



# Christa McAuliffe Middle School



## STUDENT HANDBOOK 2017-2018

Christa McAuliffe Middle School  
3281 Kiesel Road, Bay City, MI 48706

CMMS School Day 7:30 a.m. – 2:20 p.m.  
Students Dismissed to Class at 7:25 a.m.  
Office Hours: 6:30 a.m – 3:30 p.m.

CMMS Office.....(989) 686-7640  
Superintendent’s Office.....(989) 684-8121  
CMMS Fax.....(989) 686-7633  
[www.bangorschools.org](http://www.bangorschools.org)

This handbook belongs to:

Name \_\_\_\_\_

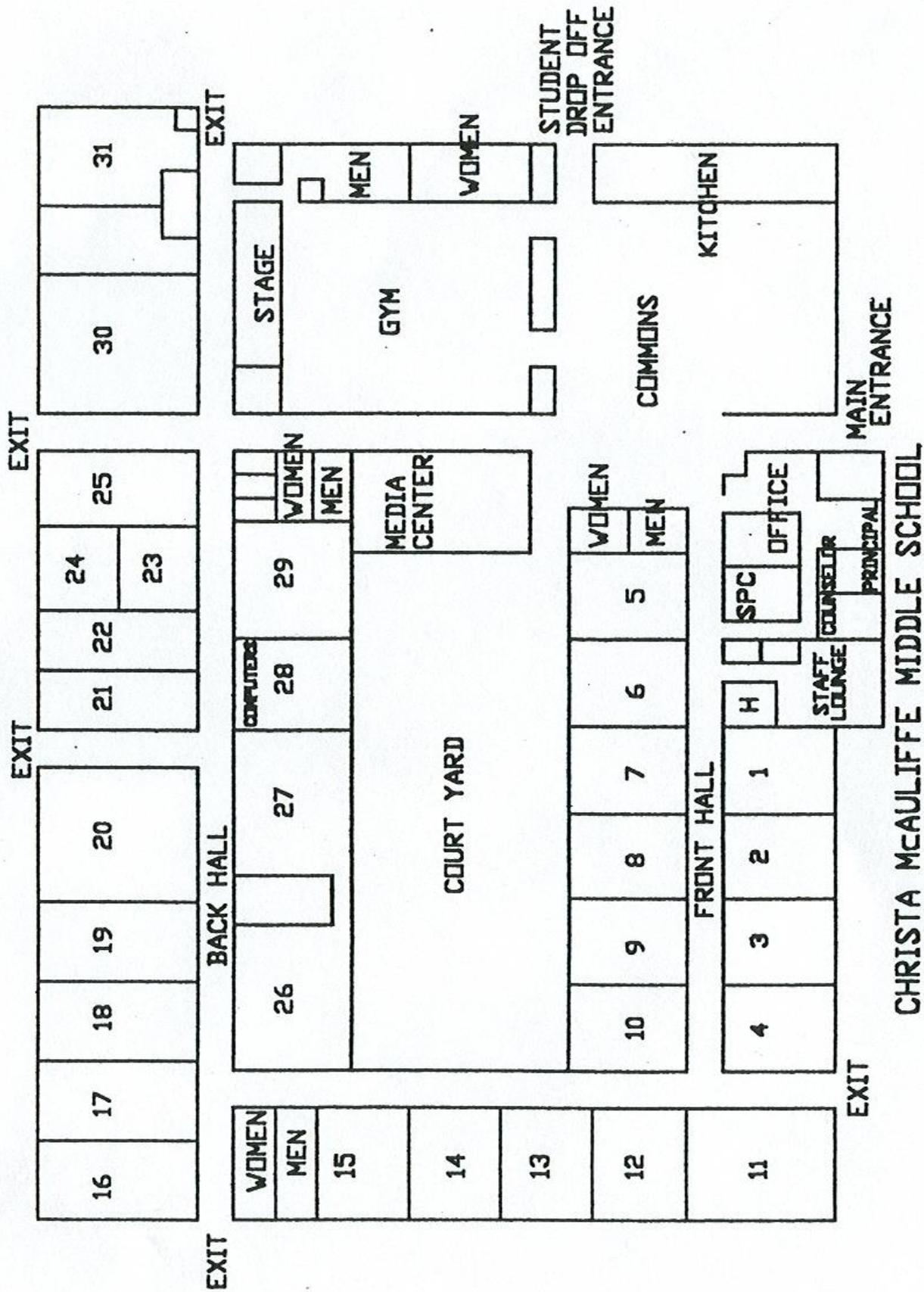
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Windows Username \_\_\_\_\_

### Elastic Clause

The administration reserves the right to assign appropriate discipline in situations not specifically stated in this handbook. In all cases, Board of Education Policy, the rule of the law and courtesy to others will be considered.



