

**Christa McAuliffe Middle School  
STUDENT/PARENT HANDBOOK**

**School Year – 2023/2024**

## **Student/Parent Handbook**

for

CHRISTA MCAULIFFE MIDDLE SCHOOL

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

Renee Mrozinski, Principal 989-684-7640, ext. 3205  
Jeff Albrecht, Assistant Principal 989-684-7640, ext. 3204  
Brenda Goulette, Guidance Counselor 989-684-7640, ext. 3206  
Melissa Garcia, School Secretary 989-684-7640, ext. 3201  
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Student Services Coordinator 989-684-7640, ext. 3207  
Matthew Schmidt, Superintendent of Schools 989-684-8121, ext. 1201

**Adopted by the Board of Education on June 26, 2023**

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://www.bangorschools.org">www.bangorschools.org</a> by clicking on "_____" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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### **ANNUAL ACKNOWLEDGMENT OF HANDBOOK**

I understand that it is my responsibility as a Christa McAuliffe Middle School student to be aware of the contents of this manual.

I understand that claiming ignorance of the information contained in the CMMS Student Manual and the Extracurricular Code of Conduct does not exempt me from consequences due to my choices and behaviors. I am responsible for my choices and behaviors.

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheets for Parents and Students provided by Bangor Township Schools.

Participation in Interscholastic Athletics carries an inherent risk of injury or death. By signing this consent form, you acknowledge and accept such risks. The school is not liable for expenses incurred for physical examinations or medical treatment of injuries. Parents/guardians are responsible for all insurance coverage of student athletes.

My signature below signifies that I have received, read, and agree to abide by the CMMS policies and procedures described in the CMMS Student Manual, Extracurricular Code of Conduct, and Concussion Awareness.

**Online Signature: [Click Here](#)**

## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardian may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 2019. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2019, the language in the most current policy or administrative guideline prevails.

## **MISSION OF THE SCHOOL**

Our mission at Christa McAuliffe Middle School is to provide the best possible learning environment through a partnership of parents/guardians, 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.

L- Live respectfully  
E-Empathy  
A-Awareness  
D-Do the right thing

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that they have been discriminated against on the basis of their race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Jamie Doran  
Director of Human Resources  
989-684-8121

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school

investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

## **PARENT/GUARDIAN INVOLVEMENT**

### **2112 - PARENT/GUARDIAN INVOLVEMENT IN THE SCHOOL PROGRAM**

The Board of Education recognizes and values parents/guardians and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents/guardians and family. Such a partnership between the home and school and greater involvement of parents/guardians in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as /guardians, foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent/guardian of each child in the District. The plan must encompass parent/guardian participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

#### **A. Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools; <sup>1,2</sup>
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers; <sup>1,2</sup>
4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities. <sup>2</sup>

#### **B. Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities; <sup>1,2</sup>
3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable; <sup>1,2</sup>
5. providing information and involving families in monitoring student progress; <sup>2</sup>
6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions; <sup>1,2</sup>
7. preparing families to be involved in meaningful discussions and meetings with school staff. <sup>1,2</sup>

**C. Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities; <sup>2</sup>
2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events. <sup>2</sup>

**D. Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school; <sup>1,2</sup>
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home. <sup>1</sup>

**E. Involving Families in Decision Making and Advocacy**

1. involving families as partners in the process of school review and continuous improvement planning; <sup>2</sup>
2. involving families in the development of its District-wide parent involvement policy and plan, and distributing the policy and plan to families. <sup>1,2</sup>

**F. Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources; <sup>1,2</sup>
2. coordinating and integrating family involvement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development. <sup>1,2</sup>



## **Implementation**

The Superintendent will provide for a comprehensive plan to engage parents/guardians, families, and community members in a partnership in support of each student's academic achievement, the District's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents/guardians and students through publication in the Student Handbook or other suitable means. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the District plan.

1Indicates IDEA 2004 Section 650 & 644 parent involvement requirements

2Indicates Title I Section 1118 parent involvement requirements

Sec. 1112, 1118 ESEA

M.C.L. 380.1294

## **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.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

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

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

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from any staff member.

## **STUDENT WELL-BEING**

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

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

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

### **INJURY AND ILLNESS**

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

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

### **HOMEBOUND INSTRUCTION**

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

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

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

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

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

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

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

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

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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

## **SCHEDULING AND ASSIGNMENT**

### Secondary level

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

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

## **EARLY DISMISSAL**

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

wishing to pick up their student during the school day must come in and sign them out through the office.

