

## MISSION STATEMENT

*"To maximize all students' potential to be successful in life."*

## INTRODUCTION

Welcome to a new school year. The faculty and administration of Edwardsburg Middle School are committed to providing you the best quality education possible. We hope you will take advantage of the educational opportunities available to you and that the 2016/17 school year will be a rewarding one.

**Superintendent** - Mr. Sherman Ostrander  
**Principal** - Mr. Jim Knoll  
**Asst. Principal** - Mr. Brian Clements

## ABSENCES

An absence is defined as not being present in class for more than 15 minutes. Absences will be considered excused for professional appointments, personal illness, other serious personal family problems, and family trips at times other than during semester examinations. The building principal, or a designee, shall determine whether the absence warrants an excused or an unexcused absence. **Any student that accumulates excessive absences through the course of the school year may be placed on an attendance contract.**

It is the responsibility of the student to make arrangements to make up work within the allowable time span. If a student has an excused absence or an absence resulting from participation in school activities or disciplinary restrictions/suspensions, the student may make up all work and tests missed. One day shall be granted for make-up work for each day of absence except in cases of final examinations or end-of-year work for which special arrangements must be made. Failure to make up the work in the time allowed will result in no credit awarded for missed assignments, projects, or tests. **Students are required to have a parent or guardian telephone (663-1076) or bring a note to the school office, excusing their absence, by 2:00 p.m. on the day following their absence(s).** Students sent home during the school day due to illness must still have their parents notify the office for any additional days of school missed.

If the absence is not excused because of failure to follow the procedure for excusing an absence, the absence will be unexcused. Any absence that does not conform to the definition of an excused absence or that does not result from participation in school activities or disciplinary restrictions/suspensions, shall be classified an unexcused absence. An unexcused absence means that no credit will be given for assignments, projects, or tests due on the day missed, and students will have no opportunity to make up work or to take tests given at the time of the unexcused absence.

**Any student that has excessive unexcused absences through the course of the school year will receive a consequence deemed appropriate by administration.**

If you are going to be absent for several days, you may have your absences prearranged. A prearranged absence may be obtained by filling out a form, which is available in the office. If the form is filled out and signed by your parent/guardian and returned to the office three (3) days prior to your absence, this will fulfill the daily parental obligation to inform the school of your absence.

## ADMISSION TO OTHER SCHOOL BUILDINGS

Students must have a pass from the office to enter other school buildings at all times. This includes lunch hour.

## ADMIT SLIPS

Students who are tardy to class must obtain an admit slip from the office prior to attending class.

## ATHLETICS

Seventh and eighth grade students have the opportunity to participate in interscholastic athletics. To represent our school on one of these teams, a student must meet the scholastic eligibility requirements and other expectations as stated in the Edwardsburg Athletic Handbook. A copy of this handbook will be given to each student athlete before participating in interscholastic athletics.

## BICYCLES

Students may ride bicycles to school. Bicycles are not to be ridden during the school day. Bicycles must be kept in the appropriate designated area. Parking racks are available on the North side of the building. Skateboards and roller blades are not allowed on school property.

## BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

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

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

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

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

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

### **Notification**

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

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

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

### **Implementation**

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

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

### **Procedure**

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

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. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal (or other administrator as designated) 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, 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.

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

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

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

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

## Definitions

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

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

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

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

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

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

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

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

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

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

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

## BUS CONDUCT

Riding the school bus is a privilege provided by the school district. All school rules and expectations apply while riding the school bus. In addition, the Transportation Department has developed expectations for student behavior on the school bus. These rules/expectations will be distributed and explained to students annually. Administration has the right to enforce any disciplinary measures necessary to ensure the positive operations at or during school functions.

Number of Bus Tickets/Referrals	Consequences Grades K-12
1 (Within a school year)	Principal will meet/phone conference with parent and meet with student <b>before student is allowed to ride the bus again.</b>
2 (Within a school year)	Principal will meet/phone conference with parent and meet with student <b>before student is allowed to ride the bus again and school-based consequence will be assigned.</b>
3 (Within a school year)	Principal will meet with student. <b>1-3 School Day Bus Suspension</b>
4 (Within a school year)	Principal will meet with student. <b>3-5 School Day Bus Suspension</b>

5 (Within a school year)	Principal will meet with student. <b>10 School Day Bus Suspension</b>
6 (Within a school year)	Principal will meet with student. <b>Remainder of the Marking Period or Semester Suspension.</b>
7 (Within a school year)	Principal will meet with student. <b>Remainder of the Year Suspension</b>

**Emergency Suspensions:**

There may be unusual circumstances when a driver feels a student's misbehavior is so serious that it jeopardizes the safety of other students and does not think that the student should be allowed to ride the bus home that day. If this occurs, a student may be removed from their bus. The child will not be allowed to ride the bus the following day (pending parent contact) and a meeting with the administrator must occur before the student is allowed to continue to ride the bus. No student will be removed from a bus without authorization from the principal/designee.

**CAFETERIA**

The cleanliness of the cafeteria is everyone's responsibility. You are expected to display your best behavior. You should remain seated unless you are throwing your trash away or purchasing more food. You are expected to keep your table and floor area clean of litter, and to push your chair in when finished. In addition, you are expected to deposit all waste in the receptacles before leaving.

Prior permission must be attained to leave the lunchroom for any reason. A pass must be secured from the teacher to attend a classroom during lunchtime. Library passes will not be accepted during lunch, unless authorized by the media supervisor.

**All food and drink must be consumed in the cafeteria.** It is allowable to bring your own beverage to the cafeteria. However, we ask that you limit your selection to cans and resealable/non-resealable containers. Middle school students may purchase their lunch/breakfast by the week, month, or even the whole year. Students utilize an automated system, which will record the food selection made each day. **It is important that students have their badges when they come to the cafeteria.** The safest way to send money to school is by check. Cost of meals is published each year. If a child forgets their lunch money, s/he will be provided a peanut butter and jelly sandwich and milk.

**CLOSED CAMPUS**

Students are to proceed directly into the Middle School building upon arrival. Students are expected to remain in their designated areas until dismissed.

**CONFLICT BETWEEN TWO SCHOOL ACTIVITIES**

When a student is involved in two school activities, which have conflicting schedules, the student may choose either activity without being penalized by the decision. The sponsor, teacher, and/or coach should work together to solve the problem. There may be times when the student could participate in one and part of the other by special approval of the sponsors. It is expected that a performance or contest will take precedence over a practice.

**COUNSELING & GUIDANCE**

Counseling and guidance services are designed to promote the development of students and to assist them toward the realization of sound, wholesome adjustments and accomplishments. Guidance services include peer mediation, orientation, personal, educational, and vocational guidance. You may sign your name on a clipboard next to the counselor's office to visit the counselor whenever a need arises. The M.S. Behavior Intervention Specialist is available in room 110 to help students with behavioral problems or concerns.

**DANCE REGULATIONS**

All dances at Edwardsburg Middle School (EMS) are intended primarily for EMS students. Dancing which is distasteful or suggestive will not be allowed. In order to attend, you must be in attendance the entire school day, unless you submit a written request for pre-approval by an administrator. Administration has the autonomy to deny a student access to a dance if behavioral issues arise. In addition, a sponsor, faculty member, or chaperone may use his or her discretion to refuse admission to anyone for any reason at any time.

