

**SPRINGPORT MIDDLE SCHOOL PARENT/STUDENT HANDBOOK**

**Forward**

This handbook was developed to serve as a reference of Springport Middle School policies. Please acquaint yourself with the information provided in this handbook. If you have any further questions, please contact Springport Middle School at the telephone number listed below.

**Mission**

Springport Middle School is committed to providing a first-rate education to our diverse learning community.

We are dedicated to meeting the individual needs of each student, as we prepare them to be productive, responsible citizens, and successful in furthering their education.

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**Principal:** Tanya Overweg

**Secretary:** Tina Marsh

**Athletic Director:** Ron Clift

**Secondary Administrator:** Chris Kregel

**Address:** PO Box 100, 300 W. Main Street, Springport, MI 49284

**Phone:** (517) 857-3445    **Fax:** (517) 857-3453

**Office Hours:** 7:00 AM-3:30 PM

**Grades:** 6-7-8

**School Hours:** 7:50 am-2:50 pm

**Number of Students:** Approximately 250

*Note: Any times/names listed in this book are subject to change.*

**ACADEMIC CONTENT** Instruction in the areas of health education, HIV prevention education and/or sex education during the school year may be given to students. When teachers prepare for these units, parents will be notified of the content of the instruction to be given and will be given the opportunity to review the material before presentation to students.

**ANNOUNCEMENTS** Any announcements that are to be included in the daily bulletin are to be turned in to the office by 3:00 p.m. the previous day. No items of a personal nature will be allowed in the daily bulletin. Announcements are posted on the school website at <http://www.springportschools.net>

**ASSEMBLIES** Assemblies will be held from time to time during the school year. They will consist of pep assemblies, special speakers, movies, bands, special events, awards, etc. Students are to report to the assembly promptly and be seated. In no event are students to leave their seats unless prior arrangements have been made or permission has been granted. Students should remember that courtesy and good manners towards our guests should prevail at public performances and events. Those who fail to adhere to good conduct will be asked to leave and will be subject to disciplinary action. In the event that a student does not want to attend an assembly (with his/her parent's permission), that student will be assigned to a designated area of study.

**ATTENDANCE** In common with all schools today, we are concerned about student attendance. Primary responsibility for attendance lies with parents and students. Regular attendance is essential for student success. If a pattern of absences or tardiness develops, the school may send a letter to the parents at six (6) days or class periods and again at ten (10) days absent or tardy. If the problem persists the county truancy officer may be contacted at ten (10) days. In addition, parents may be required to verify all absences with a note from the doctor or dentist after 5 unexcused absences.

The Michigan School Code provides that a child's attendance at school shall be consecutive and continuous for the school year. Continuous attendance is an important factor in the academic success of the student. Therefore, students should not be excused from school for shopping, private lessons, or appointments that can be scheduled outside of the school day, or social activities which may interfere with school progress.

**Policy Statement** All students are expected to attend school regularly and be punctual for their classes so that they may benefit from the instructional program offered by the Springport Public Schools.

**Excused Absences** Illness, death in the family, religious activities, professional appointments, court appearances, and an emergency within the family should be the only reasons considered satisfactory for an absence from school. Absences must be explained by a note signed by the parent or guardian brought to the middle school office within three (3) days of the student's return to school. A telephone call from the parent or guardian is also permissible. The excuse should be dated and must indicate the dates and reason for the absence. If the student is absent for a doctor, dentist, or other appointment, the student should bring a slip from the appropriate office. Students must make up all work to receive full credit for their work. It is the student's responsibility to see that the work is completed within the teacher's assigned due dates.

**Unexcused Absences** These are absences that are needless. They also apply to the student who has taken the liberty of leaving school without reporting to the office. An unexcused absence will be issued to those who fail to bring a written excuse or have a parent or guardian call for a previous absence within 3 days of the absence.

**Suspension** A suspension is basically an unexcused absence. Students, however, will be allowed to make up work missed. It is the responsibility of the student to work out a time frame with the teacher for work to be accepted.

**Notification of Parents** After the third unexcused absence (and every three thereafter) from any class, the student will be assigned an after-school detention.