← FIRE LANE/ NO PARKING →

CHRISTA MCAULIFFE MIDDLE SCHOOL



# ***WELCOME TO CHRISTA MCAULIFFE MIDDLE SCHOOL***

**MISSION STATEMENT:** Our mission at Christa McAuliffe Middle School is to provide the best possible learning environment through a partnership of parents, students, staff, and other members of the community. Through teamwork and age appropriate experiences, this environment is nurturing to all members. We recognize developmental differences and provide a challenging atmosphere for all.

- C – Cooperation and teamwork**
- H – Help and guidance**
- A – Attitudes are positive**
- L – Learning is our top priority**
- L – Lifelong learning**
- E – Encouragement, effort, and excellence**
- N – Needs of individual and community**
- G – Growth is rewarded**
- E – Enthusiasm for life**



## **THE CMMS POSITIVE ENVIRONMENT PLAN**

Christa McAuliffe's Positive Environment Plan is designed to promote learning and citizenship within our school. This plan consists of:

- **Identifying student rights and responsibilities**
- **Citizenship comments based on age appropriate traits**
- **Classroom expectations identified for all students**
- **Responsible Thinking Center**
- **Common area expectations and consequences identified**
- **Extreme behavior and consequences identified**

We firmly believe that students have the right to learn and teachers have the right to teach. Implementation of the Positive Environment Plan will result in a safe and orderly climate for all.

**Thank You For Helping To Make Christa McAuliffe A Great Place To Learn!**

# AT CMMS CITIZENSHIP MEANS



conduct

cooperation

responsibility

initiative



**Citizenship comments are included on each report card. This is a guide to the meaning of the number given by the teacher.**

## **EXCELLENT (#1)**

- Demonstrates self-control: rarely distracted by others.
- Follows directions the first time; comes to class with supplies; listens attentively; no unexcused tardies.
- Works hard and completes assignments on time: does extra work without being asked; asks for help when needed.
- Does not disrupt class.
- Goes out of the way to help other students understand and stay on task.

**Attitude:** "I am here to get the best education I can. I always try to do my best and help others do the same."

## **ABOVE AVERAGE (#2)**

- Pays attention usually; occasionally distracted by others.
- Follows directions the first time; comes to class with supplies; listens attentively; no unexcused tardies.
- Shows readiness to work and completes assignments on time; usually asks for help when needed.
- Does not disrupt class or cause distractions.
- Often goes out of the way to help other students understand and stay on task.

**Attitude:** "I am here to get an education. I try to do my best and help others do the same."

## **AVERAGE (#3)**

- Pays attention often; sometimes distracted by others.
- Follows directions; usually comes to class with supplies; listens; rarely tardy without an excuse.
- Usually shows readiness to work and completes assignments; usually asks for help when needed.
- Occasionally distracts others; always stops distracting behavior when reminded.
- Occasionally goes out of the way to help others.

**Attitude:** "I am here to get an education. I do my work."

## **BELOW AVERAGE (#4)**

- Pays attention sometimes. Often distracted by others.
- Seldom follows directions; often unprepared for class; listens inconsistently; sometimes tardy without an excuse.
- Often needs personal reminders to focus on classroom activities and complete assignments; seldom asks for help when needed.
- Frequently distracts others; stops distracting only when reminded repeatedly.
- Does not help others.

**Attitude:** "I am here because I have to be and to see my friends. I do my work when somebody makes me."

## **POOR (#5)**

- Pays attention seldom; continually distracted by others.
- Rarely follows directions; rarely prepared with class materials; rarely listens to adult direction and advice; frequently tardy without excuse.
- Must be personally reminded to focus on class work and complete assignments; seldom asks for help relevant to classroom tasks.
- Continually distracts others; often continues distractions even when repeatedly asked to stop.
- Interferes with students helping others.

**Attitude:** "I don't want to be here except to see my friends. I don't care about my work."

# ***POSITIVE ENVIRONMENT PLAN***

## **Live up to the responsibilities and rights that are expected in Bangor Township Schools**

### **STUDENTS HAVE A RIGHT TO:**

- Learn in a positive atmosphere that is unbiased, non-judgmental and free from prejudice, discrimination, verbal or physical threats and abuse.
- Receive assistance from school staff regarding educational concerns.
- Receive fair discipline without discrimination.
- Be safe.



