Student (Parent) Handbook

CLINTON MIDDLE SCHOOL

Welcome to Clinton Middle School. We are pleased to have you as a student and will do our best to help make your experience a productive and successful one.

Eric Claus, Principal (456-6507)

Virginia Krauss, School Secretary (456-6507)

Jim Cracraft, Superintendent of Schools (456-6501)

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FOREWORD

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

MISSION STATEMENT

The Clinton Middle School, working with families and the community, will provide a safe, pleasant educational environment that allows all students to develop academically, socially, and physically.

EQUAL EDUCATION OPPORTUNITY

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

Jim Cracraft
Superintendent
517/456-6501

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten (10) days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the building administrator.

STUDENT WELL-BEING

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

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

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

GENERAL INFORMATION

SCHOOL DAY

The middle school doors open at 7:45 a.m. and classes begin at 8:00 a.m. The school day ends at 2:59 p.m.

ENROLLING IN THE SCHOOL

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

Students that are new to [the school] are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- a birth certificate or similar document,
- custody papers from a court (if appropriate),
- proof of residency,
- proof of immunizations
- a copy of the most recent IEP (Individualized Education Plan) if applicable

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

Students enrolling from another accredited school must have official records from the sending school in order to receive credit from that school. The building secretary will assist in obtaining the records, if not presented at the time of enrollment.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent/guardian 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 a permission note signed by the custodial parent(s).

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

SPECIAL EDUCATION

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

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact Director of Special Education at 517.456-6501

STUDENT RECORDS

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

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

A. a student's name;
B. photograph;
C. participation in officially recognized activities and sports; height and weight, if a member of an athletic team;
D. date of graduation;
E. awards received;
F. honor rolls;
G. scholarships.

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

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

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

STUDENT FEES, FINES, AND CHARGES

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

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. The following general rules will apply to all fund-raisers.

A. Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.

B. No student may participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

C. Any fund-raisers that require students 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.

D. No student may 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 school participates in the National School Lunch Program and makes lunches available to students for a fee of $2.50. 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 s/he is eligible, contact the Food Service Supervisor.

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. We do require you to leave a driver's license or car keys in the office and they will have returned when you return your pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience.

Students may not bring visitors to school without first obtaining written permission from the principal.

USE OF THE LIBRARY

The library 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 two (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 on time

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the cafeteria. 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 principal. Violation of this may lead to disciplinary action.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the principal.

ATTENDANCE

Classroom attendance instills a concept of self-discipline, exposes a student to group interactions with teachers and fellow students, and enables a student to hear and participate in class discussion and other related learning experiences.

Regular attendance is critical in the development and learning of all students. Absences are lost hours of learning and instruction, rather than a simple tally of days. The mission of our attendance policy is to clearly and effectively communicate the ways in which absences will be defined.

Research showed that chronic absence is a directly linked factor contributing to lower test scores, and increased dropout rate, and significantly lower levels of reading and math abilities. Chronic absence is defined as missing 10% or more of any school period for any reason. Therefore, when interventions take place, it is not necessary to determine whether absences are excused or unexcused.

Absences

All absences must be communicated to the school office by the parent or guardian on the day of. Absences will be either counted or not counted, depending on the circumstances surrounding the absence. All absences will be counted with the exception of the following appropriately document circumstances:

1. Funeral Visitations
2. The day of a doctor's visit
3. Hospitalization
4. School related activity including suspensions
5. Court dates

Counted absences may be blocked with approval for recurring health issues where a doctor's visit is made. This will allow for several related absences to be blocked as one. Assignments will be allowed to be make up with the rule of one day per absence.

All counted absences will be handles in the following manner per semester:

Step 1: After four counted absences a letter will be mailed home to notify the parent.
Step 2: After seven absences a letter will be sent reminding parent about the importance of regular attendance.
Step 3: After nine absences, a call will be made along with a referral to the Truancy Specialist. Direct parent communication will take place, and an action plan will be agreed upon to address the root cause of the absences. The school attendance team will be notified and discussions to improve attendance will take place.
Step 4: After eleven absences, a notice of truancy will be mailed home, and contact will be made by the Truancy Specialist to the student or parent. A meeting will be requested with the student and/or parent at the school with the appropriate members of the attendance team. An attendance agreement will be developed with clear expectations from all parties.
Step 5: If absences continue, a re-evaluation of the root cause of the absences will be examined and a corrective action plan pursued. Failure to cooperate and comply will result in a complaint on behalf of the school district against the parent or guardian in probate court.

Truancy

Any student whose absence is not communicated by the parent/guardian will be considered truant. Classwork for that day cannot be made up and no credit will be given for those daily assignments. An accumulation of three truant days will result in a referral to the Truancy Specialist.

SUSPENSION FROM SCHOOL

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

A suspended student will be responsible for making up schoolwork lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the 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
graded on any made-up tests.

TARDY POLICY

A student is considered tardy when that student is not in the classroom after the final bell.