**Tardiness** On the first day of school each teacher will explain to the students what they consider tardy in their room. Whereas students will not be excluded from a room when they are late, it is very rude and disruptive for students not to be on time to every class. After three tardies in any one class, a student will be assigned to a detention period. Further detention assignments will be made for every tardy thereafter. Detentions cannot be served "simultaneously". That is, if a student is tardy three times in three classes, that student will be assigned to three separate detention sessions. Students are not considered tardy if they arrive in the room with a pass or an explanation from another staff member. Any student who is more than 10 minutes late to a class will be considered absent rather than tardy.

**Attendance at School Events** The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Any student absent from school for more than one half of the day without a prearranged excuse may not participate in or attend any after school function for that day. Any inappropriate behavior displayed at an after school function or event will result in the student being banned from at least one after school function or event.

**BLOODBORNE PATHOGENS** The Springport Public Schools are subject to regulations of the Occupational and Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and the human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the district who are, or could be, exposed to blood or other contaminated body fluids while performing their job duties. Due to the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and employees from the spread of these deadly viruses in the school environment. Part of the federally mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to the exposed employee and the treating physician to determine proper medical treatment. The

law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the district to request the consent. Although we expect the incidents of exposure will be few, we want to notify parents of these situations ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have an opportunity to consider it in advance.

**BUS RULES** According to the laws of the State of Michigan, it is the parent's responsibility to get the children to school. The Springport Public Schools provides bus service to all children who can abide by the rules and behave themselves on the bus. Students will be given copies of the bus rules and regulations by their respective drivers. Serious offenses of a disciplinary nature on the bus will also be dealt with in the student code of conduct.

**CELL PHONES** Students are allowed to have cell phones at school provided they are being used appropriately. Appropriate use is determined by the classroom teacher who is requesting its use and the principal and may include use of calculator, mp3 player and/or texting with specific directions. The use of cell phones for personal texts, sexting, cyberbullying is prohibited.. The use of cell phones and other Electronic Communication Devices are strictly prohibited in bathrooms or locker rooms.

**COMMUNICABLE DISEASES** Please refer to the Blood Borne Pathogens document available upon request from the office.

**COUNSELING SERVICES** Guidance and Counseling services provided by a professional school counselor are available to every student at Springport Middle School. Classroom guidance lessons are taught throughout the school year. In addition, individual and group services, student planning, consultation, support to parents, and career awareness is available to all students and parents. The professional counselor may also facilitate referrals to community support services for students and families. Parents who wish to contact the middle school counselor may do so by calling (517) 857-3445.

**CREDIT SYSTEM** Each academic class (English, math, social studies, science) shall be worth 1 credit each semester. In order for a student to be promoted to the next grade the following school year, that student must earn a passing grade in at least 6 of the 8 classes. Should a student fail to meet the requirements for promotion, the student's case will be brought before a faculty review committee. That committee will decide whether that student will be promoted or retained. The committee will take the following into consideration:

1. The improvement the student has shown from the first semester to the second.
2. The amount of effort put forth by the student to get him/herself ready for the next level.
3. The age and maturity level of the student.

Should the decision be made to retain the student, he/she shall have the opportunity to make up deficient credit(s) by using one or more of the following options:

- A) Six weeks summer tutoring (verified) with a teacher, college student, or high school senior in area(s) of deficiency. For the student to receive this credit, he/she must successfully pass a test administered by the teacher in the class failed before the end of the first week of the subsequent fall semester classes.
- B) Summer school credit (does not have to be in Springport).

**DETENTIONS** Detentions may be assigned for reasons including but not limited to: tardiness, absences, missing work, or behavior. Detention slips are handed to the student to be brought home for parent signature. Students who fail to serve a one hour detention will be assigned four noon-hour detentions. Should a conflict arise with a scheduled detention date, parents should contact the detention supervisor in advance for a rescheduled date.

**DRESS AND GROOMING CODE** School law in the State of Michigan requires that students attend school in appropriate dress. Any type of dress or hair style that is disruptive to the class, immodest, unsanitary, or deviates from the accepted standards of our school and community is prohibited. Neatness, cleanliness, and good taste should be evident at all times. Since it is difficult to predict in advance what problem areas may occur, guidelines will be interpreted to students at various times, either as a group or as individuals. We will continue to rely heavily upon the good judgment of parents as to their sons and daughters selection of clothing and manner of grooming.