### **TRANSFER OUT OF THE DISTRICT**

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

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

### **WITHDRAWAL FROM SCHOOL**

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

### **IMMUNIZATIONS**

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

### **EMERGENCY MEDICAL AUTHORIZATION**

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

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

### **USE OF MEDICATIONS**

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

- A. Parents/guardians should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the

student will be allowed to begin taking any medication during school hours.

- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - 1. Medication may be conveyed to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental/guardian request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - 2. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about their person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent/guardian 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/guardian 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 themselves 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/guardian's written permission release.

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

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

### **Non-prescribed (Over-the-Counter) Medications - Secondary Grades 6 to 12**

Parents/guardians 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. The parent/guardian may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent/guardian authorization, they will be brought to the school office and the parents/guardians 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.

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

### **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 their status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

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

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

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent/guardian involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the Principal to inquire about evaluation procedures and programs.

### **LIMITED ENGLISH PROFICIENCY**

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

### **STUDENT RECORDS**

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

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

Directory information includes: Name, address, phone number, grade level, dates of attendance, enrollment status.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes and for inclusion in internal e-mail address books. School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written

consent of the parents/guardians, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents/guardians, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

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



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

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

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

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

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

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

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

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

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

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

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or their family may choose to purchase their own

supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes. (See Policy 6152)

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

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

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

### **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

- Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.
- Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending themselves to the point of potential harm.
- Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

### **STUDENT VALUABLES**

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

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

Parents/guardians 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/guardian who wishes to review materials or observe instruction must contact the Principal prior to coming to the School. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

## **MEAL SERVICE**

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

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.00. 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. The Meal Magic program is an online payment program for food service where deposits can be made directly into student accounts. Deposits of money to a student's account can also be placed in an envelope with the student's name clearly written on the envelope. It should be given to the 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. In accordance with food service guidelines, no food purchased at commercial establishments may be consumed within the building during breakfast or lunch hours.

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

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

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

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of an announcement over the PA system.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement over the PA system.

## **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 radio and television stations and will post the information on the website, Facebook page, and twitter.

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

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

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

## **VISITORS**

Visitors, particularly parents/guardians, 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 sign in to the system and obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, they should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

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

## **USE OF THE LIBRARY**

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 or before the date it is due.

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

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

## **LOST AND FOUND**

The lost and found area is in the hall outside of 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.

## **USE OF TELEPHONES/CELL PHONES/ELECTRONIC DEVICES**

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

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.
- 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.
- 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.
- 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 WCD's brought on to school 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).
- In order for an individual to bring their 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 WCD's 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):
  - 1<sup>st</sup> Offense: Student puts device in their locker for the remainder of class and receives a formal discipline referral;
  - 2<sup>nd</sup> Offense: Student puts device in their locker for the remainder of class and receives a formal discipline referral (parents/guardians will be notified)
  - 3<sup>rd</sup> Offense: Student puts device in their locker for the remainder of class and receives a formal discipline referral and student is not allowed to bring/use personal devices at school; (parents/guardians will be notified)
  - Additional Offenses: disciplinary referral.

### **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

## SECTION II - ACADEMICS

### COURSE OFFERINGS

#### ENGLISH LANGUAGE ARTS

- ENGLISH LANGUAGE ARTS 6
- ENGLISH LANGUAGE ARTS 7
- ENGLISH LANGUAGE ARTS 8
- ACADEMIC ENGLISH 1

#### MATHEMATICS

- MATHEMATICS 6
- HONORS MATHEMATICS 6
- MATHEMATICS 7
- HONORS MATHEMATICS 7
- PRE-ALGEBRA 8
- ALGEBRA 1
- ACADEMIC GEOMETRY

#### SCIENCE

- SCIENCE 6
- SCIENCE 7
- HONORS SCIENCE 7
- SCIENCE 8
- HONORS SCIENCE 8

#### SOCIAL STUDIES

- WORLD GEOGRAPHY 6
- WORLD HISTORY 7
- HONORS WORLD HISTORY 7
- US HISTORY 8
- HONORS US HISTORY 8

#### CORE PLUS COURSE OFFERINGS

##### ART 6-8

##### BAND 6-8

##### CHOIR

- BEGINNING CHOIR
- INTERMEDIATE CHOIR
- ADVANCED CHOIR

##### DRAMA

- CREATIVE DRAMA
- IMPROVISATIONS
- DRAMA STUDIO

##### FOREIGN LANGUAGE

##### FRENCH

##### SPANISH

##### PHYSICAL EDUCATION 6-8

##### TECHNOLOGY

- 21 THINGS FOR STUDENTS
- DIGITAL APPLICATIONS
- VIDEOGRAPHY

##### TEEN TALK 8

##### HEALTH

##### LIGHTHOUSE

##### INTERVENTIONS

##### MATHEMATICS LAB

##### INCLUSION AND RESOURCE ROOM OFFERINGS

## FIELD TRIPS

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

No student at CMMS will be able to attend a field trip if they receive more than 5 code of conduct 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 must be submitted in writing to the Principal at least 2 weeks prior to the field trip they are requesting permission to attend. The appeal form will be reviewed by the administration. Once the written appeal has been received, the administration will make a decision at least one week prior to the date of the field trip.