Any student leaving the dance will not be readmitted unless a sponsor, faculty member, or chaperone grants permission. Students may not leave during the dance unless they are picked up by a parent and have permission from the dance sponsor.

In addition, regular Middle School students are not allowed at any High School dance. Sixth grade students will attend each dance from 4 p.m. – 6 p.m. Sixth grade students who are not in attendance by 4:30 p.m. will be excluded. Seventh and eighth grade students will attend each dance from 5 p.m. – 7 p.m. Seventh and eighth grade students who are not in attendance by 5:30 p.m. will be excluded.

**DANGEROUS ITEMS**

**Possession of a weapon & Use of an object as a weapon**

The possession of weapons is strictly prohibited. In addition, the use of an object to threaten, harm, or harass another is also prohibited. A pupil who possesses a weapon or uses an object to threaten, harm, or harass another person is subject to expulsion unless School District officials, in their discretion, impose a lesser penalty. The prohibition

against possession of weapons and the use of an object to threaten, harm, or harass another person applies to incidents which occur on School District property, in vehicles used by the School District to transport students, at School District sponsored functions, events or activities, on property adjacent to School District property and while students are enroute to or from school or School District functions, events, and activities.

“Weapon” includes: a firearm; gun; revolver; pistol; dagger, dirk; stiletto; knife; iron bar; brass knuckles; any explosive, incendiary, or poisonous gas, including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. “Firearm” means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun and pellet gun are considered to be a “firearm”.

Although the use of an object to threaten, harm, or harass another person is prohibited, it is not possible to identify all of the objects that could be used for such purposes in violation of this prohibition. Examples include, but are not limited to, padlocks, pens, pencils, laser pointers, scissors, jewelry, and other objects which do not constitute dangerous weapons.

#### **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 administration. Failure to report such knowledge may subject the student to discipline.

### **DETENTION**

Students may be required to attend detention(s) after school as a result of misbehavior. Detentions will take precedence over all other school activities. All students are expected to begin detention the day following their misbehavior. After-school detentions may be assigned by an administrator or a teacher. Detentions must be served for the days assigned.

Failure to attend will result in additional consequences. It is the parent's responsibility to provide transportation home on the days of detention. Students must be picked up by 3:15 p.m., or it is recommended that a parent/guardian request a Saturday detention instead. If transportation is a problem, a parent/guardian may also request a Saturday detention.

### **DISTRACTING ITEMS**

Items that may distract the learning environment are inappropriate in a school setting and will be confiscated. Such items include, but are not limited to weapons, radios, cell phones, I-Pods/MP3 players, electronic games/devices, and trading cards. I-Pods/MP3 players and cell phones are allowed in the building.

#### **Important Information – Electronic Devices**

Cell phones and other electronic devices are to be turned off upon entering the school building and locked in the student's locker at all times. At no time is it to be carried or hidden in clothing. In addition, all gym and book bags shall be stored in the student's locker or gym locker.

While we at Edwardsburg Middle School understand the importance of a cell phone to maintain contact with your student, there are certain guidelines that must be abided by during the school day. The use of cell phones (out-going or in-coming messages) or possession during class is strictly prohibited during the school day from 7:00 a.m. – 2:21 p.m. Parents should call the school for any emergency situation. We will contact your son/daughter in class if there is an emergency. **PLEASE DO NOT TRY TO CONTACT YOUR STUDENT BY CELL PHONE.**

Except as authorized under Board Policy, in cases of emergency, or when used as part of a legitimate school endorsed instructional program, the unauthorized use of Wireless Communication Devices (WCDs) and electronic or magnetic storage devices in the 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 the video or audio recording devices 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 or audio recordings where there is an expectation of privacy will face disciplinary action up to and including suspension, loss of privileges, and may be recommended for expulsion.

“**Sexting**” is prohibited at any time on school property or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging, internet chats, or other social media. Such conduct not only is potentially dangerous to the involved students, but can lead to unwanted exposure of the messages and images of others, and could result in criminal violations related to the transmission or possession of child pornography, sexual harassment, or other violations of the law. Such conduct will be subject to discipline and possible confiscation of the WCD and/or the electronic or magnetic storage device, in addition to possible referral to law enforcement.

Taking or transmitting images, messages, the use of social media, or the unauthorized use of the internet or other electronic transmissions during testing is also prohibited. If a student is caught taking or transmitting images, messages, using social media, or the unauthorized use of the internet or other electronic transmissions during testing, h/she will fail the exam and receive an Alternate Day Assignment. S/He 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, depending on the circumstances and severity of the offense.

Edwardsburg Middle School will not be responsible for any lost, misplaced, or stolen electronic devices. If these items become problematic, the school reserves the right to ban them from school grounds. In the event an electronic device is being used for instructional purposes, prior approval must be given by administration.

If a student has an electronic device confiscated by school personnel, administration will hold the electronic device until a parent/guardian comes to school to retrieve the device before the office closes at 4:00 p.m. If for some reason a parent/guardian is not able to retrieve the device due to a transportation and/or work-related issue, the parent/guardian must contact the assistant principal directly to discuss their son/daughter's electronic device violation before the device is returned back to the student.

### **DRESS CODE**

All students are expected to dress in a manner that contributes to a safe and orderly learning environment. Personal appearance of students is expected to be neat, clean, modest, and appropriate to the school environment. Dress or grooming that disrupts the educational environment or is a threat to safety or health is prohibited. Students who fail to comply with the following guidelines will be asked to change into appropriate clothing before being allowed to continue attending classes.

- Foot apparel must be worn.
- All shirts and/or blouses must cover the shoulder and stomach, tops with "spaghetti straps" are not allowed.
- Shorts may be worn from May 1 to October 1.
- Shorts and skirts may be no shorter than a hand's width above the knee. Shorts and skirts must be hemmed. The acceptable style of shorts are shorts that would be considered dress slacks or jeans if full length. Athletic/gym shorts or other gym clothes are not permitted.
- When shorts are not allowed during the school year, capris must be long enough to cover the knee.
- Pants must be worn at the waist level. Students must not have their pants sagging below the waist.
- All hats, bandanas, and sweatbands shall be removed upon entering the building.

- Sunglasses are to be worn outside only.
- All clothing/jewelry shall avoid drug, alcohol, tobacco, sex, obscene, or cult/gang related print/slogans/designs.
- Jackets and coats are to remain in your locker during the school day unless authorized to be worn by school personnel.
- Miniskirts, pajamas/leisure attire, slippers, or garments with holes are not acceptable.
- Tight fitting clothing, such as leggings, jeggings (tight jeans without pockets), yoga pants, and knit skirts are not appropriate for the school setting. Leggings may be worn if accompanied by the appropriate length skirt.
- Only chains viewed as jewelry are permitted.

### **EXCESSIVE DISPLAY OF AFFECTION**

All displays of affection between students shall be limited to simple handholding. Simple handholding at all school functions shall be defined as: joining hands, with the joined hands not touching any other part of the body.

### **EXTRACURRICULAR CODE**

**Areas other than athletics:** Edwardsburg Middle School's definition of extracurricular would be those performances not related to the academic phases of Band or Choir, but would pertain to non-graded activities such as school plays, school club activities, Student Council, etc.

All students who participate in the above extracurricular activities will be expected to maintain academic eligibility from a semester to semester basis and cannot fail two or more classes. Any student who receives two or more failing grades and violates eligibility standards will not be able to participate in specified extracurricular activities. Also, any student who has a debt or restitution required by the Middle School will not be allowed to participate in extracurricular activities until all payments have been met.