Basic guidelines include (but are not limited to):

1. Shoes must be worn at all times. (Bedroom slippers are not shoes).
2. Hats are considered apparel for out of doors and are not to be worn in the school. Bandanas, kerchiefs, hoods etc. are considered to be hats. .
3. Walking length shorts four or more inches from the top of the knee are inappropriate.
4. Examples of inappropriate clothing are running shorts, bare midriffs, halter tops, tattered clothing that makes it indecent, spandex, pajamas, boxers, muscle shirts with low cut arms, tank top straps less than 3 inches in width, mini-skirts with slits, or long (floor length) skirts with slits 4" above the knee. No "stretch-type" of pants are permitted. Spandex worn under a short skirt or short shorts is not permissible.
5. Worn-out clothing that shows skin in areas that must be covered according to regular dress code rules is not permissible. A patch can be put underneath the worn area or another article of clothing can be worn under that area.
6. Clothing which advertises alcohol, tobacco, illegal substances, or contains obscenities or lewd pictures shall be prohibited. Gang related dress is not permitted.
7. No sagging will be allowed.

**DRILLS AND EMERGENCIES** Fire and disaster drills are held periodically during the school year. All students, teachers, and others in the building must take part in these drills. Procedures will be explained to the students in each of their classes by the teachers. Each student should familiarize him/herself with the rules for each room in which he/she spends any of his/her time. Instructions will be posted in every room for drills for tornadoes, bomb threats, fires, etc. Any student guilty of pulling a fire alarm as a prank shall be dealt with according to the discipline code.

**ELECTRONIC USERS AGREEMENT** Before any student uses school district electronic equipment, he/she must have on file in the office an electronic users agreement signed by the student and parent

**ENROLLMENT AND WITHDRAWAL FROM SCHOOL** State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students must be enrolled by their parent or legal guardian and provide copies of the following:

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

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. No student will be allowed to withdraw from school without the written consent of his/her parents. If transferring to another school district, parents must notify the principal of their intention to transfer. Transfer requests will only be authorized after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records of the student.

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

**GRADES** Grading is handled by individual teachers. For information on how a particular class is graded, please contact the individual teacher.

**HALL PASSES** A student must have a pass signed by a staff member before entering the hall during class time. Hall passes will be kept to a minimum.

**HOMEWORK** The Springport Public Schools adheres to the policy that homework is an integral part of the education process. Due to the nature of many of our courses, it is inevitable that homework will be assigned. Parents should monitor their child's work and keep in contact with the school. The following guidelines will apply for work missed due to an absence:

1. Work incomplete through an absence will be made up within the time equal to the absence (i.e. two days absent, two days to make up work.)
2. If absent on the day of a quiz or pre-scheduled test, the student will make up the missed exam or quiz upon return.
3. Any incompletes not made up in the specified period of time will become failures and recorded as such.
4. Report card incompletes must be made up by the end of the fourth week of the next marking period.
5. Final decisions concerning incompletes and make up work rest with the principal.
6. All work completed during an in-school suspension will receive full credit if turned in at the end of the day.
7. Students are to be aware of the individual procedures as laid out by their individual teachers concerning work missed and make-ups.

**HOMEBOUND INSTRUCTION** Springport Schools shall arrange for individual instruction to students who are not able to attend classes because of a physical or emotional disability. Parents should contact the office regarding procedures and application information for such instruction.

**HONOR ROLL** Students maintaining a 3.0 grade point average for a marking period will be named to the Honor Roll.

**INJURY AND ILLNESS** All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. Any student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**LEAVING THE CAMPUS** All middle school students leaving the campus during the regularly scheduled school day are to have secured permission from the office before doing so. Parents (or other approved adults) who pick up students before the end of the day must sign the student "out" in the office.

1. Any student leaving during the school day without permission will be considered truant and the discipline policy enforced.
2. The school cannot accept responsibility for the safety of any student should they decide to leave the school without permission.

3. All students are to leave the school at the end of the school day unless they are involved in an extra-curricular activity or are under direct supervision of a school approved adult.
  - a. Students are to have appropriate transportation at the conclusion of the activity or event.
  - b. Students without appropriate transportation may be dismissed from future activities and events.

**LOCKERS** Lockers are the property of the school district and are provided to students for their use. They are subject to search by school officials. Locker assignments are made by the office and no changes are to be made without permission from the office. Students are not to bring items or articles of great value or large sums of money to school. Students have the responsibility to keep their lockers neat, clean, and free from graffiti, food, and open containers. Students are encouraged to have locks on their lockers. Student may bring their own locks provided they leave a spare key (or the combination) with the office.