### **STUDENTS HAVE A RESPONSIBILITY TO:**

- Attend school regularly, arrive on time, bring appropriate materials, be prepared to participate in class, and do homework.
- Strive for academic growth.
- Respect the rights, feelings, and property of fellow students, parents, school staff, visitors, guests and school neighbors.
- Conduct themselves properly on school grounds, school buses, and at the bus stop, at any school activity, and in the classroom so as not to interfere with the right of another to learn.
- Use conflict management skills when appropriate.
- Follow discipline guidelines adopted by the school and school district.

### **BEHAVIOR EXPECTATIONS IN ALL CLASSROOMS:**



- Follow adult directions.
- Be in class on time.
- Come to class prepared.
- Respect the rights, space, and property of others.
- Follow other classroom rules established by the teacher.

### **CELL PHONE/ELECTRONIC DEVICE POLICIES**

**Introduction:** The availability of wireless Internet access and cloud based services in our schools makes it easier than ever for students to bring their own internet connected technology devices to school for educational purposes. In order to access the Bangor Township Schools' wireless network, students must comply with the District Acceptable Use Policy (AUP) as outlined in the BTS Student Code of Conduct and this BYOD Policy. It is important to understand that the students' opportunity to bring personal technology devices to school is a privilege and is solely at the discretion of Bangor Township Schools' staff.

**Device:** For the purpose of the BYOD policy, a personal technology device is a privately owned, wireless electronic device such as a laptop, Chrome book, tablet, or smartphone. Note that this is a district policy, and that the district BYOD program has minimum requirements for permitted devices.

**Security and Damages:** The individual owner is personally and solely responsible for the care and security of their Wireless Communication Device (WCD). The Board and school assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or the unauthorized use of such devices including lost or corrupted data. However, some homeowner policies may cover loss or damage to personal devices.

Access to the Bangor Township Schools wired and wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the Bangor Township Schools networks grants permission to the Bangor Township Schools staff to conduct investigations regarding inappropriate Internet use at any time by administrator request. Bangor Township Schools cannot be held responsible for any possible device charges that might be incurred during use (e.g. texting fees, download costs, roaming fees).

**BRING YOUR OWN DEVICE RULES:**

In order for an individual to bring his/her personal technology to a Bangor Township Schools' facility, the District Acceptable Use Policy and the following BYOD terms must be understood, agreed and adhered to:

- Devices must be placed in silent mode while on school campuses and buses.
- Devices may not be used to plagiarize or cheat.
- Devices may not be used to record, transmit, or post photographic images or videos of a person or persons on school property without prior approval by a staff member.
- No expectation of confidentiality will exist in the use of WCDs on school premises/property.
- Devices must not be used to transmit content of a bullying nature.
- Devices must not be used to send messages that violate federal, state, and local laws or any School Board policy.
- The school's network filters must be applied and may not be bypassed.
- Infecting any Bangor Township Schools property with a virus or program that damages, alters, destroys, or provides access to unauthorized data/information is a violation of School Board policy. This includes bypassing network security policies.
- The school district has the right to collect and examine any device.
- Games are not permitted without teacher permission.
- The student complies with teacher's request to shut down the technology or close the screen.
- Devices must be charged prior to coming to school.
- Using any device at unauthorized times may result in the loss of privileges.

**CONSEQUENCES FOR MISUSE/DISRUPTION (one or more may apply):**

- Device taken away for the period
- Device taken away and kept in the front office until parent picks it up
- Student is not allowed to use personal devices at school
- Disciplinary Referral

**\*\*Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.**

# **COMMON AREA RULES**

**Common Area Rules apply to all areas outside the classroom (hallways, cafeteria, gym, outdoors etc.) Students who do not follow these rules will receive a referral from any staff member observing the misbehavior.**

## **COMMON AREA RULES**

1. Follow adult directions.
2. Hall passes will be written in the planners. If a student does not have his/her planner they will not be allowed in the hallways.
3. Keep your hands, feet, and objects to yourself.
4. Respect the rights, space and property of others.
5. Walk at all times.
6. Eating of food or drinking of beverages in hallways is not allowed.

## **CONSEQUENCES FOR COMMON AREA REFERRALS:**

Responsible Thinking Process will be followed for all common area referrals. These will be negotiated by Administration.