## GRADES

Christa McAuliffe 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 inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher.

The school uses the following grading system:

Grade Mark	High	Low
A	100.00%	93.50%
A-	93.49%	89.50%
B+	89.49%	86.50%
B	86.49%	82.50%
B-	82.49%	79.50%
C+	79.49%	76.50%
C	76.49%	72.50%
C-	72.49%	69.50%
D+	69.49%	66.50%
D	66.49%	62.50%
D-	62.49%	59.50%
E	59.49%	0.00%



## **Grade Point Average**

To calculate a grade point average (GPA), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the GPA. This can be done by grading period, semester, year, or for a series of school years. GPA is used only to calculate the Honor Roll recipients. Honors courses are not given extra weight.

## **Grading Periods**

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

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

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

### Elementary - Middle School

Promotion to the next grade is automatic unless otherwise decided by the parents/guardians working in tandem with the school.

## **ON-LINE/BLENDED LEARNING PROGRAM**

The District may provide eligible students the option of participating in on-line or blended learning courses. The purpose of the program is to make instruction available to eligible students using on-line and distance education technology in both traditional and nontraditional classroom settings. The District must make all eligible students and their parents or guardians aware of this program.

### **A. Definitions**

1. **On-Line Learning** - Means a course of study that is capable of generating a credit or a grade, that is provided in an interactive internet-connected learning environment, in which students and their teachers are separated by time or location, or both, and in which the teacher is responsible for determining appropriate instructional methods for each student, diagnosing learning needs, assessing student learning, prescribing intervention strategies, reporting outcomes, and evaluating the effects of instruction and support strategies.

2. **Blended Learning** - A hybrid instructional delivery model where students are provided content, instruction, and assessment in part at the classroom, with a teacher, and in part through internet-connected learning environments with some degree of student control over time, location, and pace of instruction.

**B. Program Eligibility**

The District may offer a program for students in K-12.

The District may offer a full time or part time program for grade 9-12 students enrolled in dropout prevention, academic intervention, core courses to meet graduation requirements, or dual enrollment programs.

**C. Student Eligibility**

1. Students eligible for the District on-line/blended learning program must meet at least one of the following conditions:
  - a. The student has spent the prior school year in attendance at a public school in this State and was enrolled and reported by a public school district.
  - b. The student is a dependent child of a member of the United States Armed Forces who was transferred within the last twelve (12) months to Michigan from another state or foreign country pursuant to the parent's permanent change of station orders.
2. Only students enrolled in grades 6 to 12 are eligible to enroll in an On-Line Learning course. Students in grades K-5 are only eligible to participate in Blended Learning Courses.

## **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)**

Honor Roll assemblies are held after the first 5 marking periods and are open to families of the students being recognized.

### **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.

### **Report Cards**

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

## **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 State mandated 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 take advantage of the School's computer network and the internet, the student and their parents/guardians must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

## **STUDENT ASSESSMENT**

State mandated tests and other standardized tests are given in accordance with timelines and regulations mandated by the State of Michigan Department of Education.

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.

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

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent/guardian (or student) consent may need to be obtained. Christa McAuliffe Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **TESTING OUT OF A COURSE**

The provision to allow all students to test out of a course is designed to provide CMMS students with an opportunity to accelerate their progress through a series of courses by demonstrating their knowledge and/or skills in a prescribed manner. The Opt-Out Test will be administered in August at the Edison Administration Building. A student must score an 80% or higher on an assessment to test out of a course.

## **SECTION III - STUDENT ACTIVITIES**

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

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

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

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

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.

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

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

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

Membership in any fraternity, sorority, or any other secret society as prescribed 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.

### **ATHLETICS**

Christa McAuliffe Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact the Athletic Director at 989-684-7510, ext. 2203.

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

## EXTRACURRICULAR CODE OF CONDUCT

Extracurriculars at Christa McAuliffe Middle School are an integral part of the educational process that offers a positive and meaningful experience. These opportunities enhance the growth and development of all students who participate. As participants, students are expected to make a commitment to abide by the rules set forth and to live up to the high expectations of personal conduct in school and in the community throughout their high school career. Participation in extracurriculars is a privilege, not a right. Christa McAuliffe Middle School enjoys a rich tradition of extracurricular excellence and students should be proud to be able to carry on that tradition with care.

