

# **Manton Middle School**

## **Student Handbook**

**2019-2020**

"Whatever it takes,  
Manton Students are  
Worth it!"

## Table of Contents

Principal's Welcome .....	4
MANTON CONSOLIDATED SCHOOLS MISSION STATEMENT .....	4
ADMISSIONS.....	5
ATHLETICS.....	5
ATTENDANCE POLICY .....	5
ATTENDANCE REQUIREMENT PROCEDURES .....	5
BULLYING .....	6
CELL PHONE USAGE .....	6
CONTROL OF CASUAL-CONTACT .....	6
COMMUNICABLE DISEASES AND PESTS.....	6
CONTROL OF NONCASUAL-CONTACT .....	7
COMMUNICABLE DISEASES.....	7
CONTROLLED SUBSTANCES .....	7
DAILY SCHEDULE .....	7
DISCIPLINE PHILOSOPHY .....	7
DIRECTORY INFORMATION.....	8
DISCIPLINE PLAN .....	8
MINOR OFFENSES: (This list is not all-inclusive) .....	8
Discipline Strategies.....	8
MAJOR OFFENSES: (This list is not all-inclusive) .....	8
Discipline Strategies.....	9
SERIOUS OFFENSES: (This list is not all-inclusive) .....	9
Discipline Strategies.....	9
EXTREME OFFENSES: (This list is not all- inclusive).....	9
Discipline Strategies.....	9
SUSPENSIONS.....	10
Offenses include but are not limited to:.....	10
EXPULSION .....	10
DRESS STANDARD.....	10
EIGHTH GRADE CHICAGO TRIP.....	11
EMERGENCY CLOSINGS AND DELAYS .....	11
ENTRANCE TO, OR LEAVING SCHOOL.....	11
FIELD TRIPS.....	11
FIRE AND TORNADO DRILLS.....	11
GANGS.....	11
GRADES .....	12

HARASSMENT.....	12
Harassment:.....	13
HOMEWORK POLICY AND STUDENT .....	13
SUPPORT .....	13
Student Support (S.S.) .....	14
Consequences of Student Support (S.S.) .....	14
LUNCH SCHEDULE .....	15
MEDICATION.....	15
POLICY STATEMENT .....	15
PREPAREDNESS FOR TOXIC AND.....	15
ASBESTOS HAZARDS .....	15
PROHIBITED ITEMS.....	15
REVIEW OF INSTRUCTIONAL MATERIALS .....	16
AND ACTIVITIES .....	16
SCHOOL PHONE USAGE .....	16
SCHOOL-SPONSORED CLUBS AND.....	16
ACTIVITIES .....	16
SEARCH AND SEIZURE.....	17
STUDENT ATTENDANCE AT SCHOOL EVENTS .....	17
STUDENT SALES.....	17
STUDENT VALUABLES.....	17
TRANSITION ROOM PLACEMENT .....	18
TRESPASSING .....	18
VANDALISM AND PROPERTY .....	18
DAMAGE .....	18
VISITORS.....	18
WEAPONS/FREE SCHOOL ZONE .....	18
WITHDRAWAL FROM SCHOOL.....	19

## **Principal's Welcome**

The entire staff has been working hard for this school year. The Manton Middle School Staff is excited about providing outstanding learning experiences as well as a safe and friendly environment for all students and visitors. We look forward to working with you and making your educational journey through Manton Middle School rewarding and productive. It is my hope that our students will set goals to show their best in schoolwork and behavior during this school year.

Manton Middle School wants to insure a successful educational experience for all students. For this to happen the following two things must take place. First, parents, students, teachers and administrators must communicate throughout the school year. Second, parents and students must become familiar with the information in this handbook. This is your guide that will help you understand our school policies.

I personally am looking forward to working with each and every student and their parents. If you have any questions, please feel free to stop in the Middle School Office or give us a call.

Sincerely,

**Mr. Ryan Hiller**  
Manton Middle School Principal



## **MANTON CONSOLIDATED SCHOOLS MISSION STATEMENT**

Manton Consolidated Schools, as a part of the community, is dedicated to providing opportunities for the development of each student's full potential. We believe each student has the abilities and talents that can be developed. We value the individuality of each child and are committed to nurturing every student's abilities. As professional educators we will utilize research and apply a variety of strategies to promote quality and motivate students in our school.