**LOITERING AND TRESPASSING** Violation of good school order sometimes occurs when persons pay unauthorized visits to the school or school property. All visitors, students, and non-students alike, are to report to the office, and receive a visitors pass to indicate the reason for being at school. Approval must be granted for visitors to remain at school. Students not involved in after-school activities need to leave the school premises within fifteen (15) minutes of dismissal. Students who loiter on the school premises without involvement in an after-school activity, will be subjected to disciplinary procedures.

**LOST AND FOUND** The lost and found department is located in or in front of the office. Any article lost or found should be reported to the office. Articles may be claimed by properly identifying the item by the rightful owner. Items will be disposed of monthly.

**LUNCH PERIOD AND CAFETERIA RULES** Each student has an assigned lunch period. All eating during the school day (except for very special occasions) must be done in the cafeteria.

1. Lunches brought from home are to be eaten only in the cafeteria and during the student's lunch period.
2. There is to be no food consumed in the hallways of the school.
3. Misuse of the cafeteria, or failure to follow specific rules in the cafeteria may result in a student being denied use of the cafeteria.
4. Students are not to be in the hallways during lunch period. They may stay in the cafeteria, go to the gymnasium (if available), go to the library (see library rules), or outside. Students may not leave the middle school campus during lunch time. Students who wander the hallways will receive disciplinary points. During lunch periods, students are to use the two restroom facilities near the cafeteria.
5. Students should have their student ID in order to purchase a school lunch. Student numbers are used to store account information.
6. Student may bring checks made out to "Springport Schools" and use the envelopes provided in the kitchen to deposit money into their accounts. Pay Schools on-line payment is available on the district website.

**LIBRARY** The library contains materials (books, magazines, pamphlets, slides, tapes, and reference materials) for your use. Proper behavior and conduct is required in the library at all times. Students may check out materials from the library in preparing for class or for personal use. During the school day, a student must have a pass from a teacher to use the library. Students may use the library at lunch time providing they are doing something of educational value at the time. **STUDENTS ARE NOT TO USE THE LIBRARY AS A GATHERING PLACE TO VISIT WITH THEIR FRIENDS!!** All materials are to be returned by the due date or a fine will be imposed for overdue materials. The library has an automated system for check-out. Any book returned with a missing bar code will subject the student to a \$5.00 charge. Fines for overdue materials (magazines, books and Reference books) are \$.05 per school day. All fines must be paid before any new materials can be checked out. Students with fines over \$.50 will not be allowed to attend certain activities and events and may not receive report cards until the fine is paid. If materials are lost, a replacement cost must be paid. Please be aware that the average cost of a hardbound library book is in the neighborhood of fifteen to twenty dollars. The average cost of a paperbound book is \$3.95 to \$7.95.

**MEDICATION** Before any prescribed medication or treatment may be administered to any students during school hours, the board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. A parent or guardian must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the board shall require the prior written consent of the parent along with a waiver of any liability to the district for the administration of the medication. Forms are available in the office.

**PARENT-TEACHER CONFERENCES** Parent-teacher or student-led conferences will be held in the fall and spring of the school year. This is an excellent opportunity for parents to meet with teachers to discuss the progress of their child at school and in their individual classes.

**POLICY OF NON-DISCRIMINATION** The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS** Springport Middle School is concerned for the safety of students and attempts to comply with all federal and state laws to protect students and staff from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available upon request.

**REVIEW OF INSTRUCTIONAL MATERIALS** Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**SCHEDULING** Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on a student's needs and available class space. Any changes in a student's schedule should be handled through the middle school office.

**SCHOOL CLOSING** In the event it is necessary to close school because of an emergency, local radio and television stations will be notified. To keep communication lines open, parents and students are asked not to call the school or school personnel. Generally, if a school closing is necessary because of the weather, the decision will be made as soon as possible in the morning.

**SCHOOL GROUPS** Springport Middle School offers a wide variety of extra-curricular activities including (but not limited to) athletics, Destination ImagiNation, Student Council, and other groups on a limited basis. Students are encouraged to participate and get involved in school activities. Students are reminded to observe sections 3a and 3b of "Leaving the Campus".

**SEARCH AND SEIZURE** Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Students are provided lockers and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. For information regarding the use of technology and the searching of informational databases, please refer to the district's user agreement policy, available in the middle school office.