Athletic eligibility rules governing transfers, grades, age, amateur status, etc. established by the MHSAA and adopted by the Bangor Township Schools Board of Education can be found on the MHSAA web site at [www.mhssa.com](http://www.mhssa.com). If you are uncertain or have any questions, please seek explanation or answers in the John Glenn High School Athletic Office or call (989) 684-7510 ext. 2202. For more Athletic Department information, please go to [www.johnglennathletics.com](http://www.johnglennathletics.com).

The Christa McAuliffe Middle School Extracurricular Code of Conduct will be in effect starting from the students' first practice/tryout date of the sports' season or activity until the students' last day of the sports' season or activity (with exception to Section II Violations). This Code of Conduct will be upheld regardless of the student's age and also regardless if the student signs it. Please note, 18 year old students and older will be held to the same standard of all high school students.

CHRISTA MCAULIFFE MIDDLE SCHOOL USES THE ESTABLISHED MHSAA RULES AND REGULATIONS FOR ALL SPORTS, INCLUDING POM PON AND SIDELINE CHEERLEADING (with the exception of Limited team membership for SIDELINE CHEERLEADING), IN ADDITION TO THE FOLLOWING:

*\*The asterisk items apply to Athletics only.*

### SECTION I: RULES OF ELIGIBILITY

#### **Academic Eligibility:**

**Current Academic Credit Record:** Students must also be currently passing at least 66% of a full credit load potential of a full-time student (typically 5 of 7 classes) as determined by the Progress Reports (approximately half-way through each Marking Period). If a student is not passing at least 66% of a full credit load potential of a full-time student when checked at the Progress Report, that student is ineligible for competition for the next Monday through Sunday, with recurring weekly checks and ineligibility, until the student is passing at least 66% of a full credit load potential of a full-time student or the Marking Period ends. Students must also be passing at least 66% of a full credit load potential of a full-time student upon the completion of both the 1<sup>st</sup> and 3<sup>rd</sup> Marking Periods. If a student is not passing at least 66% of a full credit load potential of a full-time student when the 1<sup>st</sup> or 3<sup>rd</sup> Marking Period ends, that student is ineligible for competition until the next Progress Report. Deficiencies can be made up during summer school, E20-20, online, etc. and the student will regain eligibility when the grade/credit is posted on the student's transcript.

Please note, academically ineligible students will not be allowed to be dismissed from school early to attend events.

**\*Amateur Status/Awards:** A student may not accept money, gifts, or other valuables from any source for participating in athletics. Students may not have officiated in interscholastic contests or signed any professional athletic contracts. Students may not accept any awards for participation in athletics that exceed a value of \$25.00.

**Attendance:** Students must be in attendance **ALL** day in order to be eligible to participate in the practice, event, performance, or contest that day unless a pre-excused absence before the start of the school day has been communicated to the Extracurricular Director or designee of their in season activity. Reporting the absence just to the Attendance Office is not enough.

Being 10 minutes late or more to the student's first hour or 5 minutes late or more for all other hours constitutes an absence.

In the case of any extenuating circumstances when the student arrives late to school without being pre-excused, the student **MUST** personally contact the Extracurricular Director\* of their in-season activity, as soon as possible before the end of second lunch on the date of the absence or they will not be allowed to participate in the practice, event, performance, or contest on that day.

If there is a valid excuse as determined by the Extracurricular Director and/or the Principal(s) as to why the student missed part (or all) of the day **and** the student personally contacted the personnel mentioned above as soon as possible before the end of second lunch on the date of the absence, the student may be allowed to participate that day. In the event of all extenuating circumstances, the Administration will make the final decision regarding daily eligibility.

\*Extracurricular Directors consist of the following positions:

Athletic/Drama/Music/Vocal/Band Directors, etc. If the Extracurricular Director is not available, the student should contact one of the following: Principal, Assistant Principal, Assistant Athletic Director, or main office secretary.

**\*Concussion Information:** Public Acts 342 and 343 of 2012 requires concussion information to be provided to student athletes and their parents/guardians involved in athletics. Concussion information is provided at the end of this document and the CONCUSSION AWARENESS EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM provided at the end of this document must be turned in to the Athletic Office before the first day of the student's first sports' season.

**Insurance:** Christa McAuliffe Middle School assumes no responsibility for the medical attention resulting from an injury sustained while participating in extracurriculars.

**\*Limited team membership:** A student who is a member of a high school athletic team may not compete in any "non-school" event, game, scrimmage, or tournament in the same sport during that same season. This includes local city or church leagues, etc. Summer activities do not count. Students may be members of only one high school athletic team at a time unless mutually agreed upon by both coaches of the teams involved. Students are strongly discouraged from quitting a team once they have become a member. Students who quit one team may not join another team during that same season.