## **ADMISSIONS**

Prior to admission to Manton Middle School the parent, guardian, or person responsible for the child shall provide the school district with one of the following documents indicating the child's legal name, date of birth, and place of birth

- Certified Birth certificate, baptismal certificate; a court record, Government record (passport, military, immigration or Life Insurance Policy).
- proof of Custody. If you are divorced, please bring in legal paper work to keep on file
- proof of where you live: utility bill, rent statement, or any official document showing both your name and address
- students coming from programs whose academic level is unclear will be subject to appropriate testing to determine suitable grade placement
- record of I.E.P.s if applicable
- records of vaccination and immunization

## **ATHLETICS**

Manton Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. The following is a list of activities currently being offered.

Fall: 6th, 7<sup>th</sup> and 8<sup>th</sup> Grade Cross Country 7<sup>th</sup> and 8<sup>th</sup> Grade Football  
7<sup>th</sup> and 8<sup>th</sup> Grade Volleyball

Winter: 7th and 8th Grade Basketball Boys/Girls 6th, 7<sup>th</sup> and 8<sup>th</sup> Grade Wrestling  
7<sup>th</sup> and 8<sup>th</sup> Grade Cheerleading

Spring 7<sup>th</sup> and 8<sup>th</sup> Grade Track

For further information, contact the Athletic Director, at Manton High School.

## **ATTENDANCE POLICY**

There is a positive relationship between attendance and success at school. Therefore, we have a responsibility to encourage and positively regard regular and punctual attendance. Basic responsibility for attendance rests with students and parents.

If a student is to be absent from school the parent/ guardian should call the school office, at 824-6401, or send a note with the student upon his/her return to school. When a student is absent, he will be given time to make up the work that is missed. A student will be given one day for every day absent to turn in the work before it is marked late.

Once a student arrives on school property, they are not allowed to leave unless they check out through the office with parent's permission.

Fifth and Sixth grade students will be marked absent for the morning period and the afternoon period. Students coming in within the first hour of the day or leaving within the last hour of the day will be marked tardy for that time of day. If they are gone for two or more hours they will be marked absent.

Seventh and Eighth grade students will be marked absent or tardy by class period, up to seven periods per day.

Excused absences require a note or phone call with the reason the student is missing school.

## **ATTENDANCE REQUIREMENT PROCEDURES**

Regular attendance is extremely important. Not only is it the law, but also it is obvious that students need to be in class in order to fully participate, and to successfully learn material required for each grade. Students are allowed 10 days of excused absences per semester.

The school office will keep students and parents/ guardians regularly informed of any problems

with attendance. The school will take the following steps to ensure regular communication:

- six (6) absences-letter to parents/guardians
- ten (10) absences-letter to parents/guardians and meeting with principal
- Fifteen (15) absences-letter to parents/guardians and truancy department.

## **BULLYING**

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

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

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes she or he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal.

Confidentiality-every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some Circumstances, require the disclosure of names and allegations.

## **CELL PHONE USAGE**

Cell phones, iPods and other personal electronic devices are not allowed in the classroom. A student who refuses to put away or turn off a device at a teacher's request will be considered insubordinate. Students who need to use the phone are allowed, with teacher's permission, to use the phone in the office. **We ask that emergencies be handled through the office, not by personal cell phones.**

Fifth and Sixth Grade lockers do not have combinations. Those students can give their cell phones to their teacher for safe keeping.

Videotaping or pictures are not allowed before/after/ during school or at any school function without the direct permission of the adult in charge.

## **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 NONCASUAL-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.

### **CONTROLLED SUBSTANCES**

Possession, sale, use, distribution or promoting the possession, sale, use of distribution of drugs or look-alike drugs, to include alcohol, and other substances which are controlled by law, is prohibited.

Promoting the use of or giving away prescription drugs, is prohibited. Drug paraphernalia is prohibited. Police will be notified when a student is involved with any controlled substances.

### **DAILY SCHEDULE**

8:20 Students allowed in building

8:25 School begins

8:30 Tardy

3:10 Dismissal

### **DISCIPLINE PHILOSOPHY**

**The primary objective of student discipline and control is to produce a school environment in which complete attention may be directed to the teaching-learning activities. Discipline may be defined as the control of conduct by the individual himself/herself or by external authority. It includes the entire program of adapting the individual child to live in society and involves two major areas:**

1. To guide the pupil so that he/she enhances the immediate efforts of teachers and other pupils in the learning situation and therefore does not threaten either the classroom or the instruction that is taking place.
2. To assist the pupil in becoming a responsible, productive, and self-disciplined citizen within the school in preparation for assuming his/her adult responsibilities. At least by the time he/she reaches high school age, it is expected that the pupil will assume personal responsibilities for his/her own behavior.