### **FOOD**

Consumption of food and drink is limited to the cafeteria. Any opened resealable drink container (i.e. pop bottles, coffee cups, soft drink from restaurants) must be disposed of upon entering the school building. Glass bottles are not allowed in the building.

### **FREEDOM TO PUBLISH**

Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. Such written expression must be signed by the authors.

In addition, students who edit, publish, or distribute handwritten, printed, or duplicated material among their fellow students within the school must assume responsibility for the content of such publications. Libel, obscenity, and personal attacks are prohibited in all publications.

Lastly, unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored newspapers published by the students of the school district at times and places as designated by the school authorities. The distribution by students in school buildings or on school grounds of unlawful material whose content reflects the special interest of an organization is prohibited.

### **GAMBLING**

The act of gambling for money or valuables is prohibited.

### **GANG RELATED ACTIVITY**

School property must remain a neutral ground free from gang activity. This creates a safer school environment more conducive for learning to take place. Edwardsburg Middle School will not tolerate gangs and gang related activities. The administration reserves the right to identify and determine what is gang related. Gang related activities may associate with student dress, jewelry, drawings, carvings, tattoos, symbols, colors, writings, signing, graffiti, etc. Head bands, arm bands, displaying handkerchiefs, and pants not worn at waist level are all considered gang activity and are not allowed.

### **GYMNASIUM**

Students are not to wear street shoes on the gym floor. Students are also asked to stay off the basketball playing area before and after assemblies and class meetings. Students are not allowed in the gym without a faculty supervisor.

### **HARASSMENT OF STUDENTS**

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by any 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 students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

**"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 on the basis of race, religion, color, national origin, marital status, disability, sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location.

**"Sexual Harassment"** may include, but is not limited to: verbal harassment, pressure for sexual activity, repeated remarks with sexual or demeaning implications, unwelcome touching, sexual jokes, posters, cartoons, etc., and suggestions or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

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

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical or emotional injury.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

Hostile Acts include any act of bullying, harassment, intimidation, or menacing that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or that occurs off campus if that off-campus act does, or is reasonably likely to, cause disruption of the school environment.

### **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a property investigation will, in some circumstances, require the disclosure of names and allegations.

### **Student Action**

When a student is a victim of a hostile act, he or she is encouraged to tell a staff person. It is acceptable for students to inform any staff person. It is the staff person's responsibility to report the complaint to the appropriate school personnel.

When a student has witnessed a hostile act, including bullying, harassment, intimidation, or menacing, he or she is encouraged to act as a responsible bystander by reporting to a staff person. Reporting hostile acts when they occur helps break the code of silence. Student bystanders are encouraged to speak out immediately against such acts when they occur.

Transmitting or publishing a video recording, audio recording, picture, or other visual or audio depiction of an act of bullying, harassment, intimidation, or menacing, except for purposes of disclosing the act to school officials or law enforcement, is strictly prohibited and will be considered an act of bullying.

### **Parent Action**

If a child has told his/her parent that s/he has been the victim of bullying, harassment, intimidation, or menacing, the parent should encourage the child to report the incident to a staff member. If the child cannot or will not do so, the parent should inform the school authorities directly. If

possible, a written record of the incident (who, what, when, where, how often, any witnesses) should be brought to the school. Parents should never condone retaliation. Parents should also inform the school of any cases of suspected bullying, harassment, intimidation, or menacing.

### **Consequences**

Consequences will be assigned for acts of bullying, harassment, intimidation, or menacing, as well as for threats of acts of retaliation against any person who reports bullying, harassment, intimidation, or menacing.

Consequences will increase in severity for real or threatened reprisal. Consequences will also be given for false accusations of bullying, harassment, intimidation, or menacing. Consequences will depend on the frequency and severity of the behavior, but may include in-school restrictions, out-of-school suspensions, or expulsions. The administration reserves the right to deal with each offense on an individual review basis.

### **Notification**

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

*Titles VI and VII of the Civil Rights Act of 1964. 42 U.S.C. 2000d et. seq.*

*Title IX of the Educational Amendments of 1972. 20 U.S.C. 1681 et. seq.*

*Section 504 of the Rehabilitation Act of 1973. 29 U.S.C. 794 The Americans with Disabilities Act of 1990. 42 U.S.C. 12101 et. seq.*

*The Handicappers' Civil Rights Act, M.C.L.A. 37.1101. et. seq.*

*The Elliott-Larsen Civil Rights Act, M.C.L.A. 37.2101. et. seq.*

*Policies on Bullying, Michigan State Board of Education 7-19-01*

*Model Anti-Bullying Policy, Michigan State Board of Education, 09-2006*

### **IDENTIFICATION BADGES**

Each student will receive an identification badge at the beginning of the school year. An identification badge is used for the purpose of lunch payment or checking out a book in the library. **Students should have their identification badges remain at school throughout the school year.** If a student loses their identification badge, he/she must purchase a new badge in the office. A new badge will cost the student \$5.00.

### **ILLNESS AT SCHOOL**

If you become ill at school, report to the office so school personnel can make appropriate arrangements for you. Your parent or guardian may then be notified to pick you up. It is necessary that your parent/guardian sign you out prior to leaving the building. You are never to leave the building to go home without permission. If your illness requires you to go directly to the restroom, notify someone so they may immediately report your illness to the office or your teacher. All cases of communicable or contagious disease must be reported to the school office or the school nurse. Certain diseases are reported weekly to the local health department. These include Chicken Pox (Varicella), measles, mumps, rubella, hepatitis, pertussis, meningitis, scarlet fever, and strep throat.

### **IMMUNIZATIONS**

A parent, guardian, or person in loco parentis applying to have a child registered for the first time in a school in this state shall present to school officials, at the time of registration, or not later than the first day of school, a certificate of immunization or statement of exemption under Section 9215. New entrants, as well as all students entering 7<sup>th</sup> grade, must have complete immunizations as required according to the Michigan Department of Community Health. A list of these immunizations are available on our web site or from the Cass County Health Department.

### **LIBRARY MATERIALS**

Edwardsburg Middle School has an excellent library to which students are given ready access. Most of the materials are available to be checked out and taken home. Parents are requested to help see that children return these items by the due date. Students will be charged the replacement cost for any items lost or damaged. There will be no reimbursement after fines are paid. Student report cards will be held in the school office for unpaid lost book charges.

### **LOCKERS**

Each student will be issued a locker to secure his or her belongings. The following expectations shall be adhered to:

- Any damage to the locks/lockers may require payment for replacement.
- You are expected to keep the outside of your locker clean from designs, stickers, etc.
- Locks are to be kept locked at all times. Jamming lockers open is not allowed.
- Students may only use their own assigned locker.
- *Items stored in lockers are the responsibility of the student. Lockers are for books and garments only.*
- If you have any problem with your locker or lock, report it to the office or to maintenance.
- It is your responsibility to maintain a clean locker and throw all trash in the garbage receptacles.
- **COMBINATIONS ARE ISSUED ONLY TO PERSONS ASSIGNED TO A SPECIFIC LOCKER.**

**STUDENTS SHOULD NOT GIVE THEIR LOCKER COMBINATION TO ANOTHER STUDENT. IF A STUDENT GIVES HER/HIS LOCKER COMBINATION TO ANOTHER STUDENT, S/HE MAY LOSE HER/HIS LOCKER PRIVILEGES.**

- Glass bottles and empty soft drink cans shall not be stored in your locker.
- You may not have opened soft drinks in your locker.
- The Edwardsburg Public Schools and its personnel will not be responsible for any loss or damage to property stored in a locker by a student.