**SEXUAL HARASSMENT** Any student who feels they have reason to believe that they are the victim of sexual harassment (defined as any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written, or visual) are to call this to the attention of the Anti-Harassment complaint coordinator, the superintendent. All complaints will be investigated and if the complaint is valid, discipline will be handled as part of the Student Rights and Responsibilities section of this handbook.

**STUDENT ILLNESS** Students who become ill at school, or students who are in need of minor first aid are to report to the office. In the case of first aid efforts, should the problem be solved the student will return to class. In the event of an illness, every effort will be made to contact parents so that arrangements may be made to pick up the student. If parental contact cannot be made, other numbers on the student enrollment card will be called in an attempt to have the student picked up from school. Students should not use personal cell phones to call home when they are ill as the office needs to be informed of student illnesses.

**STUDENT DRIVING REGULATIONS** Springport Middle School students shall not drive to or from school, either during regular school hours or for after school events and activities.

**STUDENT THREATS** : The board shall permanently expel a student in grade 6 or above if that student commits physical assault at school against a District employee, volunteer, or contractor. (Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence".

In addition, the board shall suspend or expel a student in grade 6 or above for a period of time determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school related activity.

**TELEPHONE** The telephone in the office is not to be used for personal calls not related to school activities. Permission must be granted from a staff member before the office phone is used by students. Personal messages will not be taken by school personnel. In the event of an emergency, messages will be delivered to students.

**TEXTBOOKS AND MATERIALS** Necessary texts and sufficient materials for each class will be supplied by classroom teachers. If a book is lost, the student will be expected to immediately make arrangements to purchase a school owned book as a replacement. At the close of the school year, the students will be expected to return school books and materials in the condition that they were issued, less normal wear and tear. Any wear beyond normal use will be determined by school personnel and the student will be held responsible for the cost of replacement of books and materials. Report cards will be held until students have taken care of their obligations.

**THEFT IN SCHOOL** Care of personal property is the responsibility of the student. Cases of theft are to be reported to the office, and, to the extent possible, school authorities will investigate the theft. Students and their parents are encouraged to file a police report on all thefts. To discourage theft, students should not bring items or articles of great value to school, nor should they give their locker combination to other students. Students are strongly encouraged to lock lockers when not in use.

**VISITORS PASS** Students wishing to bring a guest to school must make arrangements in advance. Students may contact the office to fill out the appropriate forms for a visitor. Visiting students will generally not be allowed if their school is in session. Teachers have the right to approve or disapprove of a visitor in their classroom. Should one teacher refuse permission for a visitor, the visitor will have to wait in the office during the hour on the day of the visit. If more than one teacher refuses permission for a visitor, the visitor will not be allowed to attend. Any person not a member of the student body or staff must have permission to be on the premises between 7:30 a.m. and 5:00 p.m. **STUDENTS ARE NOT TO BRING A GUEST TO SCHOOL UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.** You may be embarrassed and your friend may be inconvenienced by being refused permission to stay at school. No visitors will be allowed the day before or the day following a scheduled vacation or on exam days.

**WEAPON POSSESSION** A weapon includes conventional objects like guns, pellet guns, knives, *chains*, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, chains, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

**WORK PERMITS** Applications for work permits by students less than the age of eighteen (18) may be done by contacting the office. No student under the age of 18 may work without a permit.

### **STUDENT RIGHTS AND RESPONSIBILITIES SPRINGPORT MIDDLE SCHOOL**

1. **PREAMBLE:** We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the value of group dynamics, individuals will come to know and appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Therefore, we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow students to:
  1. Be accountable for their own actions and to realize that with privileges go responsibilities.
  2. Acquire the values and attitudes necessary for responsible citizenship.
  3. Display a positive attitude toward learning and the school environment.
  4. Know and obey the rules and decisions of those in authority.
  5. Demonstrate appreciation for the dignity and integrity of all.
  6. Respect the inherent rights of others and to display tolerance for persons belonging to various cultural, social, and ethnic groups.
  7. Develop a sense of responsibility to groups in which they participate.

Public schools serve many age groups whose rights differ according to their levels of maturity. We believe that a public school must have an orderly environment in which learning is not jeopardized by disruptions. Students must be given opportunities to bear responsibilities and to accept the reasonable exercise of authority. One of the most important student responsibilities is to obey all school rules and policies. A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

The Board is responsible for setting guidelines for governing schools, for providing a proper educational climate, and for the discipline of students. It is the policy of the Board that the basic premise of order will be maintained in the schools. First priority will be given to the safety of our students and the attainment of quality education, free from disruption, for those students who seek it and accept the related responsibilities.