## **COMMON AREA RULES: HOW THEY WORK IN THE CAFETERIA**

1. Follow adult directions. Many adults will share cafeteria business. Treat all supervising adults with respect.
2. If you plan to spend lunch with a teacher, you must have a pass. No pass; no go; no exceptions.
3. Keep your hands, feet, and objects to yourself.
4. Respect the space and property of others. Do not cut in line. Do not let others cut in line. Do not intimidate others for money or food. Do not push, shove or hit others. Keep the noise at a reasonable level.
5. Purchase your food only; do not buy for others.
6. Clean up after yourself. If you are asked to pick up trash that is not yours, please help out.
7. Walk at all times.
8. Food may not be taken from the cafeteria.
9. We expect good table manners.
10. **Food service guidelines prohibit individuals from bringing commercially prepared food to be consumed at breakfast or lunch.**



## **INTIMIDATION/SEXUAL HARRASSMENT**

Student behavior causing another to feel threatened will be considered as intimidation. The making of sexual advances, engaging in improper physical contact, or making improper sexual comments (including name calling) demonstrates harassment and is prohibited by Board of Education Policy and Michigan Civil Rights Laws. If you need help because someone is bothering you, please see your advisory teacher, the RTC coordinator, counselor, administrator, and/or talk to your parent(s). **Do not stop until the problem is solved. Everyone has the right to feel safe.**

## **HALLWAY PATTERNS**

To help ensure student safety, we have developed hallway patterns that all students must follow (unless they are with an adult). 6<sup>th</sup> graders should not travel in the 8<sup>th</sup> grade (side) hallway. 7<sup>th</sup> and 8<sup>th</sup> graders should not travel in the 6<sup>th</sup> grade (front) hallway at any point during the day.

# *Responsible Thinking Process*

Bangor Township Schools have implemented the Responsible Thinking Process to help students learn how to change their behavior to be more successful in their endeavors. The responsible thinking process teaches students to be responsible for their own behaviors and allows them to make a plan for improved behavior that is suitable for the teacher and the student. To learn more about the responsible thinking process you can either meet with administration or visit [www.responsiblethinking.com](http://www.responsiblethinking.com).

For children to succeed, they must believe teachers/parents care and have confidence in their ability to solve problems. Teachers/parents should always ask questions, in a respectful, calm, curious voice. Never punish, reward, lecture, or yell, because trying to control another doesn't work. Avoid excuses, don't ask why. When they disrupt ask:

- What are you doing?
  - What are the rules/Is that okay?
- What happens when you break the rules?
  - Is this what you want to happen?
  - What do you want to do now?
- What will happen if you disrupt again?

If the child continues to disrupt they will be sent to the Responsible Thinking Center to think about their actions and how they can improve their behavior. After they have thought about their behavior and had time to think about why their behavior was unacceptable, they write out a plan on how to improve that behavior. The plan then needs to be negotiated with the teacher and a resolution that is suitable to the student and the teacher can be reached. When the student negotiates their plan they should be given time to explain how they are going to deal with the problem the next time it occurs. Negotiating is critical!

If a student is sent to the Responsible Thinking Center, parent contact will be made by the RTP Coordinator.

## **Field Trip Policy:**

No student at CMMS will be able to attend a field trip if they receive more than 5 code of conduct referrals, more than 8 RTP referrals, or a suspension from school throughout the school year. Students who are or have been suspended from school (regardless of the number of days) will not be allowed to attend any field trips. Students who have 12 or more unexcused absences from school will not be allowed to attend any field trips.

In addition, any student who has lost riding privileges on Bangor Township School buses cannot ride the bus to or from a field trip (when the loss of privilege is during the time period the field trip is to take place). Such a student will have to provide their own transportation to the field trip, if they wish to attend.

If a parent/guardian would like to make an appeal to the field trip policy, an appeal form must be submitted at least 2 weeks prior to the field trip they are requesting permission to attend. The appeal form will be reviewed by a panel of staff members. Once the written appeal has been received, the committee will make a decision at least one week prior to the date of the field trip. Field trip appeal forms are available in the main office.

# ATTENDANCE AND TARDY POLICIES

## ABSENCES:

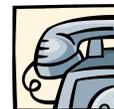
Regular attendance is essential if students are to receive the maximum benefit from middle school. In order for teachers to be able to reach what is expected by the Michigan Department of Education and the Bangor Township Schools Board of Education, students need to be in each and every class for which they are registered and they need to be on time for their classes. When a student arrives at the building late, the tardy may be excused only after appropriate notification from the parent. This notification must take place within 24 hours. Any time a student is absent, the parent will receive a phone call from the school's messaging system. If the parent has already excused the absence, please ignore the message. If not, please call in to excuse your child. It is our process that once a student reaches 12 absences in the school year, they will receive a notification letter that is sent home. This letter is sent regardless of the reason for absence.