**LOCKER SEARCHES**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

**LOITERING**

Students are not allowed on middle school grounds after 3:15 p.m. unless they are involved in an extracurricular activity or have received permission from Administration. Students are not allowed on high school grounds after school concludes unless they are involved in an extracurricular activity.

**LOST & FOUND**

Articles found should be turned into the office. Failure to do so may be considered theft. If you have lost an article, you can check in the office to see if it has been turned in.

**MEDICATION**

The school must have a **pupil's parent/guardian's written permission** and request to administer any prescription, non-prescription and herbal medications (including those taken by mouth, by inhaler, those that are injectable, and those applied as drops to the eyes, nose or skin). **Written instructions from a physician**, which include the name of the pupil, name of the medication, dosage of the medication, route of administration and time the medication is to be administered to the pupil shall accompany the above request and be kept on record by the school. These instructions shall be renewed every school year.

All medications must be delivered to the office by a parent or legal guardian, unless special arrangements have been made with the principal. Failure to follow the guidelines above may result in the student being viewed as being in possession of a controlled substance and/or drugs.

**OPEN GYM**

EMS students have the opportunity to participate in open gym during the morning passing period time. The following expectations are shared with students during the handbook meetings that occur at the beginning of the school year:

1. 6<sup>th</sup> and 8<sup>th</sup> grade students are allowed to participate in Morning Open Gym on odd number calendar days. 7<sup>th</sup> grade students are allowed to participate on even calendar days. Open Gym will be from 7:10 a.m. to 7:25 a.m.
2. You are allowed in the gymnasium when the P.E. teachers open the gymnasium doors. Any student that is in the gym before he/she open the doors will be asked to not participate in open gym until a time that is set forth by administration.
3. Please make sure all your school bags are in your school lockers. Bags will not be allowed in the gymnasium.
4. When participating in open gym, you are allowed to shoot basketballs and play basketball games. Please refrain from using physical contact or horse playing during the open gym time.
5. When the bell rings at 7:25 a.m., you will be expected to return all physical education equipment to the proper locations, as directed by the P.E. teachers.
6. When shooting a basketball during open gym, you will be expected to shoot the basketball from the 3-point line to the basket.
7. Please refrain from kicking the basketballs during open gym time.
8. You are allowed to go into the locker rooms for physical education class when the first bell rings at 7:25 a.m.
9. Students are expected to move in the gymnasium at all times, please refrain from sitting or lying down during open gym time.

PLEASE NOTE, FAILURE TO FOLLOW THE OPEN GYM EXPECTATIONS LISTED ABOVE WILL RESULT IN REMOVAL FROM PARTICIPATION IN OPEN GYM AND/OR CONSEQUENCES THAT RESULT FROM OFFENSES IN OUR STUDENT HANDBOOK CODE OF CONDUCT.

**RESTRICTION/SUSPENSION**

In-School Restriction (ISR) is housed at the Middle School in room 191. Students must be in the ISR classroom promptly at 7:20 a.m. If the student is late for ISR, s/he must report to the Middle School office and request a Tardy Admit Slip.

The atmosphere at ISR is very structured. The student remains in the restriction room the entire day and is assigned a study booth. Students are expected to do school and/related work. *Each student's daily assignments will be delivered to him or her for an opportunity to earn those days academic credit in all subjects.* Students may have hot or sack lunch in the ISR classroom. All rules as stated in the parent/student handbook will be in effect. In addition, the students will be given a copy of the following ISR rules daily:

- All regular school rules apply.
- No talking without permission.
- Students are to sit in assigned seats and may not leave them without permission.
- No sleeping.
- Students are to report on time and be seated.
- Students are allowed one bathroom break in the morning and one in the afternoon.
- Students are allowed to accumulate four (4) negative behavior points per day. A behavior point will be given for each incident of talking, noise, sound, action, or behavior the supervisor deems inappropriate including leaving a seat without permission. Three behavior points will be given for an unexcused tardy. Students who receive five (5) behavior points will be assigned to the ISR classroom for one (1) additional day.
- Absences will not count as restriction room time. If a student is absent anytime during the restriction period, that time will be made up in the restriction room.
- Students are expected to complete all work assigned to them each day.
- Before a student's ISR consequence concludes, the student will meet directly with the assistant principal. Behavior modification will be provided to help the student learn from the specific misbehavior that placed him/her in the ISR classroom.
- Failure to comply with the above rules and/or refusal to attend will result in an Out of School Suspension (OSS) for the length of the original restriction or such other penalty as the administration may deem appropriate.

Out of School Suspension (OSS), is when a student is suspended from school without an opportunity to attend the In-School Restriction (ISR) program. The student will have the opportunity to make up missed assignments and/or tests.

## RETENTION

Retention at the middle school level may be recommended when a student is experiencing significant academic difficulty that may be related to developmental, medical, and/or behavioral complications. Students being considered for retention will first be reviewed by the Edwardsburg Middle School Student Intervention Team. Final recommendation for retention will only occur with the agreement of the building principal.

Consideration for retention shall be based upon the following criteria:

- 1) Maturity Level (Behavior, Social Interaction, Physical Size, Responsibility),
- 2) Completion of Grade Level Objectives (Attendance, Study Skills, Grades, Completion of Work),
- 3) Repetition of the grade will benefit the student, and
- 4) Building Administration agreement with the recommended course of action.

## SAFETY DRILLS

Periodic fire, tornado, and lockdown drills will be conducted. Each classroom is directed to assigned areas where students will be expected to remain quiet and orderly throughout.

## SATURDAY DETENTION

The following expectations will be in effect while attending Saturday Detention:

- Saturday detention is held each Saturday from 8:00 a.m. to 12:00 p.m. at the Middle School in room 191. Transportation to Saturday detention is the student or parent's responsibility.
- All rules as stated in the parent/student handbook will be in effect.
- If the student is assigned Saturday detention prior to Thursday, s/he must serve detention that Saturday. If the student is notified on or after Thursday, s/he has the option of completing their detention on either of the next two Saturdays. If the student has work obligations, s/he must make necessary arrangements with their employer. If a student is assigned an additional day of Saturday detention prior to completing the first, it must be completed on a consecutive Saturday basis.
- Students are to be in their seats by 8:00 a.m. or they will be considered absent.
- Students must bring their own course work and related reading material to study.
- Students are allowed one bathroom break in the morning.
- If a student becomes ill while s/he is in Saturday detention and needs to go home, the time spent will not count and s/he will be required to make up the entire morning the following Saturday.
- Students are expected to comply with the behavior standards of the detention room. Failure to comply with these standards will result in In-School Restriction (ISR) or Out of School Suspension (OSS) being assigned.
- Students are not allowed to talk or pass notes unless they are given permission by the supervisor.
- Students may not eat or drink in the Saturday detention classroom.
- Students will not play I-Pods/MP3 players. A student may have a cell phone in the Saturday detention classroom, but the cell phone must be off and in the

student's bag. Failure to follow any of these expectations will result in a cell phone/electronic device violation.