**Pay to Participate:** In order to maintain our current extracurricular offerings, a Pay to Participate fee has been established of \$35.00 for each extracurricular offering. Athletic payments are due to the Athletic Office before the first practice/tryout of each season. Fine Arts payments are due before the pre-production parent meeting. Students who pay for three extracurricular offerings will not be charged a fourth fee. No student will be denied an opportunity to participate in an extracurricular offering due to failure to pay the fee. Please communicate with a coach or the Extracurricular Director of a financial concern before the start of the season.

**\*Physical exams:** No student shall be eligible to represent a high school for whom there is not on file in the office of the Athletic Director, before the first practice/tryout, a physical for the current school year (given on or after April 15 of the previous school year) certifying that (1) the student has passed a physical examination and is physically able to compete in athletic practice and contests and (2) there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for interscholastic athletics.

**\*Suspensions:** Students who are suspended from school or extracurriculars are not eligible to practice or compete during the suspension period (unless approval is given by Administration) and may not use school transportation (unless approval is given by Administration) and will not be dismissed early from school to attend a contest. The student is eligible to attend practices, events, and competitions, but will not be allowed to participate until the completion of the suspension (unless approval is given by Administration). School suspensions and Code of Conduct suspensions do not necessarily have to overlap. Administration reserves the right to determine the appropriate discipline for the suspension period.

**\*Transfer students:** Please consult with the Athletic Director to determine athletic eligibility when transferring. Consider yourself ineligible until you have written documentation from the Athletic Director of your eligibility.

## **SECTION II: USE OF TOBACCO, ALCOHOL, E-CIGARETTES, OR OTHER DRUGS OR VIOLATIONS OF LOCAL, STATE, AND/OR FEDERAL LAW:**

Section II will be in effect starting from the first practice/tryout date of the student's initial sport of their middle school career, in and out of all MHSAA seasons and in and out of the school year, until the student graduates or the last date of the student's last sport (whichever is later) including all dates in between. Administration reserves the right to use discretion for violations in this category.

This applies to, but is not limited to the following:

- Possession, use, sale, or distribution of intoxicating beverages.
- Possession, use, sale, or distribution of tobacco in any form.
- Possession, use, sale, or distribution of controlled substances, drugs, counterfeit drugs, look-alike drugs, e-cigarettes, look-a-like e-cigarettes, or prescription medication that is not issued to the individual in possession.
- Violations of local, State, and/or Federal laws (excluding minor traffic violations).

### **\*Athletic Penalties for Section II Violations:**

#### **\*1<sup>st</sup> Violation**

The student will be placed on immediate, continuous suspension from competition for 20% of the current or next season (unless the student's next season is two or more sports' seasons away), based on the number of scheduled games, rounded up to the nearest full game and starting with the next scheduled game. Suspensions will carry over from one season until the next. Administration will clarify the remainder of the suspension if need be.

Students are strongly encouraged to self-report the violation to their coach or an Administrator. Self-reporting consists of the student personally contacting the coach or an Administrator before the coach or Administrator contacts the student. Individuals who self-report the violation will see their suspension reduced to 15% rounded up to the nearest half game with the rest of the stipulations the same as mentioned above.

#### **\*2<sup>nd</sup> Violation**

The student does not participate for the remainder of the school year in any sport.



Self-reporting a 2<sup>nd</sup> violation will not change the discipline.

**\*Additional Violations**

The student does not participate for the remainder of his or her high school career in any sport. Self-reporting the additional violations will not change the discipline. Students and parent(s)/guardian(s) will be notified as soon as possible of the Section II violation. It is the responsibility of the parent/guardian to schedule a meeting in regards to the violation with the Athletic Director within two school days of notification of the violation if there are any questions regarding the suspension.

**\*Appeals for Athletic Penalties for Section II Violations**

Students may appeal the suspension to the Athletic Director, in writing, within two days of being informed of the violation. Students will be suspended from competition during the appeal process until a determination is made by the Appeals Committee. The Appeals Committee will consist of three in-season coaches and one administrator, none of which will be involved in the incident(s) being reviewed.

**Fine Arts or other Extracurricular Penalties for Section II Violations:**

**1<sup>st</sup> Violation**

Immediately after the violation has been recognized by the Fine Arts/Extracurricular Coordinator or administrator the student will go before the Fine Arts/Extracurricular Coordinator committee composed of the Fine Arts/Extracurricular Coordinators and building administrators. Discipline will be decided upon that time.