The following are considered excusable reasons for absences or tardiness:

- Personal illness or injury
- Serious illness in the family
- Funeral/death
- Needed at home in an emergency
- Medical/dental appointments
- Authorized religious obligations
- School activities



When a student is absent from school, parents are required to notify the school the day of the student's absence, but no later than 24 hours after the absence or after a 1<sup>st</sup> hour tardy. When the parent calls, the reason for the absence should be stated. If there is no phone in the home, and the parent has no access to a phone, the parent should write a note explaining the absence. The student should bring the note to the school office upon return to the school. The office is open between the hours of 6:30 a.m. and 3:30 p.m.



## PERMISSION TO BE ABSENT:

Students requesting permission to be pre-excused from school for appointments or vacation must bring a written request signed by the parent or guardian.

The request must state:

- The reason
- The time of desired dismissal
- The tentative time of return



Whenever possible, we strongly urge that medical appointments be outside school hours. The early dismissal request must be presented to the office at least one full day prior to the time requested. For vacation requests, students should contact the office at least one week prior to the proposed absence. The student must take the appropriate dismissal form to each teacher whose class will be missed during the period of the proposed absence. The student must obtain the signature of each teacher on the form.

Students are discouraged from taking vacations during the school year, except during those vacation periods that are regularly scheduled. The school does recognize the fact that scheduled parental vacations sometimes conflict with the academic calendar. The responsibility for work missed during vacation time rests solely with the student.

## **TARDINESS:**

The habits students establish during the middle school years will have a direct impact on their academic performance and eventually, on their employment performance.



- A student is tardy if he/she enters class after the specified time.
- Tardiness of 10 minutes or more that is not marked excused, by office personnel, is considered an absence. However, the student must still report to the class even if he/she is over 10 minutes late. If the student does not report to the class, he/she will be considered skipping. The teacher will notify the student when such tardiness is recorded as an absence.
- Each time a student is tardy they will fill out their own tardy slip and they will go to lunch RTC. If the tardy is before the student's lunch time, then they will serve it the same day. If the tardy is after the student's lunch time, then they will serve the lunch RTC the following day.
- To encourage students to be on time, each student will begin with a zero tardy count at semester.
- Students who must ride the Metro bus, because services of Bangor Township Schools transportation have been suspended, are expected to be in class on time.
- Parents will be notified when students reach tardies in increments of three.

## **SCHOOL-RELATED ACTIVITIES:**

All students will report to their 1<sup>st</sup> hour class for attendance. Teacher permission is necessary prior to attendance at a group or individual meeting. When students are receiving specialized services, are on a school sponsored field trip, or are involved in any school sponsored activity, the absence will be corrected by the office.

## **ARRIVING LATE TO SCHOOL:**

All students must report to the office when arriving late to school. The student will be asked to sign in and an admission slip will be issued to the student. In order for the tardy/absence to be excused, a parent must call the office within 24 hours.

## **LEAVING SCHOOL:**

Christa McAuliffe Middle School is a closed campus and students must receive permission from the office to leave school grounds. For safety reasons, parents wishing to pick up their student during the school day must come in and sign them out through the office.

## **FOOD SERVICE:**

Christa McAuliffe Middle School provides breakfast and lunch daily to our students. The Meal Magic program, used for payment of our food service, is easy and convenient. Deposits of money to a student's account should be placed in an envelope with the student's name clearly written on the envelope. The envelope should be handed in to the school's food cashier. When the student walks through the food service line the cashier will either enter the student's ID number or scan the student's ID badge. As the cashier sells items, the cost is automatically deducted from the student's account. Students will be allowed to carry a negative balance up to \$1.95. A deposit request will be printed and sent home with the student. Students may qualify for free or reduced lunch. Parents are asked to apply in the office. **In accordance with food service guidelines, no food purchased at a commercial establishment may be consumed within the building during breakfast or lunch hours.**



## **STUDENT IDENTIFICATION BADGE POLICY:**

### **Identification Badge**

Bangor Township Schools will provide all students with an identification badge each school year. There will be no charge for the first badge and lanyard (cord). Students will use their badge, with their personal identification number and barcode printed on the front, in the library to check out books, in the cafeteria to access the automated lunch system, dances, and any other place where it is necessary to identify the students of Bangor Township Schools.