- Appropriate dress, as defined in the student/parent handbook, is required.
- Writing on the walls or the desk will result in an additional Saturday detention.
- Students are allowed to accumulate four (4) negative behavior points per day. A behavior point is given for each incident of talking, sound, noise, head on desk, sleeping, action or behavior the supervisor deems inappropriate including leaving their seat without permission. When students receive five (5) behavior points, they will be assigned a day of In-School Restriction (ISR) or Out of School Suspension (OSS).
- The first offense for a student who fails to show for Saturday detention will result in one day ISR/OSS. The second offense will result in two days ISR/OSS.

### SCHEDULES

When a class is selected as part of a student's schedule, there are only three situations that will allow a revision of the schedule:

- If it is discovered that a mistake has been made and the student has already received credit for the class.
- If present teacher agrees that a student is giving his/her best effort and is academically overmatched.
- If both teachers, outgoing and incoming, agree that a move is in the best interest of the student.

### SCHOLASTIC RATING

Report cards are issued every nine weeks. Report cards will be mailed at the end of the school year unless a student owes money for fines, lost books, etc. Grade point averages are figured on the following basis:

- A.....Excellent (4.0)
- B.....Above Average (3.0)
- C.....Average (2.0)
- D.....Poor (1.0)
- F.....Failing (0.0)
- CR...Credit
- I.....Incomplete
- N.....No Mark

#### Academic Honors

Academic Honors will be determined at the end of each nine-week period. The following criteria will be used:

<i>Principal's List</i>	All A's
<i>Honor Roll</i>	3.3 - 3.99 GPA, no grade less than a C
<i>Honorable Mention</i>	3.0 - 3.29 GPA, no grade less than a C

#### Grading Scale

A 100-93	A- 92-90	B+ 89-87	B 86-83
B- 82-80	C+ 79-77	C 76-73	C- 72-70
D+ 69-67	D 66-63	D- 62-60	F 59 or below

### SCHOOL CLOSING

If school is to be closed due to inclement weather, listen for the announcement over radio stations and TV stations. These announcements are official so it is not necessary to call the school. In addition, whenever school is closed due to weather conditions, extracurricular activities for that date shall be postponed or carried on at the discretion of the administrators.

### SCHOOL ISSUED TEXTBOOKS/EQUIPMENT

Students are issued textbooks and other related equipment (i.e. athletic uniforms, calculators, etc.) during the school year. It is the responsibility of the student to care for this material and ensure that it is returned at appropriate times in satisfactory condition. Failure to return school items will result in fines assessed to the student. Fines will also be assessed for school items returned in damaged condition.

### SEARCH AND SEIZURE

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles of a student, in accordance with the following policy.

#### School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by a school official. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs, when the Superintendent has reasonable suspicion that illegal drugs may be present in a school. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board.

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search the person or property (including vehicles) of a student, with or without the student's consent, whenever they have individualized, and reasonable suspicion that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history. Search of a student's personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the building principal, who shall seek the freely offered consent of the student to the inspection. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

The principal shall be responsible for the recording in writing of each student search, resulting in disciplinary action including the reasons for the search; information received that established the need for the search; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

### **SECURED ENTRANCE**

During the school day, access to the building is limited to the use of the front door. All other doors are locked and staff has been instructed not to open those doors to parents or visitors. Visitors have to press a buzzer at the front door and announce their name and purpose in order to be admitted into the school. The front office staff will open the doors electronically. All parents and visitors must sign in and out at the office. This allows us to know who is in the building at all times.

Visitors and volunteers must wear office-issued nametags while in the building. These nametags are available at sign-in and are collected at the time of departure. Staff has been

instructed to question persons without the proper identification badge and to direct them to the office. Please help us to keep our school safe by following this simple procedure.

### **SOLICITING**

Students are not to solicit or sell any item(s) on school property without permission from the office.

### **STUDENT INTERNET USAGE**

The purpose of this agreement is to provide Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills. The intent of this contract is to ensure that students will comply with all Internet acceptable use policies approved by the District.

In exchange for the use of the Network resources either at school or away from school, I understand and agree to the following:

- A. The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The District reserves all rights to any material stored in files which are generally accessible to others and will remove any material which the District, at its sole discretion, believe may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their District-approved computer account/access to obtain, view, download, or otherwise gain access to such materials.
- C. All information services and features contained on District or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
- D. The District and/or Network resources are intended for the exclusive use by their registered users. The student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for loss of access privileges. The District and/or Network resources, including email, are subject to monitoring and review by the District. Therefore, students shall have no expectation of privacy regarding information and communications of which the District and/or Network resources, including email, are utilized.

- E. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the District. Misuse shall include, but not be limited to:
- 1) Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
  - 2) Misrepresenting other users on the Network.
  - 3) Disrupting the operation of the Network through abuse of the hardware or software.
  - 4) Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
  - 5) Interfering with others use of the Network.
  - 6) Extensive use for noncurriculum-related communication.
  - 7) Illegal installation of copyrighted software.
  - 8) Unauthorized down-sizing, copying, or use of licensed or copyrighted software.
  - 9) Allowing anyone to use an account other than the account holder.

### **TARDINESS TO CLASS**

A tardy occurs anytime a student reports late to class. An unexcused tardy will be given only when a student is not in the classroom when the bell rings, unless the student has an excused pass from a member of school personnel. In all cases, the student must report to the office for a pass in order to enter the classroom. Any student over 15 minutes late for class will be marked absent instead of tardy. Tardies are tabbed throughout the semester.

### **TELEPHONE AND OFFICE USAGE**

Students are allowed to use office telephones for emergency calls. Students may only use the office telephones when granted permission by office personnel.

### **TESTING OUT POLICY**

The Board of Education of the Edwardsburg Public School District acknowledges that some pupils may have acquired knowledge or skills at levels that would allow them to demonstrate a reasonable degree of mastery without taking specified courses. Further, Section 1279B and E of the School Code of Michigan may have been amended to allow such students to request an opportunity to demonstrate mastery in the range of courses offered by Edwardsburg Public Schools.

Students wishing to test out of a course shall fulfill the following requirements:

1. Provide a written statement to the building principal requesting an opportunity to test out of a specific course.
2. The principal will notify the department chairperson. The following materials will be prepared for the student:
  - A. Listing of course objectives
  - B. Course syllabus
  - C. Description of examination(s)

This material will be provided to students at a meeting with parent, student, administrator, and subject teacher. Students are encouraged to request testing-out opportunity as early as

possible during a semester allowing more time for preparation.

3. Exams will be administered on the following days:
  - A. In the afternoon of semester 1 exam week.
  - B. In the afternoon of semester 2 exam week.
  - C. Two week period prior to first day of school. The test will be proctored by the subject area teacher or an administrator.
4. Exams will be semester exams. Students must pass the first semester of a year long course before they are eligible to take second semester exams.
5. Students will demonstrate proficiency of course content by achieving a C+ or higher on the examination. Some courses may require written papers, projects, or portfolios as an alternative or in addition to the semester examination.
6. Students are provided one opportunity to successfully test out of a course. There will be no retesting.
7. Testing out will not apply to state mandated courses, such as Physical Education, nor to group performance based courses such as Band or Choir.

### **TRUANCY**

Excessive absences, “truancy” or “skipping”, will generally be handled in the following manner:

- Students under the age of sixteen (16) will be referred to the School Resource Officer for action. Either the parent(s) or legal guardian(s) or both, and the student can be petitioned into the Cass County Juvenile Court for violations of State Laws concerning truancy.