We confirm that education cannot proceed without good discipline, fairly and consistently applied. Good discipline may be described as the absence of distractions, frictions, and disturbances, which interfere with the optimal functioning of the student, the class, and the school. It is also the presence of a friendly, yet businesslike, rapport in which students and school personnel work cooperatively toward mutually recognized and accepted goals.

To assist in the implementation and accomplishment of our students conduct goals, the Board has adopted specific policies and regulations as instruments to bring about a positive educational climate in our schools.

2. **APPLICATION:** Copies of this policy shall be distributed to all administrative offices for use in developing building level regulations. School administrators are expected to deal promptly with safety and disciplinary problems and to establish, communicate, and require consistent behavioral standards in their schools. While it is recognized that fixed rules do not cover all situations, specific regulations to support the purpose of this policy do need to be developed at the building level. Such regulations shall fall within the following guidelines:

- 2.1 Any rules which form the basis for discipline shall be distributed to students, their parents, and staff throughout the school year. A process shall be developed at the building level to assure parent receipt of regulations and to discuss these regulations with students. All reasonable efforts will be made to notify parents and students of any changes in rules which occur during the school year by letter and posting.
  - 2.2 No student shall be suspended or expelled except on the basis of published rules which reasonably inform students of due process as stated in section 10.
3. **STUDENT RIGHTS:** In a learning environment, students have the right to inquire and express themselves in a manner that will further enhance their education. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, the school, and the community. Students and staff share the responsibility of creating an environment in which optimal learning is possible. With maturity and responsibility, students should strive to develop good critical judgment and an independent search for truth. As students undertake to fulfill the obligations and duties outlined in this document, the school community, of which they are a part, agrees to respect the basic freedoms of students.
- 3.1 Relationships with the school district
    - 3.1.1 In dealing with students, the school district will respect all the rights guaranteed to them by the Constitutions and Laws of the United States and the State of Michigan.
    - 3.1.2 The school district, all of its facilities and services, and all organizations are open to all students without regard to race, religion, creed, sex, handicap, or national origin except that certain facilities are restricted to sex consistent with the norms of society.
  - 3.2 Evaluation of Students
    - 3.2.1 Academic evaluation of students in a course is based solely on performance in meeting standards established and clearly communicated by the instructor in that course.
  - 3.3 Confidentiality of Information
    - 3.3.1 All information about student views, beliefs, and political associations which members of the school acquire in the course of their work as teachers, administrators, advisors, and counselors is confidential information. Improper disclosure of confidential information is a serious violation of the obligation of confidentiality. Judgment of a student's ability and character, however, may be provided under appropriate circumstances.
    - 3.3.2 No student information will be released on or off campus except in cases where students pose a clear and present danger to themselves or others; in cases where students give written consent that their records be released to themselves or a third party; in cases where a court order orders a counselor to release information to a specific court or judge; or in cases in which the student was/is a victim or perpetrator of child abuse or neglect.
  - 3.4 Student Associations
    - 3.4.1 Students are free to form and join associations, which advance the common interests of the members. Such organizations must be conducted in accordance with school district regulations and public law.
4. **STUDENT RESPONSIBILITIES:**
- 4.1 General Regulations Concerning Student Conduct
    - 4.1.1 The Board of Education is the legal authority for the control of student conduct at the Springport Public Schools. The building principal is the designated officer responsible to the Superintendent of Schools for student conduct. Misconduct of students is reported to the building principal or to persons designated by the building principal to receive such reports.
    - 4.1.2 The School district shall take disciplinary action in cases concerning student's actions or offenses occurring on school district owned or controlled property or when at an event sponsored by other schools or school organizations in which the Springport Public School district is participating. Where the interests of the school district are clearly involved, the district shall have the necessary authority to take disciplinary action.
    - 4.1.3 Violation of state or local law in a manner which affects the school district shall be treated as an offense under these regulations.
    - 4.1.4 Violation of the athletic training rules or bus regulations shall be treated as an offense under these rules.
  - 4.2 Specific Regulations Concerning Student Conduct
    - 4.2.1 A student is expected to attend classes regularly, in accordance with state law, and to be on time in order to benefit from the instructional programs and to develop habits of punctuality, self-discipline, and responsibility.
    - 4.2.2 A student is expected to submit written or other work in a course that is the product of his/her own efforts. Plagiarism (the copying of the language, structure, ideas, and/or thought of another and representing it as his/her own work), cheating (the giving or receiving of an unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work), or other forms of academic dishonesty are prohibited.
    - 4.2.3 A student shall not intentionally furnish false or misleading information (written or verbal statements or any untruth) to school officials or on official school records. Furthermore, he/she shall not forge, alter, or misuse the school district, the school district name, the name of a school employee, documents, records, identification, or school district equipment.
    - 4.2.4 A student shall not obstruct or disrupt, or attempt to obstruct or disrupt, teaching, research, administration, disciplinary procedures, or other school activities.
    - 4.2.5 A student's dress and appearance shall not present health or safety problems or cause disruptions.
    - 4.2.6 A student shall not enter, or attempt to enter, closed school facilities; disrupt or attempt to disrupt, the scheduled use of school facilities; or remain within, or attempt to remain within school facilities after their closing unless authorized to do so by the Superintendent or his/her designee.