The public school system has a responsibility to assist each individual pupil to assume more responsibility for his/her own actions as he/she matures and gains experience. While it is recognized that children and youth can be controlled through fear and actual physical restraint, the purpose of the school is to help students develop self-control and self-discipline.

For this reason, discipline and control must be treated as an individual matter for each pupil.

Each student must be dealt with as an individual according to his/her age and maturity, experience, abilities, interests, and values.

The best discipline is preventive in nature, therefore the role of teachers and school employees should be one of guiding pupils in understanding, establishing and maintaining acceptable behavioral standards.

### **DIRECTORY INFORMATION**

The School District maintains many student records including both directory and confidential information. Specific directory information such as student's name, address, date and place of birth, pictures taken by the news media related to school events, participation in officially recognized school activities, height and weight of members of athletic teams, dates of attendance, and awards received may release by school officials without permission from parent. **If it is felt that any part of the directory information should not be released, the parent must request in writing during the first two weeks of the school year.**

### **DISCIPLINE PLAN**

Development of good discipline is one of the most important goals of education. Discipline is the development of self-control, character, and proper consideration for other people. Manton Middle School seeks to maintain the best learning environment possible and the administration and faculty have high expectations of its students.

Among these expectations are appropriate classroom behavior as set forth by the individual classroom teacher's rules. Every classroom teacher will have their own discipline plan which will address minor infractions and consequences in the classroom. If a student displays grossly inappropriate behavior in the classroom such as swearing, fighting, disrespectful behavior to others or the teacher, they will be sent to the office to see the principal.

Consequences include lunch detention, after school detention, in-school detention, out of school suspension, and developing a behavior plan for the student involving parents, teachers, and administrators.

#### **MINOR OFFENSES: (This list is not all-inclusive)**

- tardy
- no hall pass
- hats on
- inappropriate classroom behavior
- violation of the dress code
- violation of common ground expectations
- public display of affection

#### Discipline Strategies

- 1<sup>st</sup> – 4<sup>th</sup> Offense– Lunch Detention
- 4<sup>th</sup> – 8<sup>th</sup> Offense– After School Detention
- 9 or more times – Meeting with parents, teachers, social worker, if appropriate, and principal will be scheduled to determine further action and develop a behavior plan to improve behavior.

#### **MAJOR OFFENSES: (This list is not all-inclusive)**

- insubordination
- forging notes
- disrespect
- repeated minor offenses



- bullying (First Time)
- harassment
- cheating (First Time)
- inappropriate language
- Throwing rocks
- swearing
- leaving school grounds
- minor vandalism

#### Discipline Strategies

- 1<sup>st</sup> – 4<sup>th</sup> Offense – After School Detention
- More than four times: In-school or out of school suspension to be determined by the principal.
- Repeated offenses - Meeting with parents, teachers, social worker, if appropriate, and principal will be scheduled to determine further action and develop a behavior plan to improve behavior.

#### **SERIOUS OFFENSES: (This list is not all-inclusive)**

- visiting inappropriate computer sites, or downloading inappropriate materials
- vulgarity towards staff
- verbal threat to a staff member
- fighting
- setting off fire alarms
- skipping school
- cheating (more than once)
- possession of tobacco
- use of alcohol/tobacco/drugs
- under the influence of illegal substances
- theft
- extortion
- fireworks
- major vandalism, and willful destruction of school property, sexual harassment, and obscene behavior
- racial Slurs
- bullying (more than once)
- Drawing pictures of a sexual nature.
- Throwing rocks

#### Discipline Strategies

- 1<sup>st</sup> Offense: (1-5 days in- school or out of school suspension)
- 2<sup>nd</sup> Offense: (3-10 days in- school or out of school suspension)
- 3<sup>rd</sup> Offense: (5-10 days in- school or out of school suspension)
- After the 3<sup>rd</sup> Offense a Behavior Plan/Contract will be written to improve behavior.

#### **EXTREME OFFENSES: (This list is not all- inclusive)**

- bomb threats
- weapons
- assaults to students or staff.