In all truancy cases, the school administration may exercise their discretion on what remedies to take, what referrals should be forwarded, or what action would be made to correct the truancy. The administration may make a referral to the School Resource Officer in all cases where absences are excessive. According to Cass County Truancy Protocol, truancy can be filed with the Edwardsburg Police Department if a student acquires six or more unexcused absences.

### **VISITORS**

#### All Incoming Visitors

All visitors coming into the building are to report to the office and obtain a visitors ID badge. The Cass County School Protection Ordinance will be strictly enforced. In part, the Cass County School Protection Ordinance orders that: "No unauthorized persons shall enter and remain in any school building or upon any school property whether public, private or parochial for any reason whatever unless such person has received written consent from the principal to be in any such public, private or parochial school building or upon such school property.

Any unauthorized person shall mean any person who is not a regularly enrolled student in the school building or school grounds entered, or a parent or guardian of such student, or

a teacher or other employee in such school building. Any person who shall violate any provision of this ordinance shall, upon conviction, be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days or by both such fine and imprisonment." This ordinance was passed by the Cass County Board of Commissioners on February 13, 1974, and became effective March 6, 1974.

Student Visitors

All visitors entering the Middle School building are to report to the office. If a student wishes to bring a guest to school, then the following guidelines must be met. The guest must:

- Be of Middle School age.
- Not be absent from their home school in order to attend.
- Have prior authorization from the building principal.
- Secure a visitors pass from the office on the day of the visit.

## CODE OF CONDUCT

The primary objective of student discipline is to promote a learning environment in which complete attention may be directed to the teaching/learning activities. Therefore, the Edwardsburg Public Schools Board of Education adopted the Middle School Code of Conduct. The following guidelines will be followed:

- The listed consequences are a possible range of choices. The administration has the autonomy to invoke any disciplinary measure necessary to insure the positive operation of the school. Referrals to police and juvenile authorities will be made, when appropriate.
- Regulations covered in this handbook are in effect at school and at any school approved activity, whether on or off the school premises. Regulations are also in effect while students are “enroute to and from school”. All penalties must be served prior to the student being readmitted to school.
- Any student that has In-School Restriction (ISR) or Out of School Suspension (OSS) will not be allowed to attend or participate in any extracurricular activity.
- Violation(s) under the Code of Conduct may result in the removal of a student from any extracurricular activity for a period of time deemed appropriate by administration.
- The building principal may recommend expulsion proceedings against a student whenever, in his/her judgment, the documented behavior pattern of the individual or the seriousness of the offense is opposed to the process of formal education within the Edwardsburg Public Schools.

## VIOLATIONS AND CONSEQUENCES

- |   |   |                                     |   |                                |  |                  |   |
|---|---|-------------------------------------|---|--------------------------------|--|------------------|---|
| <b>1. Alcohol/Marijuana, illegal drugs, and other controlled substances</b>   | <table border="0" style="width: 100%;"> <tr> <td style="padding-left: 20px;">a. Possession/Use Under Influence</td> <td style="padding-left: 20px;">Confiscation and 10 days OSS<br/>Recommended expulsion</td> </tr> <tr> <td style="padding-left: 20px;">b. Transfer</td> <td style="padding-left: 20px;">Confiscation and Recommended expulsion</td> </tr> <tr> <td style="padding-left: 20px;">c. Paraphernalia</td> <td style="padding-left: 20px;">2 days ISR/OSS<br/>3 days ISR/OSS<br/>5 days ISR/OSS<br/>10 days ISR/OSS</td> </tr> </table> | a. Possession/Use Under Influence   | Confiscation and 10 days OSS<br>Recommended expulsion | b. Transfer                    | Confiscation and Recommended expulsion | c. Paraphernalia | 2 days ISR/OSS<br>3 days ISR/OSS<br>5 days ISR/OSS<br>10 days ISR/OSS |
| a. Possession/Use Under Influence   | Confiscation and 10 days OSS<br>Recommended expulsion   |                                     |   |                                |  |                  |   |
| b. Transfer   | Confiscation and Recommended expulsion  |                                     |   |                                |  |                  |   |
| c. Paraphernalia  | 2 days ISR/OSS<br>3 days ISR/OSS<br>5 days ISR/OSS<br>10 days ISR/OSS   |                                     |   |                                |  |                  |   |
| <b>2. Arson</b>   | Recommended expulsion   |                                     |   |                                |  |                  |   |
| <b>3. Bullying/Harassment/Intimidation/Menacing</b>   | ISR, OSS, Recommended expulsion   |                                     |   |                                |  |                  |   |
| <b>4. Cell Phones/Electronic Devices</b><br>Possession/Use, not complying with electronic device policy (off and inside locker)   | Warning and confiscation<br>2 days ISR/OSS<br>5 days ISR/OSS<br>10 days ISR/OSS   |                                     |   |                                |  |                  |   |
| <b>5. Cheating</b><br>Copying, using, or representing another individuals work as one’s own. Allowing others to copy is also cheating.  | <table border="0" style="width: 100%;"> <tr><td>1. Failure on test/exam/assignment.</td></tr> <tr><td>2. Failure on test/exam/assignment/2 days ISR.</td></tr> <tr><td>3. Failure for marking period.</td></tr> <tr><td>4. Failure for the semester.</td></tr> </table>   | 1. Failure on test/exam/assignment. | 2. Failure on test/exam/assignment/2 days ISR.        | 3. Failure for marking period. | 4. Failure for the semester.           |                  |   |
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| 2. Failure on test/exam/assignment/2 days ISR.  |   |                                     |   |                                |  |                  |   |
| 3. Failure for marking period.  |   |                                     |   |                                |  |                  |   |
| 4. Failure for the semester.  |   |                                     |   |                                |  |                  |   |
| <b>6. Closed campus violation</b><br>Students will not be allowed to leave the Middle School campus during the school day without obtaining permission from the Administration. | 5 detentions/Sat. detention<br>3 days ISR/OSS<br>5 days ISR/OSS<br>10 days ISR/OSS  |                                     |   |                                |  |                  |   |
| <b>7. Degrading another student</b><br>This includes but is not limited to disgraced, shamed, dishonored, slandered, disrespect, put down, humiliated and/or ridiculed.         | 3 detentions<br>5 detentions/Sat. detention<br>3 days ISR/OSS<br>5 days ISR/OSS   |                                     |   |                                |  |                  |   |
| <b>8. Dress code violation</b><br>The student will be removed from class until standards are met and/or additional consequences as denoted.                                     | Warning/Parent Notification<br>2 detentions<br>5 detentions/Sat. detention<br>2 days ISR/OSS<br>5 days ISR/OSS  |                                     |   |                                |  |                  |   |