**2<sup>nd</sup> Violation**

Immediately after the second offense is officially recognized, the student will be banned from all further Fine Arts/ Extracurricular activities once they finish their current obligations. Students may petition, in writing, to the Fine Arts/Extracurricular Coordinator for reinstatement to the activity, provided that at least one calendar year of suspension has been completed from the date of the second infraction. The Fine Arts/Extracurricular Coordinator and building principal will make the determining decision on reinstatement.

**\*SECTION III: EQUIPMENT AND TRANSPORTATION:**

**A.** Equipment/uniforms are issued for the use of team members only. It remains the property of the school district and is to be maintained and cared for. Equipment/uniforms that are damaged beyond normal wear and tear, or are lost or stolen, will be charged to the student at its replacement cost. Payment for equipment/uniforms not turned in must be made before the student is allowed to participate in his or her next sport or activity. Uniforms are not to be worn during gym classes.

**B.** Athletic teams will use school transportation to and from contests and all team members are expected to ride with the team unless otherwise preauthorized. When school transportation is not provided due to proximity of the contest or other reasons, students or parents may transport athletes to and/or from contests. A signed consent form must be turned in to the coach before players may ride separately from the team. Consent forms are located in the Athletic Office or online at [www.johnglennathletics.com](http://www.johnglennathletics.com). Coaches have the right to deny a student permission to travel separate from the team if it is not deemed appropriate.

**SECTION IV: PRACTICE SCHEDULES, GAME AND PRACTICE CANCELLATIONS**

Practice schedules will be determined based on facility availability, with Varsity teams having first priority.

No required practices will be held on federal holidays. On days when school has been canceled due to inclement weather, practice may be authorized by Administration

and will not begin until after 12:00 pm unless approved by Administration. No practices will be held without proper coach supervision. Contests that are scheduled on days when school is canceled may or may not be canceled depending upon weather condition, safety factors, and other concerns. The decision to cancel and/or reschedule events will be made by Administration by 12:00 pm.

**SECTION V: SPORTSMANSHIP/CONDUCT UNBECOMING OF AN ATHLETE OR SPECTATOR**

**A.** All members of all extracurriculars and their spectators are expected to conduct themselves in a manner that will reflect positively on the school and the community at both home and away contests. Poor sportsmanship and negative behaviors will be disciplined appropriately and immediately.

**B.** The penalty for unsportsmanlike conduct or conduct unbecoming of a student athlete will be assessed by administration based on the severity of the violation for any in-season student athletes.

**Educational Material for Parents and Students (Content Meets MDCH Requirements)**

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

**UNDERSTANDING CONCUSSION**

**Some Common Symptoms**

<b>Headache</b>	<b>Balance Problems</b>	<b>Sensitive to Noise</b>
<b>Pressure in the Head</b>	<b>Double Vision</b>	<b>Sluggishness</b>
<b>Nausea/Vomiting</b>	<b>Blurry Vision</b>	<b>Haziness</b>
<b>Dizziness</b>	<b>Sensitive to Light</b>	<b>Fogginess</b>
<b>Confusion</b>	<b>Poor Concentration</b>	<b>Grogginess</b>
<b>“Feeling Down”</b>	<b>Memory Problems</b>	<b>Sleep Problems</b>
<b>Not “Feeling Right”</b>	<b>Feeling Irritable</b>	<b>Slow Reaction Time</b>

**WHAT IS A CONCUSSION?**

**A concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

**IF YOU SUSPECT A CONCUSSION:**

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a healthcare professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.

- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

**SIGNS OBSERVED BY PARENTS:**

- |  |   |  |
|--|---|--|
| • Appears dazed or stunned                 | • Can't recall events prior to or after a hit or fall | • Answers questions slowly                     |
| • Is confused about assignment or position | • Is unsure of game, score, or opponent               | • Loses consciousness (even briefly)           |
| • Forgets an instruction                   | • Moves clumsily                                      | • Shows mood, behavior, or personality changes |

**CONCUSSION DANGER SIGNS:**

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body they exhibit any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

### **HOW TO RESPOND TO A REPORT OF A CONCUSSION:**

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, they should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a healthcare professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

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

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

Any time a student is absent, the parent/guardian will receive a phone call from the school's messaging system. If the parent/guardian 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. Students and/or family may be contacted by our Student Services Coordinator to offer support before referral is made to the District Truancy Officer.

When a student is absent from school, parents/guardians are required to notify the school the day of the student's absence, but not later than 24 hours after the absence or after a 1<sup>st</sup> hour tardy. When the parent/guardian calls, the reason for the absence should be stated. If there is no phone in the home, and the parent/guardian has no access to a phone, the parent/guardian should write a note explaining the absence. The student should bring the note to the school office upon return to school. The office is open between the hours of 6:30 a.m. and 3:30 p.m.