Tardies will be counted per day. The first tardy prior to lunch will result in a lunch detention that day. The first tardy after lunch will result in a lunch detention the next school day. If more than one tardy occurs prior to that day's lunch, that student will receive a full half day of ISS.
A student who enters a classroom after the bell not only misses learning time, but also interrupts the learning of other students in the class.
Procedure:

1. Any student who enters class after the bell will be marked tardy.
2. Any student who enters a class without a pass ten minutes after the bell will be marked absent and will be notified by the teacher. A note will be made in eSchool as to the arrival time.
3. Any student with a pass from another school official will be marked as present.

Consequences:

1. First Tardy: Before lunch = lunch detention that day
   After lunch = lunch detention the next day

Two or more tardies in one day will result in an ISS.

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 office as soon as possible to obtain assignments. 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, s/he may make arrangements with the teacher to take the test. If s/he misses a MEAP Test or other standardized test, the student should consult with the 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.

At the Middle School students with two or more “F’s” will not be eligible to participate in activity nights, dances, games, or the like. Grades will be checked at the next progress report or report card.

MEDICAL INFORMATION AND SAFETY

INJURY AND ILLNESS

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

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

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

The school has made the form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

USE OF MEDICATIONS

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 must be filed with the respective building principal office 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.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Asthma Inhalers

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

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he 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.

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

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

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

NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS

Dear Parent:

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we want~~ed~~ to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact building principal

FIRE, TORNADO, AND LOCK DOWN DRILLS

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a public address system announcement.

The school complies with State law that requires school buildings to practice lock down procedures.

EMERGENCY CLOSINGS AND DELAYS

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

FM	AM	Television	
WLEN 103.9	WABJ 1490	Channel 10	Channel 24
WQTE 95	WJR 760	Channel 11	
		Channel 13	

An Alert Now message will be attempted but parents and students are responsible for knowing about emergency closings and delays.

ACADEMICS

COURSE OFFERINGS

All middle school students in grades 6-7 take four core classes composed of English, Social Studies, Science, and Mathematics. Each grade has a set of exploratory classes, which all students rotate through in a school year. See Course Catalog for details (attached).

SCHEDULING AND ASSIGNMENT

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

FIELD TRIPS

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

[ ] Attendance rules apply to all field trips.

GRADES

Clinton 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 his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

100 to 94 = A	79 to 77 = C+	63 to 60 = D-
93 to 90 = A-	76 to 74 = C	59 to 0 = F
89 to 87 = B+	73 to 70 = C-	F = Failure
86 to 84 = B	69 to 67 = D+	I = Incomplete
83 to 80 = B-	66 to 64 = D	

Grade Point Average

To calculate a grade point average (G.P.A.), 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 x 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 G.P.A. 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. In addition, progress reports are provided at the 4-½ week point of the marking period.

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

RETENTION

Students who fail 2 or more quarters in <u>any</u> two or more core classes will be considered for retention. Core classes are English, Mathematics, History, and Science. Working with parents, the administration will determine the best possible options for all individual students.

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 principal.

Honor Roll(s)

Students who have all grades at least B- or better will be on the marking period honor roll.
Students who have all grades at least an A- or better will be on the marking period high honor roll.

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.

HOMEWORK

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

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

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

STUDENT ASSESSMENT

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

Unless exempted, each student will be expected to pass the appropriate MEAP Test. Students only need to retake those parts of the test they do not pass. Make-up dates are scheduled, but unnecessary absences should be avoided.

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

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Grades 7 and 8 will be administering exams at the end of each semester in core classes.

Vocational and interest surveys may be given to identify particular areas of student interest or talent. These are often given by the guidance staff.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information, and/or parent consent may need to be obtained. The middle school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The 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.

The school has many student groups that are authorized by the School. It is the District's policy that only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include:

Art, Band, Choir, and Student Council.

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

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.
No non-district-sponsored organization may use the name of the school or school mascot.

MIDDLE SCHOOL ATHLETICS

The Value of Interscholastic Athletics

Studies show that students who participate in athletics have higher grade point averages, better attendance, lower dropout rates, fewer disciplinary problems, higher graduation rates, and better success in college than non-participants. Athletic participation provides healthy, supervised after-school activities for students. The middle school years, in particular, are widely acknowledged as an important time for students to develop healthy activities and life skills. Athletic participation provides an important alternative to anti-social behaviors. Participation in athletics teaches teamwork, goal setting, discipline, sportsmanship, leadership, and other valuable life skills, helping students to be contributing members of the school and community.

Middle School athletics are about access

Everyone who is academically and physically eligible may join a team. Clinton Middle School has a no-cut policy. The emphasis is on participation, learning, and being a team member. Equal playing time is not guaranteed, but time on the floor or the field is. There is sometimes a wide discrepancy between the skill levels of experienced

athletes and novices. Coaches are aware of this. Coaches help newer participants gain confidence in their skills and rely on the leadership of veterans to create a healthy team experience. This is the place to try a new sport!

Middle School athletics are about a special team experience

This includes everything…from the long bus rides to other schools to the team cheers. Team members support each other, whether they are playing or watching from the sideline. Team tactics emphasize a common purpose; working together, and competing in a sporting manner. Instruction in techniques and fundamentals helps players gain confidence. This is about obligations that team members have to each other, also. Coaches teach and manage. Players are expected to be positive with teammates and to attend scheduled team events. It is the student's responsibility to communicate with coaches when they cannot make practices or games. In addition, athletes are expected to wear the school uniform and return it washed and in good condition at the end of the season.