- 4.2.7 A student shall take no action which threatens or endangers the safety, health, life, or impairs the freedom of, any person(s). Nor shall a student make any verbal or written threat of such action.
- 4.2.8 A student shall take no action which damages or tends to damage property not the student's own.
- 4.2.9 A student shall not take property not the student's own without consent of the owner or the person legally responsible for it.
- 4.2.10 A student shall not engage in disorderly conduct as defined by state statute, or engage in disturbing the peace, as defined by common law, on school-owned or controlled property or at school sponsored functions.
- 4.2.11 A student shall not possess, use, fall under the influence of, manufacture, sell, or aid in the use, manufacture, production, sale, or distribution of any controlled substance, 'look alike drug', a substance purported to be illegal, or any substance currently classified as illegal, except as expressly permitted by law. A student shall not possess drug paraphernalia. Controlled substances are defined in the "Controlled Substances Act of 1971", as amended.
- 4.2.12 A student shall not use tobacco or tobacco substitute products on school district property and/or at school sponsored events, nor shall any student under the age of eighteen (18) possess tobacco products or leave school grounds for the purpose of using such products.
- 4.2.13 A student shall not possess, be under the influence of, furnish, or aid in the consumption or furnishing of, alcoholic beverages on school district property and/or at school sponsored events.
- 4.2.14 A student shall not possess or use firearms, explosives (including fireworks), dangerous chemicals, or other weapons on school district-owned or controlled property or at school sponsored events. Nor shall a student pose a danger to any other person(s) by using any device in a negligent manner. The setting of false fire alarms is expressly prohibited by this language.
- 4.2.15 A student shall comply with the directions of school district personnel acting in the performance of their regular or delegated duties, and the student must identify himself/herself to such persons upon request.
- 4.2.16 A student must observe rules and regulations concerning the use of school buildings and school-owned and operated facilities and services.
- 4.2.17 A student implicated in the violation or attempt to violate any regulation in this document, whether he/she directly commits the act constituting the violation, or aids or abets in the commission, may be treated under the regulations as if he/she had directly committed such violation.

5. **PROBLEM AREAS:** Students are subject to discipline for conduct while traveling to and from school, at school-sponsored events, and while off campus during regular school hours, whenever such conduct has a direct effect on the discipline or general welfare of the school. All students fall under the Student's Rights and Responsibilities regardless of age. Students who reach the age of majority still must abide by all of the rules and regulations.

Alcohol or Drugs – A student shall not consume, possess, sell, distribute, or be under the influence of alcoholic beverages at any time. The use, possession, being under the influence of, sale, or distribution of illegal drugs, controlled substances, behavior-altering non-prescription drugs or substances (including those purported to be hallucinogenic or illegal drugs to have the same effects as such drugs; i.e. "lookalikes" at any time) is prohibited. Possession of drug paraphernalia is also prohibited.

Arson – Use of fire to destroy or attempt to destroy property.

Assault – Intentional unauthorized contact with another person which causes physical injury or would reasonably be expected to cause physical injury.

Bullying – Exposure, repeatedly and over time, to negative actions on the part of one or more persons. These actions include, but are not limited to, teasing, hazing, sexual harassment, and physical bullying. If the aggressor knows that his/her behaviors are disturbing to the victim, and continues the act, that is bullying.