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After twelve (12) days of truancy in any grading period, a student will be considered an "habitual truant" which can result in a hearing before a judge in a court of law; and/or a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

### Excused Absences

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

- Illness
- Recovery from accident
- Required court attendance
- Professional appointments
- Death in the immediate family
- Observation or celebration of a bona fide religious holiday
- Such other good cause as may be acceptable to the Superintendent

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

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 for absence
- The time of desired dismissal
- The tentative time of return

Parents/guardians must provide an explanation for their child's absence by no later than 7:30 a.m. on the day of the absence or by the following day. They are to call the main office and explain the reason for the absence. If the absence can be foreseen and the "good cause" must be approved by the Principal, the parent should arrange to discuss the matter as many days as possible before the absence will occur so that arrangements can be made to assist the student in making up for the missed school work.

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 who are excusably absent for more than twelve (12) days in a grading period, regardless of the reasons, will be considered "frequently absent". If there is a pattern of frequent absence for "illness", the parents will be required to provide a statement from a physician describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's permanent attendance record will indicate "frequent unexplained illness", a possible sign of poor work ethic and irresponsible behavior.

## **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused.

A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon their return from school. Assignments may be obtained from each teacher beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.

## **Unexcused Absences**

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

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence. Disciplinary action will follow.

## **Tardiness**

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they are to report to the school office before proceeding to their first assigned location. A student is tardy if they enter class any time after the bell. ~~Any student who is late up to ten (10) minutes shall be assigned a lunch detention. If the tardy is before the student's lunch time the detention will be served that same day. If the tardy is after the student's lunch time, they will serve the detention the following day.~~ Students will receive a formal discipline referral for every third tardy by administration. Students who are more than ten (10) minutes late will be considered absent for that instructional period. 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/guardians will be notified when students reach tardies in increments of three (3).

## **Vacations During the School Year**

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



**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.

**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 the teacher as soon as possible to obtain assignments.

If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the counselor 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/guardian or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

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

**Students 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/guardians 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.

## CODE OF CONDUCT

A major component of the educational program at Christa McAuliffe Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Any event that occurs off campus, but creates a significant disruption at 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.***

### **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.

## **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 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 communication 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 students, 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 they have been subjected to sexual harassment to report their concerns directly to the building principal, guidance counselor, or the district representative who is the Human Resources Director or the Director of Strategic Programs and Initiatives 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/guardians of each student will be contacted 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.

## **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. 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. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- 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.

The following styles or manners of dress are prohibited:

- Clothing and accessories that promote or contain profanity, suggestive language, racism, gang affiliation, sex, drugs, alcohol, tobacco products, or which displays weapons or violence.
- Clothing which reveals undergarments or fails to cover a midriff are inappropriate and not to be worn. Tops with low cut necklines are not permitted.
- Clothing that is see through, excessively tight or that is a halter, tube, or one shoulder.
- Dresses, shorts and skirts should be an appropriate length or so as a student may sit and be able to maintain the integrity of the garment and so that the garment is not distracting. Again, being respectful of self, others, and the professional /educational setting is the guide.
- Head coverings (hats, bandanas, 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. Hoods are not allowed to be worn in the classroom.
- Pajamas, slippers, and sunglasses. Proper footwear must be worn at all times.
- 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.
- No holes in the buttocks or private area.
- Hair or face paint.

Students who are representing Christa McAuliffe 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, and other such groups.

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 a code of conduct referral and/or a phone call to the parent/guardian to inform them of the issue.

## **Gangs**

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

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

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

## **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/guardians.

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 their parents/guardians 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.

## **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.

## **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.

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

(Organized by Rule Number)

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

### **1. Use of drugs**

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

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

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

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

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

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

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

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention. If the result indicates a violation of school rules as

described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, they will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test. The student may be required to attend a treatment program as well as be subject to discipline.

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

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

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

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

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

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing

evidence that the weapon was placed in the student's possession without their knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

- 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, god 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.*

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

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

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

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

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

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

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

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



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

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

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

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

## **11. Extortion**

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

## **12. Gambling**

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

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

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

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

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

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

## **15. Explosives**

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

*\*\*Under 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.*

## **16. Trespassing**

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

## **17. Theft**

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

## **18. Disobedience**

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

## **19. Damaging property**

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

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

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

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

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to

disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

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

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

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

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

## **24. Displays of affection**

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

## **25. Possession of Wireless Communication Devices (WCDs)**

A student may not possess a wireless communication device iPod, MP3 or similar electronic storage device while on school property in school facilities at school sponsored activities or events.

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff “have a reasonable expectation of privacy.” A student improperly using any device to take or transmit images will face disciplinary action.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, they will fail the exam and could be suspended. The student also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

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

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

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

Please refer to Section V on transportation for bus rules (or please refer to bus rules provided by the transportation department).