Middle School athletics are NOT about winning

Although winning is welcomed, the goal is to help Middle School student/athletes become healthy competitors, to learn new skills, and to enjoy the team experience.

Additional Information

- There are home and away games against other schools. We try to balance the schedules.
- Teams travel to away venues in Clinton Community school buses. Teams often travel together.
- Parents may bring their children home from away venues provided they have followed guidelines and received approval prior to the event.
- Schedules change constantly. Please check the school web site for updates, changes, and directions to away venues: miclintonschools.org

Clinton Middle School Athletic Offerings

Fall – *Season runs approximately from the beginning of school until the last week in October.*

- Boys football – 7th and 8th grade teams
- Girls volleyball – 7th and 8th grade teams
- Cheerleading – 7th and 8th grade teams (numbers will warrant if cheerleading will be offered).
- Cross Country – One middle school team comprised of 6th, 7th, and 8th graders (numbers will warrant if cross country will be offered).

Winter – *Season runs approximately from mid-November until mid-January.*

- Boys basketball – 7th and 8th grade teams
- Girls basketball – 7th and 8th grade teams
- Wrestling – One middle school team comprised of 6th, 7ty, and 8th graders
- Cheerleading – 7th and 8th grade teams (numbers will warrant if cheerleading will be offered).

Spring – *Season runs shortly before or after Spring Break and ends with the league track meet in mid to late May.*

- Track – One middle school team each for boys and girls comprised of 7th and 8th graders.

STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.

STUDENT CONDUCT

A major component of the educational program at [the school] is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. See Code of Conduct for details (attached).

Expected Behaviors

Each student shall be expected to:

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

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school or a school function:

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

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

Examples of prohibited dress or appearance include, but are not limited to:

- Coats, Jackets, Hats, sunglasses, sagging pants, exposed boxer shorts, halter-tops, tube tops, tank tops, spaghetti straps, or see-through clothing.
- Bicycle shorts, yoga pants, stretch pants

- Exposed midriffs or other inappropriate styles.
- Shorts or skirts shorter than the student's fingertips when their arms are at their sides. This rule includes "torn" clothing where tears/holes are above the student's fingertips.
- Tops that expose cleavage.
- Clothing promoting or displaying inappropriate language, sexual remarks, drugs, tobacco, weapons or alcohol.
- Any item or style that could be considered gang-related, whether the student is involved in a gang or not.
- Pajamas or other sleepwear.
- Any distracting or dangerous clothing.
- Adornments such as chains, or spikes.

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

USE OF TELEPHONES AND CELLPHONES

Students may bring a cell phone to school but it must be turned off and stored in their locker. They are to be used only after school and at no time are they permitted in locker rooms or bathrooms. If students are found with a cell phone it will confiscated. The second incident will result in a disciplinary action and a parent must pick up the phone.

CARE OF PROPERTY

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

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

STUDENT DISCIPLINE CODE

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

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

PROFANITY

Any behavior or language, which in the judgment 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.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

DUE PROCESS RIGHTS

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

SEARCH AND SEIZURE

Search of a student and his/her 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, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent, or vulgar,
2. advertises any product or service not permitted to minors by law,
3. intends to be insulting or harassing,
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS AND SUGGESTIONS

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, s/he should feel free to offer them. Written suggestions may be presented directly to the principal.

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. As with suggestions, concerns, and grievances may be directed to the principal. A student's parents must make any formal complaint. This form is available in the office.

CMS Course Catalog

6th Grade Electives Choices
Option A: PE/Health & Art (18 weeks each)
Option B: Band (36 weeks)
Option C: Choir (36 weeks)

All 6th graders (regardless which option you choose from above) will receive:

- Math, Science, English, Social Studies (36 weeks each)
- Enrichment (36 weeks)
- Finance and Business (9 weeks)
- Environmental Engineering PLTW (9 weeks)
- Creative Writing (9 weeks)
- Investigative History (9 weeks)

7th Grade Elective Choices
Option A: Band (36 weeks)
Option B: Choir (36 weeks)
Option C: Enrichment (36 weeks)

All 7th graders (regardless of above option choice) will receive:

- Math, Science, English, Social Studies (36 weeks each)
- Medical Detectives PLTW (9 weeks)
- Technology & Design (9 weeks)
- World News & Events (9 weeks)
- Structural Engineering PLTW (9 weeks)
- P.E./Health (18 weeks)
- Art (18 weeks)

8th Grade Elective Options
Set #1(choose 1) – Option A: Band (36 weeks)
Option B: Choir (36 weeks)
Option C: Enrichment (36 weeks)
Set #2 (choose 2) – Option A: Building & Design (18 week)
Option B: Spanish (18 week)
Option C: History Alive (18 week)

All 8th graders (regardless of above option choice) will receive:

- Math, Science, English, Social Studies (36 weeks each)
- P.E./Health (18 weeks)
- Art (18 weeks)

Clinton Middle School offers ADVANCED LEARNING opportunities in ALL CORE SUBJECTS, including specific *6th, 7th, and 8th grade Advanced Math Classes*.

