.g., other students, relatives, friends, etc.). The utility vehicle may only be used for the specific activity and function that has been assigned.