### **Loss of Badge or Lanyard**

If a badge or lanyard becomes lost, stolen, damaged or destroyed it will be replaced at a cost of \$3.00 per badge and \$1.00 per lanyard.

## **DRESS CODE:**

The following code is designed to create a safe educational setting for all students and to prevent a disruption of the learning process. The dress code is in effect **every** school day. The dress code may be altered for some special events; students will be notified of these days in advance. Basic guidelines for the dress code are given below, but it is the right of the school administration to interpret and enforce the dress code.

### **All students are prohibited from wearing:**

1. Clothing and accessories that promote or contain profanity, suggestive language, racism, gang affiliation, sex, drugs, alcohol, tobacco products, or which displays weapons or violence.
  2. Shirts that do not cover the shoulders or extend past the top of the pants. Tops may not expose midriff, and clothing must cover undergarments at all times. Tops with low cut necklines are not permitted.
  3. Clothing that is see-through, excessively tight or that is halter, tube, one shoulder, or has spaghetti straps.
  4. Skirts and shorts must be no more than 3 inches above the knee. Items that are more than 3 inches above the knee must be worn with leggings that reach the knee.
  5. Head coverings (hats, bandanas, hoods, etc.) are to be taken off when entering the building. Hats, coats, book bags, purses, and sunglasses are to be left in lockers. They are not allowed in the classrooms.
  6. Pajamas, slippers, and sunglasses. Proper footwear must be worn at all times.
  7. Excessively tight or sagging pants (pants worn low on the hip so as to reveal underwear or skin). Clothing must cover undergarments at all times.
  8. Pants with holes above the knees.
  9. Hair or face paint.
- Students who violate the dress code may be asked to solve the problem by changing the garment(s), calling home for a change of clothes, turning the garment inside out, borrowing a garment from the office supply, adding a garment to cover up, putting on a belt, etc. Persistent violations of the dress code may result in an RTC or code of conduct referral and/or a phone call to the parent to inform them of the issue.

## **LOCKERS:**

Each student will be assigned a locker. The following are some guidelines governing locker use:

- Do not give your locker combination to anyone else.
- Lockers should be kept neat and orderly. Staff will check these periodically.
- Private locks are prohibited.
- Students are not allowed to change lockers unless authorization has been given.
- **THE ADMINISTRATION RESERVES THE RIGHT TO INSPECT LOCKERS AT OUR DISCRETION. LOCKERS REMAIN THE PROPERTY OF BANGOR TOWNSHIP SCHOOLS.**



## **MEDICINE AT SCHOOL:**

All medications, both prescription and non-prescription, must be administered through the office. **The parent/guardian is responsible for bringing in and picking up the medication. A student cannot transport medications to or from school. Students are not allowed to be in possession of personal medication during school hours.** A record of the medication, parental permission, and student usage will be kept in the office.

## **REPORT CARDS:**

CMMS has nine-week marking periods, with two per semester, and two semesters per year. Parents are invited to call the school to schedule an appointment with their student's teachers to discuss academic or behavioral concerns.



## **VISITOR POLICY:**

To maintain a safe environment, all visitors are required to sign-in at the office. To be consistent, all visitors will receive a guest pass to wear while in our building.

## **SCHOOL CLOSING/WEATHER:**

School closing information will be carried on local radio and television stations as early as possible. To avoid disrupting the school operations and possibly creating an emergency situation, **PLEASE DO NOT CALL THE SCHOOL.** Information will be provided through the local media in a timely manner and you will receive a phone call from the school's messaging system. In order to keep all of our students safe during outside lunch days, no student will be allowed outside if the temperature or wind chill is 0 degrees or lower. No student will be allowed outside unless proper attire is worn. Sweatshirts are not considered proper attire on cold weather days.



### **DISTRIBUTION OF MATERIALS:**

No materials or items are to be sold or distributed without permission from the principal. Sale of any materials is usually limited to school sponsored group/activities. Any literature or posters that are distributed or posted on school property must be cleared through the principal's office. The administration shall determine the time, place, and duration of posting.

### **BANGOR TOWNSHIP SCHOOLS BUS POLICY:**

For information regarding transportation issues, please call the transportation department at 684-6150.