#### Discipline Strategies

- Out of school suspension for up to 180 days. Possible expulsion from school.
- DISCIPLINE AND CONTROL MUST BE TREATED AS AN INDIVIDUAL MATTER FOR EACH PUPIL. EACH STUDENT MUST BE DEALT WITH AS AN INDIVIDUAL ACCORDING TO HIS/HER AGE, MATURITY, EXPERIENCE, AND ABILITIES.

## SUSPENSIONS

Suspensions will result from continued infractions of school rules and major offenses against the ORDERLY OPERATION OF THE SCHOOL AND ENDANGERING THE SAFETY OF THE SCHOOL BODY. Such

Offenses include but are not limited to:

- aggressive misbehavior toward school personnel
- defiance of authority, which includes all personnel employed by the school
- vandalism
- disorderly conduct
- setting false alarms
- falsifying signatures
- violation of building or Board policies
- assault and fighting
- theft
- obscene behavior
- Interfering with the orderly conduct of a class room. Suspensions will range from one to ten days. In extreme cases, a recommendation for expulsion may be made to the superintendent and the Board of Education.

Any student who is suspended from school has a right to an appeal. Parents should contact the principal. Students are expected to make up all work while suspended and are not allowed on school property.

## EXPULSION

Expulsion is the permanent removal of a student from school. **PLEASE BE AWARE** of state law and school district policy.

## DRESS STANDARD

Everyone at Manton Middle School is expected to dress and be groomed in accordance with acceptable standards of cleanliness and good taste.

Students may wear jeans, dresses, blouses, shirts or any other types of clothing appropriate to the sex of the individual, which does not violate the intent of the dress code. Students will be permitted to wear walking shorts provided they are appropriate length.

A student wearing clothing that does not meet the dress code will be given the opportunity to call home to get a change of clothing. Determination as to whether the student's clothing is in defiance of the dress code will be made by the principal. Outer garments that are worn to school (light jackets, vests, hats, and gloves) must be placed in lockers upon arrival at school. The following types of clothing may **NOT** be worn to school:

- hats (inside the building) or sunglasses
- headbands, bandanas
- "low-riding" is not permitted
- tube tops, sheer see-through material, P.J. bottoms, or excessively form fitting tops/bottoms
- strapless dresses
- mesh jerseys, muscle shirts, or tank tops not 3 fingers wide.
- any items (including jewelry) with suggestive lettering, pictures, symbols, alcohol, tobacco, drugs depiction, or statement deemed offensive to others
- Shorts, skirts and dresses must be **at least fingertip length and cannot be frayed.**
- sundresses and tops with spaghetti straps
- shirts without side seams or sleeveless underwear type shirts
- blouses, dresses or shirts which expose areas of stomach, side or back
- no cleavage should be showing at any time.

## **EIGHTH GRADE TRIP**

Students must meet the following criteria:

1. attend school regularly and to be in class on time
2. no suspensions from school
3. behave in accordance with school standards
4. limited Transition Room placement for behavior
5. respects and cooperates with staff and students
6. come prepared for class.

## **EMERGENCY CLOSINGS AND DELAYS**

The school has a call our system to notify parents about emergency closings and delays. The Cadillac Evening News also has a call out.

## **ENTRANCE TO, OR LEAVING SCHOOL**

Middle School doors open at 8:20 AM. Students coming before that time can wait outside.

Students are prohibited from being in the building before or after school unless under an adult's supervision.

Students that will be leaving the building before the end of the day, must obtain permission from the office to check out and make parent contact at the office. Parents must meet their student in the office when checking a student out early. Students coming into the school building after 8:20 a.m. must check in at the office for a pass.

## **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. Manton Middle School's attendance rule applies to all field trips.

**FIRE ALARM**  
Triggering false alarms is unlawful and dangerous. Anyone deliberately creating a false alarm will be reported and prosecuted/disciplined. Fire extinguishers are provided for your safety. THEY MUST BE LEFT ALONE OR THEY WILL NOT BE READY WHEN AN EMERGENCY EXISTS.

## **FIRE AND TORNADO DRILLS**

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

## **GANGS**

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

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

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

## GRADES

Grading periods will run approximately nine weeks in length. Report cards will be mailed for all students. If cards are lost or if you need a copy you may obtain one by calling the office. Progress Reports will be mailed home to all parents halfway through the marking period.