Elective Course Descriptions

Building and Design

Be ready to explore building structures, and design dream spaces in a home project. You will leave this elective with a mini scale version of the home of your dreams. Also, you will test your building and design skills for various competitions and activities from building the strongest, to the tallest or both with different media. Check out this hands-on approach to developing the best structures.

PLTW Robotics

Students learn about the impact of automation and robotics as they explore mechanical systems, energy transfer, machine automation, and computer control systems. Using the VEX Robotics® platform, students apply what they know to design and program robotics and more.

Spanish

¡El Español es muy divertido! (Spanish is fun!) As an introduction to the Spanish language, this class provides for a foreign language experience at the 8th grade level, and provides a foundation for a very smooth transition into Spanish I in the high school. This course is designed to introduce reading, writing, listening comprehension and speaking skills. It stresses effective communication through vocabulary and grammar. Cultural, historical and geographical concepts will be introduced in order to help students become aware of the traditions, customs, and daily life of people of the Spanish-speaking world. But perhaps most importantly, the class is designed to give students a fun, successful, first experience with a foreign language!

Living History

The "Living History" elective is designed to provide a hands-on learning experience for history. The course will be conducted using simulations and other role-playing activities to address all learning styles. Use your geography skills to escape the Zombie Apocalypse in "Outbreak". Expand your ancient civilization and control the ancient world in "Empires" and "Romans". Escape from slavery on the "Underground Railroad". Fight to save the Union or be a rebel in the "Civil War". Finally, participate in the ultimate *who done it* in the trial simulation "Verdict".

Structural Engineering

Are you creative? Are you a team player? Are you able to problem solve? Structural Engineering offers students the opportunity for hands-on projects to be able to use engineering skills, teamwork skills, and creativity to solve a problem.

Medical Detectives PLTW

Students play the role of real-life medical detectives as they analyze genetic testing results to diagnose disease and study DNA evidence found at a "crime scene." They solve medical mysteries through hands-on projects and labs, investigate how to measure and interpret vital signs, and learn how the systems of the human body work together to maintain health.

Computer Science & Tech Design

Computer Science & Tech Design will offer students an opportunity to design and create online using various technology tools. Students will be able to explore old and new online resources, including, but not limited to: CS-First Coding club using Scratch, Tynker, Kodable, and Code.org. Students will also be practicing other lifelong technology skills using Google Tools for Education, typing, and online creation tools for web site design and programming.

World News & Events

Take a journey around the world as we explore the major current events that continue to shape our ever evolving globe.

Finance & Business

The game of LIFE - Financial Edition! This hands-on, real-life, project-based course will provide students with basic understandings of career salaries, expenses, budgeting, saving, and so much more. Students will walk away with a comprehensive set of tools to assist them financially in the REAL game of life!

Environmental Engineering PLTW

Students are challenged to think big and toward the future as they explore sustainable solutions to our energy needs and investigate the impact of energy on our lives and the world. They use what they've learned to design and model alternative energy sources, as well as evaluate options for reducing energy consumption.

Creative Writing

This course will give students experience in creating fliers and other graphic design materials for non-profits around Lenawee County. We will also be creating mock businesses and all of the materials needed to run and market them. In addition, we will be writing short stories, experimenting with choral pieces, and many other creative projects that involve writing.

Investigative History

Investigative History engages students in historical inquiry. Each lesson revolves around a central historical question and features sets of primary documents. The lessons are designed to teach students how to investigate historical questions by employing various reading strategies instead of memorizing historical facts. The students will be able to evaluate the trustworthiness of multiple perspectives on historical issues and learn to make historical claims backed by documentary evidence.

Health & P.E.

Using the Presidential Physical Fitness standards and the new Health Curriculum as presented by the State of Michigan, this class will allow you to branch out and explore all the different sciences and techniques behind personal levels of athleticism and physical fitness. This class is for all levels of ability and knowledge. It is a great way to learn how to stay healthy and be the best you, you can be.

Art

Art 6: Design 101

"Creativity takes courage."- Henri Matisses

Do you have what it takes to be creative and have fun? Design 101 is a general introduction to the visual arts for 6th grade. This class provides students exposure to a variety of mediums (drawing, painting, and ceramics), learn compositional design, highlight artist and constructive art criticism. This class allows you to take a risk, learn from mistakes, and above all have fun creating with your hands and imagination.

Art 7: Art History

"History is remembered by its art, not its war machines." - James Rosnequist.

Take a look at our past through the eyes of the artist living during that time. Art History provides an overview of art from around the world to the 7th grade. Students will analyze selected artist, movements, and techniques used throughout history. Students will also reflect on how art was/is used to record history, aid science and math fields as well as communicate languages. What would you want to create to remember a time within our current events?

Art 8: Art Careers

"Choose a job you love and you'll never work a day in your life." - Confucius.