<b>9. Excessive display of affection</b>	Warning/Parent Notification 2 detentions 5 detentions/Sat. detention 2 days ISR/OSS	<b>22. Insubordination</b> Refusal to comply with a reasonable request of a <b>substitute teacher</b> , or disrespect.	5 detentions/Sat. detention 2 days ISR/OSS 5 days ISR/OSS 10 days ISR/OSS
<b>10. Excessive tardiness</b> 1 <sup>st</sup> Tardy 2 <sup>nd</sup> Tardy 3 <sup>rd</sup> Tardy 4 <sup>th</sup> Tardy	Verbal warning 1 detention 2 detentions 1 Saturday detention	<b>23. Laser Pens (Pointers)</b>	
<b>11. Extortion</b>	5 days ISR/OSS 10 days ISR/OSS Recommended expulsion	a. Possession	Confiscation and 3 detentions 3 days ISR/OSS 5 days ISR/OSS
<b>12. Failure to attend after school detention</b>	2 additional detentions Saturday detention In-School Restriction	b. Use	Confiscation and 1 day ISR/OSS 3 days ISR/OSS 5 days ISR/OSS
<b>13. Failure to attend Saturday detention</b>	1 day ISR/OSS 2 days ISR/OSS	<b>24. Persistent Disobedience</b>	5 days OSS 10 days OSS Recommended expulsion
<b>14. Failure to attend a teacher assigned detention</b>	2 detentions 5 detentions/Sat. detention 2 days ISR/OSS	<b>25. Physical Assault</b> Is different from fighting because it does not involve at least two active participants. Macing a person is viewed as an assault.	5 days OSS 10 days OSS Recommended expulsion
<b>15. False fire alarm and bomb threat</b>	Recommended expulsion	<b>26. Possession of property belonging to others</b> (i.e. theft)	Restitution and 1 day ISR/OSS 3 days ISR/OSS 5 days ISR/OSS 10 days ISR/OSS
<b>16. Fighting</b> Physical contact in which two or more students are active participants which does or could cause bodily harm. Hitting, slapping, shoving, pushing, tripping, pinching, or spitting.	3 days ISR/OSS 5 days ISR/OSS 10 days ISR/OSS	<b>27. Possession or use of dangerous weapons</b>	10 days OSS/Confiscation Recommended expulsion
<b>17. Forgery of school documents</b>	2 detentions 5 detentions/Sat. detention 2 days ISR/OSS 5 days ISR/OSS	<b>28. Possession or use of fireworks or other noxious substances</b>	Confiscation and 5 days ISR/OSS 10 days ISR/OSS Recommended expulsion
<b>18. Hall pass violation</b> Students are not permitted to be in the halls without securing a pass from school personnel.	2 detentions 5 detentions/Sat. detention 2 days ISR/OSS 5 days ISR/OSS	<b>29. Sexting</b>	ISR, OSS, Recommended expulsion
<b>19. Inappropriate behavior in school</b>	2 detentions 5 detentions/Sat. detention 2 days ISR/OSS 5 days ISR/OSS 10 days ISR/OSS	<b>30. Sexual Harassment</b>	5 days ISR/OSS 10 days ISR/OSS Recommended expulsion
<b>20. Indecent exposure</b>	5 days ISR/OSS 10 days ISR/OSS Recommended expulsion	<b>31. Skipping class/school</b> Truancy or willful absence	1 day ISR/OSS 3 days ISR/OSS 5 days ISR/OSS *School resource officer will be notified for repeat offenders.
<b>21. Insubordination</b> Refusal to comply with a reasonable request of school authorities, or disrespect.	2 detentions 1 day ISR/OSS 2 days ISR/OSS 5 days ISR/OSS 10 days ISR/OSS		

- 32. Students are forbidden to possess, use, or transfer any over-the-counter medication**  
This includes but is not limited to diet aids, look-alike drugs, counterfeit drugs, or prescription drugs.
- a. Possession/Use/Under Influence      Confiscation and  
5 days OSS  
10 days OSS  
Recommended expulsion
- b. Transfer      Confiscation and  
10 days OSS  
Recommended expulsion
- 33. The intentional or deliberate act of pushing, shoving, or striking a teacher, school employee, or other guest lawfully permitted to be in the building.**      Recommended expulsion
- 34. Threatening/Dangerous Behavior**  
Verbal harassment, incitement to fight, or actions which place other students in danger.      1 day ISR/OSS  
2 days ISR/OSS  
5 days ISR/OSS  
10 days ISR/OSS
- 35. Threatening school personnel**      5 days OSS  
10 days OSS  
Recommended expulsion
- 36. Throwing food in the cafeteria**      5 detentions/Sat. detention  
2 days ISR/OSS  
5 days ISR/OSS
- 37. Throwing foreign objects at school employees, students, guests in or at the building.**      5 detentions/Sat. detention  
2 days ISR/OSS  
5 days ISR/OSS  
10 days ISR/OSS
- 38. Tobacco**
- a. Possession/Use      Confiscation and  
3 days ISR/OSS  
5 days ISR/OSS  
10 days ISR/OSS
- b. Paraphernalia      2 days ISR/OSS  
3 days ISR/OSS  
5 days ISR/OSS  
10 days ISR/OSS
- 39. Use of obscene/profane language in verbal or written form, in pictures, caricatures, and/or gestures.**      3 detentions  
5 detentions/Sat. detention  
3-5 days ISR/OSS
- 40. Use of obscene/profane language in verbal or written form in pictures, caricatures, gestures directed at school personnel.**      5 days ISR/OSS  
10 days ISR/OSS  
Recommended expulsion

- 41. Willful destruction or defacement of school property, either intentionally or as a result of inappropriate behavior.**      1-10 days ISR/OSS and full payment of labor and replacement cost of items.

## **PROCEDURES WHEN SUSPENDING A STUDENT**

### **Preliminary Hearing**

No student may be suspended without a hearing unless there is a threat to the safe/orderly operation of the school, or it is otherwise impossible or unreasonably difficult to hold such hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable.

The principal or designee shall provide the student with an oral or written notice of charges against him/her and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why he/she should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parents may be informed of the charges and the preliminary hearing if the principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible. The principal and superintendent may impose a suspension of up to ten days duration. Suspensions imposed by the superintendent shall be in accordance with the aforementioned procedure.

### **Sending a Student Home**

Unless the student is an immediate threat to the safety of the school, he/she should remain in the school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain in the office or ISR until school is dismissed. The principal may forego the previous provisions in the event of mass violation of school rules or where it is not possible to keep the student on school grounds and restore order or protect people on school property. In such an emergency situation, the principal shall contact the Superintendent.

## **NOTICE OF APPEAL PROCEDURES FOR STUDENT SUSPENSION**

- A. Parents may request a conference with the principal (or Superintendent if the suspension was imposed by the Superintendent) within the period of separation or suspension. The principal (or Superintendent if the suspension was imposed by the Superintendent) shall affirm or modify the terms of his/her action within three (3) school days from the date of the conference.
- B. *Except in cases involving alleged violations of due process*, there shall be no right to appeal short-term suspension decisions by the Superintendent. Within

three (3) school days from the principal's decision concerning the short-term suspension, the parents or legal guardian may appeal such decision to the administrative review panel. The administrative review panel shall affirm or modify the decision of the principal within three (3) school days from hearing the appeal. *For suspensions of ten (10) days or less, the administrative review panel's decision is final with the sole exception of cases involving alleged violations of due process.*

- C. For suspensions greater than ten (10) days, the superintendent's decision may be appealed to the Board of Education within five (5) school days of such decision.
- D. The Board of Education shall schedule a hearing as soon as practicable, but not later than the next regularly scheduled Board of Education Meeting and shall notify the parents that said hearing be conducted under the following rules and procedures:
  - 1. Written notice shall be given of the time, date, and place of the hearing.
  - 2. The student should be represented by his parent, guardian, or other adult advisor of their choosing.
  - 3. Witnesses may be present at the hearing and the student or his representative may question witnesses.
  - 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
  - 5. There may be present at the hearing the principal, the Board of Education's attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
  - 6. The Board of Education shall render a written opinion of its determination within three (3) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

## **ANNUAL PUBLIC NOTICES**

### **Nondiscrimination Clause**

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.