PERCENT	GRADE	POINTS
100	A+	4.0
93-99	A	4.0
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.0
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.0
60-62	D-	0.67
0-59	F	0.0

## HARASSMENT

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

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional wellbeing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

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

Any student that believes she/he has been/or is the victim of harassment should immediately report the situation to the teacher or principal. Complaints will be investigated in accordance with AG 5517.

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

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

### **Harassment:**

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

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

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

Note: Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 ET. seq.

## **HOMEWORK POLICY AND STUDENT SUPPORT**

**Manton Middle School reserves the right to change this policy if financial difficulties prevent us from providing after school transportation.**

Homework is a part of the normal academic routine at Manton Middle School, and as such a student can expect to have homework to do on most evenings. Students at M.M.S. are encouraged to set aside time on a regular basis to complete those assignments that require extra time outside of the school environment.

The Student Support policy was developed to help assure a student a better chance at success by keeping students up to date with completion of homework.

On those weeks when Student Support is being offered a list will be created on that Monday morning to identify which students are currently failing classes. The list will be given to every teacher via email. Students will receive a hardcopy of their grades indicating when they are required to report to Student Support. In this way they can take their grades home for parental review. Note: Parents can also review their child's grades using the Parent Portal on the school's website ([mantonschools.org](http://mantonschools.org)).

### **Student Support (S.S.)**

- student athletes who are on S.S. are not allowed to participate in athletic contests or practice until the assignment is turned in to the teacher and notice has been received in the office
- students who are on S.S. are not allowed to attend or participate in any Middle School special event until the assignment is turned in to the teacher and notice has been received in the office. For events during the school day, S.S. students will be assigned to a supervised classroom for the length of the event
- in order for a student to be taken off Student Support, the student must turn in their completed assignment to the appropriate teacher by 8:30 a.m. If the assignment is turned in later than 8:30, the student will report to Student Support for that day
- if students have turned in all their missing assignments and passing their classes by 8:30 of any given day, they will be released from S.S. Study Hall and will be able to participate in athletic and other middle school events and practices. Coaches and sponsors will be given an accurate up-dated S.S. list daily
- a B.L.I. phone call will be made on Monday re- minding the parent of the Student Support study hall times.

Manton Middle School is proud to be able to provide bus transportation home for all bus students.

### **Consequences of Student Support (S.S.)**

- Student athletes who are on S.S. are not allowed to participate in athletic contests or practice until the assignment(s) is/are turned in to the respective teacher and the passing grade has been updated in PowerSchool. The principal, office staff, Athletic Director and Transition Room monitor have real time access to grades and are authorized to clear a student to participate.
- Students who are on S.S. are not allowed to attend or participate in any Middle School special event until the assignment is turned in to the teacher and the passing grade has been recorded. For events during the school day, S.S. students may be assigned to a supervised classroom for the length of the event.
- In order for a student to be taken off Student Support, the student must turn in their completed assignment(s) to the appropriate teacher. The student will report to Student Support for the assigned day(s) until the assignment has been recorded and a passing grade is achieved.
- If students have turned in all their missing assignments and passing their classes at any given time on any given day, they will be released from S.S. and will be able to participate in athletic and other middle school events and practices.
- An "All Call" will be made on Monday notifying the parent(s) of the Student Support study hall dates for their child. Typically Student Support Study Hall is conducted Tuesday, Wednesday and Thursday from 3:10 pm to approximately 4:10 pm. Please note: Due to the number of students identified for Student Support on any given week, we may have to limit the number of sessions a student can be scheduled for that week. Manton Middle
- Should a student who is assigned Student Support for that week be unable to attend due to transportation issues such as, living outside of the service area of the late bus, then the student will be required to attend two working lunches instead of after school Student Support.
- Additional note: Students may request to work in the Transition room after school on Mondays and Fridays for one hour, the student must first make prior arrangements with the Transition Room monitor. Remember no transportation is available on these days. Students are responsible for making their own arrangements for transportation.

## **LUNCH SCHEDULE**

5<sup>th</sup> GRADE – 11:40-12:10    6<sup>th</sup> GRADE – 11:50-12:20  
7<sup>th</sup> GRADE – 12:05-12:35    8<sup>th</sup> GRADE – 12:05-12:35

All students must go to the cafeteria during the lunch period. It is the responsibility of each student's parent/ guardian to maintain sufficient money in their student's lunch account. Students and parent/guardians can pre- pay money into their account in the kitchen.