Art Careers allows students to reflect that being creative doesn't stop after graduation, but may expand into a hobby or career. Students will be exposed to many successful art careers that are currently in high demand. Students will use problem solving, role play, and continue exploration with various mediums to satisfy their "clients". Could you see yourself as a Video Game Illustrator, Athletic/Fashion Designer or maybe an Interior Designer, Architect, or Civil Engineer? The choice is yours.

Choir 6-7

Music is everywhere and all subjects all the time!!! Why music? Imagine your life without music! In Choir we develop skills in singing, reading and analyzing music, and performing! We learn how music relates to all the other subjects while preparing for performances and competitions. We incorporate drawing, writing, and drama into our lessons for greater connectivity and depth of understanding. Plus, it's FUN!!! And don't worry...you NEVER have to sing by yourself unless you choose to do so! There are opportunities for excelling and extra competition with State Honors Choir and Solo & Ensemble. Step out of your box, and find your voice!

Band 6-7

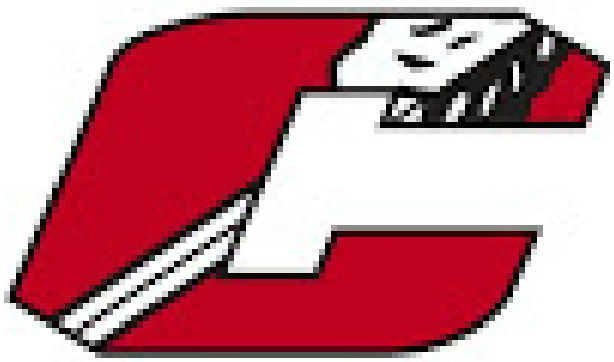
A class that explores your interests and talent using a variety of instruments and academic and competitive opportunities.

Enrichment

Enrichment is a flexible and blended learning hour that provides opportunities for extensions to the existing curriculum. It excels as a chance for remediation, rationalization, and differentiation for all learners.

Students are assigned an Enrichment teacher at each grade level, which shares a consistent hour, to allow students equal time with all core teachers, or to complete cooperative learning experiences and project based learning opportunities.

Clinton Middle School



Student Code of Conduct
2017-18

Clinton Middle School is a committed community partner in the development of all students to excel and reach the highest levels of achievement, innovation and safety in a caring and collaborative environment.

Mission

Community Schools is to provide a safe and healthy environment, educating and preparing every person to be explorers and life-long learners.

Vision

The Vision of Clinton Community Schools is to inspire and empower endless possibilities for every person.

Beliefs

We Believe Every Person Matters.
We Believe a Collaborative Culture Promotes High Achievement and Innovation.
We Believe Successful Schools are a Shared Responsibility of Students, Parents, Staff and Community
We Believe Every Person has Opportunities to Reach Their Full Potential.

Introduction

Clinton Middle School is committed to providing a safe, positive and supportive learning environment for every student. The Student Code of Conduct is a cooperative effort of students, teachers, parents and administration that sets forth the rules and regulations that govern the students' involvement with the academic, social, and recreational programs of CMS. Our goal is to promote learning for life in a safe, drug, and violence free environment. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. A school is a community, and the rules and regulations are established for the protection of the rights of all members of that community. Violation of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated.

The purpose of the policies and procedures contained in this handbook is to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies which may arise in the school setting. The immediate objective of school discipline is to allow for student growth in abilities, attitudes, and habits which are essential to acceptable and self-controlled behavior. We strongly believe that the partnership between home and school is vital in the development of each child. We strongly encourage parents to take time to review this handbook with your child. Your knowledge and cooperation in following the guidelines set forth in this policy will greatly enhance our ability to create an exceptional school system for every child.

Clinton Middle School
100 East Franklin Street
Clinton, MI 49236
517-456-6507
miclintonschools.org

I. DISCIPLINARY STEP SYSTEM

A. The disciplinary steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:

1. Provide the student with a program that includes ample opportunity for modifications of the negative behavior.

2. Provide consistency in the administration of disciplinary action, a fair program in that all students charged with the same level of misconduct will receive the same action.

3. Provide for clearly stated, advanced knowledge to all students, parents, and staff members of the course of action to be taken in handling disciplinary matters.

4. Provide a program that is progressive (moderate to most severe action).

B. The steps shall be administered under the following conditions:

1. That all appropriate corrective action shall be taken either prior to or concurrently with the administration of any disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.

2. That once a student is placed on the disciplinary steps, the student may, during the current school year, move to succeeding steps for each subsequent occurrence of misconduct at administrative discretion. Movement on the steps will be proportionate to the severity of the misconduct.

3. With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) weeks of the new school year.

C. Disciplinary Steps

STEP 1 Administrative conference with the student to include reviewing the disciplinary policy and procedure and notification that the next infraction of rules may result in action on at least the 2nd step.

STEP 2 Lunch or classroom detention which shall take place during the school day. If other arrangements must be made, as determined by administration, parent contact will be made with explanation of infraction as well as a written copy of the discipline referral.

STEP 3 One to three days in school suspension (ISS)*

STEP 4 One to three days (short term) suspension*

STEP 5 Three to five days (short term) suspension*

STEP 6 Five to ten days (short term) suspension*

STEP 7 Short term suspension of ten days and/or social probation*

STEP 8 Long term suspension and/or recommendation for expulsion for misconduct not including possession of dangerous weapon, arson, criminal sexual conduct or physical assault against district employees, visitors, students, volunteers, or contractors.