If any person believes that the Edwardsburg Public Schools District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act and The Americans with Disabilities Act, s/he may bring forward a

complaint to the district's Civil Rights Coordinator, Assistant to the Superintendent for Academic Services, Edwardsburg Public Schools, 69410 Section Street, Edwardsburg, Michigan 49112 (269-663-1048).

### **Grievance Procedures**

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

#### **Step 1**

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

#### **Step 2**

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

#### **Step 3**

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

#### **Step 4**

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

## Student Records

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use of information about individual students.

Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as: 1) interest inventories and aptitude tests, 2) vocational preference inventories, 3) achievement tests, and 4) standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information not appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- C. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- D. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of

handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

#### DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information":

- a student's name;
- address;
- telephone number;
- date and place of birth;
- major field of study;
- participation in officially recognized activities and sports;
- height and weight, if a member of an athletic team;
- dates of attendance;
- date of graduation;
- awards received;
- honor rolls;
- scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

#### ARMED FORCES RECRUITING

The Board shall provide United States Armed Forces recruiters with at least the same access to the high school campus and to student directory information (names, addresses, and telephone listings of secondary students) as is provided to other entities offering educational or employment opportunities to those students. "Armed forces of the United States" means the armed forces of the United States and their reserve components and the United States Coast Guard.

If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or the parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives, then the officials of the school shall not allow that access to the student's directory information. The Board shall ensure that students and parents and guardians are notified of the provisions of the opportunity to deny release of directory information.

The Board may disclose "directory information" on former students without student or parental consent.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPR. Parents and/or eligible students who believe their rights have been violated may file a complaint with:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.

#### Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents and their children. 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, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

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

the request is received by the building principal. The district is to notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified above, in a timely manner, and which allows parents to request an opportunity to inspect the survey, analysis, or evaluation. Policy allows the parent the option of excluding their student from the activity. The reporting of collected data will be in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students. Occasionally, students may be given school surveys to establish baseline perception data, identify areas for improvement, and/or track progress over time as part of the school improvement process.

**Review of Instructional Materials and Activities**

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to the student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such

as materials accessible through the Internet). The term does not include academic tests or assessments.

**PUBLIC ACT 103 OF 1999 SENATE BILL  
183 TEACHER INITIATED SUSPENSION**

A teacher may suspend a student from a class, subject, or activity for up to one (1) full day for the following conduct:

1. extortion
2. fighting
3. indecent exposure
4. physical assault
5. possession/use of dangerous weapons
6. possession/use of laser pens
7. possession of property belonging to others
8. possession/use of fireworks or other noxious substances
9. possession/use of tobacco
10. sexual harassment
11. threatening school personnel
12. throwing foreign objects
13. use of obscene/profane language toward school personnel
14. willful destruction/defacement of school property

**MIDDLE SCHOOL INCENTIVES**

**Attendance**

Any student achieving no absences, no suspensions and no tardies for a semester will be invited to a luncheon held during the school day away from school grounds.

**Academics**

Students who receive a 4.0 grade point average for a semester will be invited to a luncheon with the middle school principal. Incentives will also be provided for students that show achievement/growth on state/local mandated assessments.

**Attitude**

Kindness is Contagious tickets – This program is intended to reward students for charitable acts toward staff, students, or visitors in our school building. Each teacher will have a supply of tickets which they hand out when they observe a good deed. Each Friday, a drawing occurs, honoring students with prizes.

**BELL SCHEDULES**

**6<sup>th</sup> Grade**

**Regular Schedule**

1 <sup>st</sup> Hour	7:30 – 8:20 a.m.
2 <sup>nd</sup> Hour	8:25 – 9:15 a.m.
3 <sup>rd</sup> Hour	9:20 – 10:15 a.m.
4 <sup>th</sup> Hour	10:20 – 10:40 a.m.
Lunch	10:40 – 11:10 a.m.
4 <sup>th</sup> Hour Cont.	11:15 – 11:40 a.m.
5 <sup>th</sup> Hour	11:45 a.m. – 12:35 p.m.
6 <sup>th</sup> Hour	12:40 – 1:30 p.m.
7 <sup>th</sup> Hour	1:35 – 2:21 p.m.

**Late Schedule**

1 <sup>st</sup> Hour	9:30 – 9:50 a.m.
2 <sup>nd</sup> Hour	9:55 – 10:15 a.m.
3 <sup>rd</sup> Hour	10:20 – 10:40 a.m.
Lunch	10:40 – 11:10 a.m.
4 <sup>th</sup> Hour	11:15 – 11:40 a.m.
5 <sup>th</sup> Hour	11:45 a.m. – 12:35 p.m.
6 <sup>th</sup> Hour	12:40 – 1:30 p.m.
7 <sup>th</sup> Hour	1:35 – 2:21 p.m.

## 7<sup>th</sup> Grade

### Regular Schedule

1 <sup>st</sup> Hour	7:30 – 8:20 a.m.
2 <sup>nd</sup> Hour	8:25 – 9:15 a.m.
3 <sup>rd</sup> Hour	9:20 – 10:15 a.m.
4 <sup>th</sup> Hour	10:20 – 11:10 a.m.
5 <sup>th</sup> Hour	11:15 a.m. – 12:05 p.m.
Lunch	12:05 – 12:35 p.m.
6 <sup>th</sup> Hour	12:40 – 1:30 p.m.
7 <sup>th</sup> Hour	1:35 – 2:21 p.m.

### Late Schedule

1 <sup>st</sup> Hour	9:30 – 9:50 a.m.
2 <sup>nd</sup> Hour	9:55 – 10:15 a.m.
3 <sup>rd</sup> Hour	10:20 – 10:40 a.m.
4 <sup>th</sup> Hour	10:45 – 11:10 a.m.
5 <sup>th</sup> Hour	11:15 a.m. – 12:05 p.m.
Lunch	12:05 – 12:35 p.m.
6 <sup>th</sup> Hour	12:40 – 1:30 p.m.
7 <sup>th</sup> Hour	1:35 – 2:21 p.m.

## 8<sup>th</sup> Grade

### Regular Schedule

1 <sup>st</sup> Hour	7:30 – 8:20 a.m.
2 <sup>nd</sup> Hour	8:25 – 9:15 a.m.
3 <sup>rd</sup> Hour	9:20 – 10:15 a.m.
4 <sup>th</sup> Hour	10:20 – 11:10 a.m.
Lunch	11:10 – 11:40 a.m.
5 <sup>th</sup> Hour	11:45 a.m. – 12:35 p.m.
6 <sup>th</sup> Hour	12:40 – 1:30 p.m.
7 <sup>th</sup> Hour	1:35 – 2:21 p.m.

### Late Schedule

1 <sup>st</sup> Hour	9:30 – 9:50 a.m.
2 <sup>nd</sup> Hour	9:55 – 10:15 a.m.
3 <sup>rd</sup> Hour	10:20 – 10:40 a.m.
4 <sup>th</sup> Hour	10:45 – 11:10 a.m.
Lunch	11:10 – 11:40 a.m.
5 <sup>th</sup> Hour	11:45 a.m. – 12:35 p.m.
6 <sup>th</sup> Hour	12:40 – 1:30 p.m.
7 <sup>th</sup> Hour	1:35 – 2:21 p.m.