## **MEDICATION**

By state law, school employees, cannot administer any medication without doctor authorization. If your child needs to be on medication for only a few days:

- parents/guardian may come to school to administer it
- parents/guardian can space dosage so that it need not be administered at school
- If your child needs to be on a prescription for more than a few days:
  1. parents/guardian needs to bring a doctor's statement specifying the child's name, date, name of medication, dosage and frequency taken
  2. parent/guardian needs to fill out a medical form in the office
  3. parent/guardian needs to bring medicine to school in the original bottle
  4. all medication will be kept and administered in the office
  5. students are not allowed to have over the counter medication of any kind at school

## **POLICY STATEMENT**

Students in possession of a dangerous weapon/firearm/ pellet gun/BB gun, who commit arson or rape on school grounds, in the school building, or at District or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

The Board reserves to itself the authority to expel students.

Each student subject to expulsion shall have their situation reviewed by the Superintendent on a case-by-case basis.

This policy statement is the Board's assurance that the District is in compliance with both PL 103.382 and MCL 380.1311.

A student may also be recommended for expulsion based on continued behavior that threatens the orderly conduct of the school or possess a threat to the safety of school personnel and students.

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

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Central Office upon request.

## **PROHIBITED ITEMS**

Manton Middle School reserves the right to prohibit the possession of certain items on the school campus that are deemed to be distracting or unnecessary. Some of these items are:

- video games and/or cartridges
- lighters, or any other electronic communication devices
- laser lights
- large amounts of money
- anything not needed for class Seventh and Eighth Graders:
- Cell phones and IPODs are allowed at lunch time, but must be kept in a student's locker during other school hours or give to teacher. The school will not be responsible for lost or stolen items. No texting or accessing the Internet will be allowed during lunch time. Students may have electronic items in class only with the permission of a teacher.

THIS LIST IS NOT ALL-INCLUSIVE.

## **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.

## **SCHOOL PHONE USAGE**

The use of the telephone, except in an emergency or for official class or school business, will be discouraged. Emergency incoming calls will be taken by the office and delivered as soon as possible.

Unless calls are of a very serious nature, no student will be called from class to answer the telephone. Telephones located in the classrooms are available for student use only with the permission of the teacher.

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

Manton 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 Board authorizes many student groups that are sponsored by a staff member. Some of these authorized groups include:

*Student Council*

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

Boys Basketball: 5th through 6th grade. Girls Basketball: 5th through 6th grade.

Wrestling Club: 5th through 6th grade. Girls Volleyball: 5th through 6th grade. Girls

on the Run: 5th through 6th grade.

Odyssey of the Mind: 5th through 8th grade.

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



## **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. Students are not allowed to use their own locks.

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 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 un-accompanied 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

## **STUDENT SALES**

No student is permitted to sell any item or service in school. Violation of this may lead to disciplinary action.

## **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.

## **TRANSITION ROOM PLACEMENT**

A student may be asked to spend time in the Transition Room for the following reasons:

- disruptive behavior
- disrespect to a teacher
- finish a test or class work
- complete missing assignments
- tutoring
- In School Suspension.

## **TRESPASSING**

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

## **VANDALISM AND PROPERTY DAMAGE**

Students who vandalize, damage, or destroy school property will be required to pay for all losses or damages.

## **VISITORS**

All visitors are required to report to the main office immediately upon arriving on campus to get a visitor's pass and gain permission to enter the buildings or any area of the school or its grounds. Violators will be asked to leave the campus. Students are not to bring visitors with them for any purpose.

## **WEAPONS/FREE SCHOOL ZONE**

**Michigan Public Act 158 establishes "weapon free school zones" on school property. Under this act any student who possesses a weapon in a weapon free school zone is guilty of a misdemeanor with possible penalties of up to three months of imprisonment and a \$2000 fine as well as automatic expulsion from public school.**

A Weapon is broadly defined to include:

1. any pistol, revolver, or weapon
2. any type of knife with a blade
3. razor
4. metal knuckles
5. black jacks or spring sticks
6. nun chucks, or fighting chains
7. throwing stars or oriental darts
8. bat, club, or other bludgeon type weapon.

THIS LIST IS NOT ALL-INCLUSIVE.

## **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