STEP 9 Expulsion for possession of dangerous weapon, arson or criminal sexual conduct or physical assault against district employees, visitors, students, volunteers, or contractors.

*Days are school days, not calendar days.

At the discretion of the administrator and/or separate Board Policies addressing specific disciplinary actions, a student may be placed on any of the steps indicated under each code of conduct violation depending on the severity of the incident.

D. **With enactment of Public Act 102, as of January 2, 2000, the following act of misconduct will be reported to law enforcement:**

- Physical Assault
- Gang Related Activity
- Illegal Possession
- Trespassers or Intruders
- Vandalism – property damage over $ 1000
- Criminal Sexual Conduct
- Hostage
- Weapons on School Property
- Homicide
- Drive by Shooting
- Bomb Threat
- Explosion
- Arson
- Robbery or Extortion
- Unauthorized Removal of Student
- Threat/Attempt of Suicide
- Suicide
- Larceny (Theft)
- Illegal Drug Use or Overdose

- Minor in Possession of Alcohol
- Minor in Possession of Tobacco
- Bus Incident or Accident

E. Acts of Student Misconduct for which Suspension and/or Expulsion may be appropriate Disciplinary Action.

The Board of Education herby establishes the following categories of misconduct, which may result in suspension or expulsion from the Columbia School District. These categories are generally descriptive of the most obvious types of misconduct and are not to be construed as an exclusive list or as a limitation upon the authority of school officials to deal appropriately with any other types of conduct which interfere with the good order of the school system, or the proper functioning of the educational process. Matters of student suspension and/or expulsion (Step 3-8) may be maintained in a student's permanent record (CA60, eSchool), and shall be transferred to any other private or public school in which he student may seek enrollment. Disciplinary records may be deleted upon graduation or transfer with the exception for expulsion for possession of dangerous weapons, arson, criminal sexual conduct, or the physical assault of a staff member, student, visitor, volunteer or contractor.

MISCONDUCT

1. Alcohol – Sale or Supplying: The act of selling, supplying or arranging for the sale or supply of alcoholic beverages to another person on school property, in school owned vehicles, or at school events.

   1st Offense: Step 5-7, recommended professional evaluation to determine treatment needs; possible police involvement.
   2nd Offense: Step 6-7, recommended professional evaluation to determine treatment needs, mandatory police involvement.
   3rd Offense: 7-8, recommended professional evaluation to determine treatment needs, mandatory police involvement.

2. Assault:
   a. Verbal assault against students, district employees, volunteers, or contractors- oral threat of bodily harm coupled with an apparent immediate ability to commit same and which puts a person in a reasonable apprehension of such bodily harm.

      Step 2-7

   b. Physical assault against a district employee, volunteers, or contractors – Intentionally causing or attempting to cause physical harm of another through force or violence.
      Step 5-8

3. Bomb Threat - Bomb threats and other similar threats. The act of making a threat to use explosive devices to cause harm to another person or to property.

Step 7-8

4. **Bullying –** Bullying is characterized by, but not limited to, deliberate hurtful behavior, or behavior that produces fear in others. As opposed to normal peer conflict, bullying is often repeated over a period of time, and it is difficult for those being targeted to defend themselves.
    a. Intimidation – Intimidates individual or groups on any basis including race, ethnic background, religion, gender, sexual orientation, national origin, physical or cognitive disability.
    b. Physical – Hitting, kicking, taking belongings, inappropriate gestures or acts.
    c. Direct Communication – Verbal, written, or electronic name calling, taunting, teasing, insulting, intimidating remarks, sarcasm, or prejudicial comments.
    d. Indirect Communication – Spreading rumors about someone with malicious intent, excluding someone from social groups.
    e. Hazing – Any willful act committed individually or by a group for the purpose of subjecting a person to humiliation, intimidation, physical abuse, threats of abuse, shame or disgrace as a rite of passage to join a group. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen this prohibition.

Step 1-7

5. **Closed Campus** – All students must have permission to leave the school building during regular school hours.

Step 1-3

6. **Consumption or under the Influence** – Consumption or under the influence of alcoholic beverages, alleged drugs, or inhalants without prescription on school property, school owned vehicles or at school events. Controlled substances shall include marijuana, cocaine, steroids, heroin, and those substances included within 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive

1st Offense: Step 3-7, recommended involvement in Intervention Program for students and parents; possible police involvement.
2nd Offense: Step 5-7, recommended involvement in Intervention Program for student and parent, mandatory police involvement.
3rd Offense: Step 7-8, recommended professional evaluation to determine treatment needs, mandatory police involvement.

7. **Controlled Substances and/or Paraphernalia –** Shall include, marijuana, cocaine, steroids, heroin, and those substances included within (or exempted from) 7212 through 7229, inclusive of the Michigan Substance Abuse Act or any successor thereof, MCLA 333.7212 through 333.7229, inclusive. Paraphernalia can include instruments that aid in the administration of controlled substances such as, but not limited to; a smoking pipe, rolling papers, syringe.
    a. Delivery of receipt of controlled or alleged controlled substances. The Act of, or the intent of, delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt,

purchase, sale or supply of controlled substances on school property, in school owned vehicles, or at school events.

b. Possession of Drug Paraphernalia, Alcoholic Beverages, or Over the Counter Drugs or Medications.