The following general rules apply. **Violation of these rules could result in loss of transportation privileges.**

- Pick-up and drop-off locations must remain the same unless permission is received for change.
- In extreme cases, students may get written permission from school authorities to ride a bus other than the one assigned.
- Students must cross in front of the bus when it is necessary for them to cross a roadway. Cross in front of the bus only after the driver has given the signal that traffic is clear.
- Students are asked to wait until the bus has come to a complete stop before attempting to enter or leave the bus.
- Riders must keep all body parts inside the bus at all times and remain seated while the bus is in motion.
- Drivers may assign seats for safety purposes.
- Students are requested to report any damage or vandalism to the driver.
- Failure to follow the directives of the bus driver or the established rules can result in the loss of riding privileges for up to 10 days.
- Administrative personnel will determine longer-term suspensions.



**\*ALL BUS REGULATIONS ARE INTENDED FOR THE SAFE TRANSPORT OF OUR STUDENTS.**

### **STUDENTS BEING DROPPED OFF BY PARENTAL TRANSPORTATION:**

The safety of our students is our primary concern. For that reason, we ask that students being dropped off by parents use the driveway on the east side of the school. Students can then enter the building using the side door by the cafeteria. The front of the school is the designated drop off for buses.

### **STUDENTS RIDING BICYCLES TO SCHOOL:**

Students are allowed to ride their bikes to school, weather permitting. A bike rack is located at the front of the building. Students are encouraged to lock their bike during the day. Students not riding properly while coming to or going from school may lose their bike privileges.

# CMMS Code of Conduct

## CODE OF CONDUCT

The Code of Conduct is a progressive discipline policy with the exceptions of infractions in levels five and six. Consequences are for any infraction or combination of infractions within each level. Any event that occurs off-campus, but creates a significant disruption to the school may be disciplined according to the Christa McAuliffe Middle School code of conduct.

***\*\* Any student who is suspended from school or a school sponsored event is not allowed on Bangor Township Schools property for the duration of the suspension.***

## RTP INFRACTIONS

Interrupting/Blurting out

Disrupting class instruction

Use/disruption with an electronic device

***\*\*The device will also be confiscated and a parent must pick it up\*\****

Talking when the teacher is talking

Not following directions

Not keeping hands/feet to self

Talking when another student is talking

Tapping

Out of seat

Tipping in chair

Use of a laser pointer

Misuse of others property

Food/beverages brought into the classroom

Making noises

***\*\*Misbehavior/removal from RTC will result in a 1 day suspension***

### Level 1:

Disrupting at an assembly/field trip

Careless play/roughhousing

Loitering in unauthorized areas/trespassing

Inappropriate hallway/outside behavior

Misuse of a class/building pass

Teasing/gossiping/spreading rumors

Improper use of technology

Profanity/inappropriate language, writing, gestures

**Progressive Consequences:** written warning, RTC, parent contact/RTC, 1 day suspension, 2 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, possible recommendation for expulsion.

**Level 2:**

Gross public display of affection  
Pushing/shoving/kicking/tripping/hitting  
Throwing/launching objects  
Forgery  
Destruction of others property  
Negative remarks about race, gender, religion, ethnic origin, disability, sexual orientation, or physical appearance  
Skipping within the building-including failure to report to RTC  
Failure to identify self to a staff member  
Bullying/Intimidation/Harassment-verbal or written  
Defying authority/disrespect towards a staff member-including guest teachers  
Videotaping/recording a fight

**Progressive Consequences:** RTC, parent contact/RTC, 1 day suspension, 2 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, possible recommendation for expulsion.

**Level 3:**

Threats-written, verbal, drawn  
Petty Theft  
Profanity directed at a staff member  
Disrupting building environment  
Throwing/launching objects with malicious intent  
Violation of the District technology policy  
Leaving the building without authorization  
Instigating/Encouraging a fight/Active Spectator  
Gross Misconduct

**Progressive Consequences:** 1 day suspension, 3 day suspension, 5 day suspension, 10 day suspension, possible recommendation for expulsion.

**Level 4 :**

Inflicting bodily harm/fighting/fight clubs  
Indecent exposure – “pants-ing”  
Possession/use of matches or lighters  
Sexual Harassment  
Theft  
Destroying property/vandalism  
Possession of fireworks  
Possession/use of prescription or over the counter drugs  
Opening automatic defibrillator

**Progressive Consequences:** 3 day suspension, 5 day suspension, 10 day suspension, possible recommendation for expulsion.

### **Level 5:**

Tampering with/disabling/discharging a fire extinguisher  
Possession/use of tobacco or a look-alike substance (including electronic cigarettes)  
Distribution/sale of prescription or over the counter drugs  
Possession/use/distribution/sale of alcohol or a look-alike substance  
Breaking and entering  
Malicious vandalism

*\*\*These apply on all Bangor Township School property, within sight of a school building, or at a school sponsored event.*

**Consequences:** The consequences of these will be a 10 day suspension and/or a recommendation for expulsion. These offenses are a misdemeanor under Michigan Law; therefore, law enforcement will be contacted.