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

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

## **29. Harassment**

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

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

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

Any student that believes they have been/or are the victim of harassment should immediately report the situation to the teacher, the Principal or Assistant Principal, or may report it directly to the Human Resources Director at 989-684-8121. 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 employees, exclusion for parents/guardians, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

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

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

### **29a. Hazing**

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

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

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

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

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

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents/guardians, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

### **Notification**

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

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

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

## **Reporting**

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

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

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

## **Implementation**

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

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

## **Procedure**

Any student who believes they have been or are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Assistant Principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and their parent/guardian) give written permission to do so. Any investigation report will likewise

not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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

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

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

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy [5517](#) - Anti-Harassment.

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

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

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



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

## **Definitions**

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

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

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

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

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

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

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

For further definition and instances that could possibly be construed as:

Harassment, see Policy [5517](#);

Hazing, see Policy [5516](#).

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011)  
Policies on Bullying, Michigan State Board of Education  
Model Anti-Bullying Policy, Michigan State Board of Education.

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

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

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

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

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

#### **Criminal acts**

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

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

#### **Safety Concerns**

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

#### **Profanity**

Any behavior or language, which in the 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.

Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes:

- change of seating or location;
- lunch-time detention;
- other restorative practices;
- in-school restriction.

#### Detentions

A student may be assigned lunch detention.

### **Formal Discipline**

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

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

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

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

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

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

### **Restorative Practices**

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct.

### **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.), or Section 504 of the Rehabilitation Act of 1973.

## **DUE PROCESS RIGHTS**

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

### **Suspension from School**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the parent/guardian and the student of the charges. The student will then be given an opportunity to explain their side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, they and their parents/guardians will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The parent/guardian, within one (1) day of the suspension may appeal, in writing, to the Superintendent.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

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

When a student is suspended, they may do make-up work while on suspension.

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

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

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

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

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

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

### **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.).

### **SEARCH AND SEIZURE**

Search of a student and their 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 and pervasively or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in

designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

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

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

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

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

## **SECTION V - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides transportation for all students who live within District boundary lines. The transportation schedule and routes are available by contacting the Transportation Supervisor at 989-684-6150.

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

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

### **BUS CONDUCT**

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

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.

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



Drivers may assign seats for safety purposes.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (5 minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for the school transportation;
- 
- line up single file off the roadway to enter;
- 
- wait until the school transportation is completely stopped before moving forward to enter;
- 
- refrain from crossing a highway until the driver signals it is safe to cross;
- 
- go immediately to a seat and be seated.

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

During the trip

Each student shall:

- cross in front of the bus when it is necessary for them to cross a roadway;
- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment;
- report any damage or vandalism to the driver.

### Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

### **VIDEOTAPES ON SCHOOL BUSES**

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

If a student misbehaves on a bus and their actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **PENALTIES FOR INFRACTIONS**

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

**Bangor Township School District**  
**OPT-OUT FORM**  
**NOTICE FOR RELEASE OF STUDENT DIRECTORY INFORMATION**  
**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Valid for the 20\_\_\_\_ - 20\_\_\_\_ School Year

Student Name:

Last Name	First Name	MI	Student ID	Grade
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School: \_\_\_\_\_

In accordance with the Bangor Township School District's Public Notice Regarding Student Records (as published in the Student Handbooks and Board Policy 8330), I hereby request directory information from my child's education records not be released for use by the school district or outside organizations. *Note: Bangor Township School District limits the release of student directory information to entities with a legitimate educational purpose, such as companies that manufacture class rings or public yearbooks, colleges/universities and military recruiters.*

**Please note that you have the choice to opt-out of releasing all directory information or only address and/or telephone listing. If you choose to opt-out from allowing all directory information to be released, your child's name, photograph and other information will not be made available in publications, including:**

- A playbill showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members
- District and school websites and videos

The following information is designated as directory information by FERPA and the Bangor Township School District..

- |                          |  |
|--------------------------|--|
| - Student's name         | - Grade Level  |
| - Parent/Guardian's name | - Participation in officially recognized activities and sports |
| - Address                | - Weight and height of members of athletic teams               |
| - Telephone listing      | - Degrees, honors, and awards received                         |
| - Photograph and images  | - The most recent educational agency or institution attended   |
| - Date of birth          |  |
| - Major field of study   |  |
| - Dates of attendance    |  |

**Check options below:**

- ☐ Do not release my child's address.
- ☐ Do not release my child's telephone listing.
- ☐ Do not release any of my child's directory information as defined above

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date

This Opt-Out form will become part of the student's cumulative record. After you have read and signed the permission form, please return it to your child's school.