1st Offense: Step 5-8, recommend professional evaluation to determine treatment needs, mandatory police involvement.
2nd Offense: Step 7-8, recommend professional evaluation to determine treatment needs, mandatory police involvement.
3rd Offense: Step 8, recommend professional evaluation to determine treatment needs, mandatory police involvement.

8. **Over-the-Counter Drugs and/or Medications** - The act of selling, supplying or arranging for the sale or supply of over-the-counter drugs or medications on school property, school owned vehicles, or at school events.

Step 4-8

9. **Defiance** – Open persistent defiance of the authority of a staff member.

Step 1-4

10. **Electronic Communication Devices** –
    a. No student shall display or distribute inappropriate information on cellular or at a school sponsored event.
    b. Students may not use any electronic communication device in any way that is disruptive to the educational process.
    c. The item will be confiscated.

1st Offense: Step 1-3, item will be returned to student after class.
2nd Offense: Step 1-3, item will be sent to the office and returned to student after school.
3rd Offense: Step 1-3, item will be sent to the office and returned upon parent pick up of device.

11. **Extortion/Blackmail** - Obtaining money, property or favors as a result of intimidation.

Step 1-3

12. **Failure to follow approved school and classroom rules** which are consistent with Board Policies and Administrative Procedures including Academic Integrity.

Step 1-4

13. **Fighting** - The act of physical bullying or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship, i.e., dances, athletic events,

field trips, etc. Spontaneous incident, if one student initiates physical contact and the other student does not respond with physical contact, the second student does not have to be placed on the step system. Physical assault against another student: intentionally causing or attempting to cause physical harm to another through force or violence.
Incitement of Fighting The act of inciting or prompting others to action.

Step 4-6

14. **Video Taping and/or Sharing of Videos of Incident with inappropriate intent** –

Step 1-4

15. **Fire Alarms** – Tampering with a firm alarm box or system or firefighting equipment.

Step 1-4

16. **Fireworks and Explosives** - Possession or use of fireworks or explosives.
    a. Fireworks including stink bombs and other forms of fireworks
    Step 1-4

    b. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage.

    Step 8-9

    c. Possession or use of matches or lighters

    Step 2-4

17. **Forgery/Plagiarism** – The act of fraudulently using, in writing or verbally, the name of another person, or falsifying times, dates, grade, address, absences, or other date pertaining to the school.

Step 1-3, Student will receive zero credit for that assignment(s).

18. **Harassment** – The act of verbal or physical behavior, written or electronic communication which:
    a. Involves an expressed or implied threat to personal safety including stalking.
    b. Has the effect of interfering with an individual's participation in the curricular or extra-curricular activities of the school district.
    c. Involves unwelcome sexual advance or requests for sexual favors, or other verbal or nonverbal sexual innuendoes or obscene gestures.
    d. Creates an intimidating, hostile, or offensive school environment which would adversely affect either the performance or psychological well-being of a student or staff member.

Step 1-8

19. **Insubordination**, disrespect, or disregard of verbal instruction or direction of school personnel.

Step 1-4

20. **Breaking and/or Entering** of another student(s) and/or staff member(s) desk, locker, bag, or other personal items.

Step 2-4

21. **Larceny/Petty Theft**
    a. Any theft of money or personal property less than $ 5.00 value.

    Step 2-4

    b. Any theft of money or personal or public property of $5.00 or more value. Possible involvement of Police.

    Step 3-6

    c. Possession of property reported stolen to school authorities having a value of less than $5.00. Return of property or if damaged, restitution recommended. Possible involvement of Police.

    Step 2-4

    d. Possession of property reported stolen to school authorities having a value of more than $5.00. Return of property or if damaged, restitution recommended. Possible involvement of Police.

    Step 3-6

    e. Sale or purchase of stolen property including the purchase of items markedly below normal retail prices. The student is responsible for knowing the source of the purchased property. Possible involvement of Police.

    Step 3-6

22. **Negligence** – Damage to the school or personal property through carelessness or inappropriate behavior, including, but not limited to, malicious mischief, damage to the school or personal property through vandalism or defacing.
    Restitution must be made in addition.

    Step 2-6

23. **Electronic tampering** – Any unauthorized use, misuse or access of any of the school district's electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. Reference will be made to the Columbia School District Use Policy and classroom rules which may apply in cases of the misconduct.
For all levels restitution and repair or replacement of damaged property, and/or removal of computer privileges and possible loss of credit for the course.
    a. Connection of any non-authorized device to hardware or the network.
    b. Downloading of software/programs without staff authorization.
    c. Engaging in any activity which potentially or intentionally compromises network security.