### **Level 6:**

Possession/use/distribution/sale of illegal drugs or a look-alike substance (including synthetic drugs)  
Possession/use of drug paraphernalia  
Writing/drawing/calling in a bomb threat  
Assault  
Pulling a fire alarm/improper use of automatic defibrillator/calling 911 without due cause  
Arson  
Physical assault against a staff member  
Use of any instrument as a weapon  
Use of fireworks, explosives, or noxious substances

*\*\*Under the Michigan Law, the term "fireworks" means a device made from explosive or flammable compositions used primarily for the purpose of producing a visible display or audible effect, or both, by combustion, deflation, or detonation. Michigan criminal law defines the term "explosive or incendiary device" as:*

- a. Dynamite, gunpowder, or other similar explosive substance*
- b. Any bomb, grenade, missile, or similar device designed to expand suddenly and release internal energy resulting in an explosion*
- c. Any incendiary bomb or grenade, fire bomb, or fire device designed to ignite, including any device which consists of or includes a breakable container containing flammable liquid or compound and a wick composed of any material which, if ignited, is capable of igniting the flammable liquid or compound; and which may be carried or thrown by a person*

Possession/use of weapon/facsimile-including toys

*\*\*"Dangerous weapons" are defined in the State of Michigan School Code 1313 as a firearm, a dagger, dirk, stiletto, knife with a blade over three inches in length, a knife that opens by a mechanical device, iron bar, or brass knuckles. Students may not carry instruments of the above nature to and from school. Discovery of the instrument on the person or property will be considered prima facie evidence of possession. The act of possessing, using or threatening to use any weapon, and/or ammunition, or look-alike weapons, BB gun, air gun, wallet chains, dog chains, or other instruments capable of inflicting bodily injury is prohibited. The intent of use and the type of weapon will be considered before disciplinary action is taken. The parents and authorities will be notified. The weapon will be confiscated. State Law (public Act 211) requires the school to expel the student for 180 days (knives three inches and over).*

**Consequences:** The consequences of these will be a recommendation for expulsion. These offenses are misdemeanors under Michigan Law, therefore, law enforcement will be contacted.

*\*\*Please refer to Board Policy #8350 regarding expulsions and/or the appeal process.*

## Sexual Harassment

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, request for sexual favors, or other verbal written or physical conduct of a sexual nature that is unwanted by or unwelcome to the student and/or has the purpose or effect of substantially interfering with a student's educational environment. Such conduct or communications are illegal and will subject students, employees, or district volunteers to appropriate corrective action, including discipline when:

- Submission to sexually harassing conduct or communications is made, either explicitly or implicitly, a term or condition of a student's receipt of educational benefits, aids, services or participation in school activities.
- Submission to or rejection of such conduct or communications by a student is used as the basis for academic decisions affecting that student, or
- Such conduct or communication has the purpose or effect of substantially interfering with the student's education or creates an intimidating, hostile or offensive educational environment.

Sexual harassment of students may take many forms. Examples of conduct prohibited by the policy include, but are not limited to, the following:

- Verbal harassment or abuse of a sexual nature
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications to students
- Unwelcome touching of sexual nature
- Suggestion or demands of sexual involvement that are accompanied by implicit or explicit threats concerning a student's grades or other school related matters
- Sexual name calling, gestures, jokes, and spreading sexual rumors about students

***Reports of sexual harassment:*** *The district encourages any student who believes he or she has been subjected to sexual harassment to report his/her concerns directly to the building principals, guidance counselor, or the district representative who is the Human Resources Director or the Director of Instructional Services designed to receive such complaints. Complaints or reports of sexual harassment shall be handled as confidentially as possible. In certain circumstances, the district may be required by the Child Protection Law to report child sexual abuse to the Department of Social Services or other designated law enforcement agencies.*

## Cheating

All individuals caught participating in cheating will receive a "0" for the affected assignment/test. The parents of each of these individuals will be contacted as well. An RTC referral may be issued for cheating as well.

## Elastic Clause

The administration reserves the right to assign appropriate discipline in situations not specifically stated in this handbook. In all cases, Board of Education Policy, the rule of the law, and courtesy to others will be considered.



**This page must be completed and turned into the office. By completing the form and signing the form, we are stating that we have read, understand, and agree to follow the guidelines of the Christa McAuliffe Middle School Student Handbook.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_