    Step 1-6

24. **Offensive Speech/Displays** – Speech, communication, displays which tend to disrupt the orderly conduct of the educational process.
    a. Indecency, the act of offending commonly recognized standards of good taste including the use of vulgar acts, obscenities, gestures, or inappropriate display of affection or sexual contact, or symbols.
    b. Illegal messages, displays which advocate or glamorize behavior, which is illegal for students, such as alcohol, drugs, tobacco use or gang affiliation.
    c. Display, possession, distribution, sharing of any drawings, graphics, video, printed material of an obscene nature.

    Step 1-4

25. **Tobacco** – Possession or use of smoking or smokeless tobacco while on school property, in school owned vehicles, or at school events. At any time during any number of offenses, police contact is possible.

    1st Offense: Step 3-4
    2nd Offense: Step 4-5
    3rd Offense: Step 5-6

26. **Weapons** – Possession or use of in a school building, on school premises or in school owned vehicles. The tem weapon shall mean any object or instrument, the principal use of which is to inflict injury or physical harm upon the person of another, or the use of which may result in pain or suffering. The term weapons shall also include a facsimile of objects or instruments, which are weapons. The tem weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person.

    Step 3-7

27. **Infraction of school rules** not covered by any of the items 1-26.

    Step 1-8

MISCONDUCT RESULTING IN EXPULSION

1. **Dangerous Weapons** – Possession or use of dangerous weapons in a school building, on school grounds or in a school owned vehicle. The term "dangerous weapon" shall mean a firearm (including a starter gun) or any device which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. Any destructive device or any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; a dagger, stiletto, knife with a blade over three (3) inches in length, or pocket knife opened by a mechanical device; an iron bar or brass knuckles; or any other weapon as determined by district administration and the board of education.

   Step 9

2. **Arson** – In a school building, on school grounds or in a school owned vehicle.

   Step 9

3. **Criminal Sexual Conduct** – In a school building, on school grounds or in a school owned vehicle.

   Step 9

4. **Physical Assault** – With extreme maliciousness to cause bodily harm.

   Step 9

II. DISCIPLINEARY PROCEDURES

A. Corrective Measures

Definition: School authorities should take necessary action to assist the student to modify inappropriate behavior prior to the use of punitive measures. Such corrective measures may include, but not limited to the following:

1. Counseling by school personnel.
2. Parent/student/teacher conference.
3. Referral to a building special assistance team for evaluation.
4. Recommend a health examination and evaluation.
5. Recommend services of outside agencies, public or private.
6. Detention by an individual teacher.
7. Detention during one or more lunch periods.
8. Transfer to other rooms or classes within the building.
9. Involvement in a school intervention program if available.
10. Alternate area.

B. Types of Suspension

1. Loss of activity privileges
    a. Building administrators may suspend students from participating in or being present at extracurricular activities.
    b. Sponsors of activities, including a Director, have full authority to determine who shall be participants in a given situation, but they may remove a student from a given activity only on the basis of predetermined rules which have been approved by the principal or appropriate administrative personnel. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
    c. Students out of school suspension shall refrain from entering upon school property without prior permission from school authorities.
    d. Students out of school suspension shall not participate in or be present at school functions during the length of their suspension.
2. In School Suspension
    a. At the discretion of building administration, it may be utilized as an alternative to out-of-school suspension. If a student is serving an in-school suspension, the student will still have the opportunity to receive direct instruction from a highly qualified teacher on all assignments and is responsible for bringing his/her school work for the day and will receive credit for assigned work completed in this program. Students are expected to remain on task and be productive.
    b. Any and all IEP services will be continued with the assistance of that student's case load manager.

3. Notification and Due Process
    a. If, after providing the student with his/her due process rights, the administrator determines that the student has engaged in a prohibited act under this Student Code of Conduct, then he/she may impose a disciplinary penalty of a suspension not to exceed ten (10) days.
    b. The principal, or his/her designee, shall inform (in person or by phone) the student's parent/guardian of the suspension and of the reasons and conditions of the suspension.
    c. A district "Notice of Suspension" is to be completed, with copies going to the parent/guardian, the counselor and the student's file.

4. Short Term out-of-school suspension, the student will be given the opportunity to complete school assignments. The following conditions will apply:
    a. A request for homework will be initiated by the building administration.
    b. The student or parent has the responsibility for obtaining the assignments from the school.
    c. The assigned homework must be completed and ready to turn in upon return date to school. Additional time may be granted by a building administrator and the teacher for extenuating circumstances.

d. Specific labs and activity-based assignments will be available to the students at the teacher's discretion. If unassigned, the lab or activity will not count against the student's grade.

III. SHORT TERM SUSPENTION

Definition: A short term suspension is the denial of a student's right to attend school. A short term suspension may be one (1) to ten (10) school days.

IV. LONG TERM SUSPENSION OR EXPULSION

Definition: A long term suspension or expulsion is the denial of a student's right to attend school, be present on school grounds and attend any school function for a period in excess of eleven (11) or more school days. Student's suspended for more than eleven (11) or more school days may not complete assignments for credit during the length of the suspension.

PARENT/STUDENT ACKNOWLEDGEMENT OF STUDENT HANDBOOK

We, _____ and _____
Parent/Guardian Student

have received and read the _____. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

_____
Parent/Guardian Signature

_____
Student Signature

_____
Date