Bus Misconduct – Not following bus rules and regulations.

Defiance of Authority – Refusal to follow the reasonable requests of school personnel.

Disorderly or Disruptive Conduct – (In or out of class) – Language, behavior, or dress which is disruptive to the orderly educational procedure of the school.

Electronic Devices – No student shall use any electronic device during the school day without expressed permission of the supervisor which includes but shall not be limited to, cellular telephones, videogames, mp3 players, cameras etc. Under no circumstance shall a camera be used in a bathroom or locker room. All cell phones are not to be seen or heard during the regular school day. Electronic devices which are used inappropriately will be confiscated until a parent picks it up from school. Repeated inappropriate use may result in disciplinary action. . Beepers, walkie-talkies are not allowed to be used in school. Springport Public Schools is not responsible for theft or loss of these items.

Excessive Displays of Affection – Physical contact such as hugging and kissing, arms around each other, and any body contact that is inappropriate in the school setting.

Explosive Devices – The use or threat of use, possession, or sale of explosive devices, including M-80's.

Extortion – Demanding money or something of value (e.g. lunches) from another person, in return for protection from violence or the threat of violence.

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Class Tardiness</b>	Students are expected to be in class on time each period and should plan their day so they have needed materials with them. Students entering class late with a pass in their agenda should not be disciplined.	Warning (by teacher)	Warning (by teacher)	Referral to administrator and 1 after school detention (by teacher)	Referral to administrator and 2 detentions (by teacher)
<b>Class Truancy</b>	Students are expected to attend all classes, study halls, lunch, and lounge according to their schedule.	Detention (by teacher)	Referral to administrator and 3 lunch detentions.	ISS	ISS
<b>Insubordination / Disrespectful to Staff</b>	Students are expected to comply with reasonable requests of school employees including giving their name when asked. Students will be respectful to all staff members at all times. Disrespectful language, gestures, and/or verbal/physical abuse is not acceptable.	Referral to administrator, 1 after school detention (by administrator) <u>Disrespectful language/gestures to staff = 1-3 days ISS</u>	Referral to administrator and 3 after school detentions.  <u>Disrespectful language/gestures to staff = 3-5 days OSS</u>	ISS (1-3 days)  <u>Disrespectful language/gestures to staff = 10 days OSS</u>	<u>10+ days OSS plus superintendent hearing for expulsion</u>
<b>Class Disruption</b>	Each student is entitled to classroom instruction that is free of distraction.	1 detention (by teacher)	Referral to administrator and 3 after school detentions.	ISS (1-3 days)	ISS or OSS
<b>Smoking</b>	Springport schools are a smoke-free environment in the building, on the grounds, and on the buses. <b><u>Possession of cigarettes/tobacco and other smoking materials will be considered a violation.</u></b>	Referral to administrator, (1-3 days ISS)	Referral to administrator, 3-5 days OSS	Referral to administrator, 5-10 days OSS	Referral to administrator, 10+ days OSS
<b>Fighting / Instigating a Fight</b>	Students attending Springport Middle/High School have the right to an education. Students involved in fighting disrupt that process. Students who encourage or promote conflict will be considered as instigating a fight and receive the below consequences.	Referral to administrator, 3-5 days ISS/OSS	Referral to administrator, possible Superintendent's Hearing / Police Involvement 10 days OSS	Referral to administrator, possible Superintendent's Hearing / Police Involvement 10+ days OSS	Referral to administrator, possible Superintendent's Hearing / Police Involvement
<b>Threats / Intimidation / Harassment</b>	Students are expected to handle conflicts with other individuals in a non-violent manner. The use of verbal intimidation or physical threats is not acceptable.	Referral to administrator, 1 after school detention	Referral to administrator, 1-3 days ISS	Referral to administrator, 3-5 days OSS	Referral to administrator, 5-10 days OSS with possible Superintendent's Hearing
<b>Drug/Alcohol Violations</b>	Students are not permitted to be under the influence of, or have in their possession any form of illegal drug or controlled substance (including alcohol or prescription medication) on school property or at any school event. Students are not to have on their person any drug-related paraphernalia. Selling of drugs, buying or the intent thereof is also a violation.	Referral to administrator, 5-10 days OSS with possible Superintendent's Hearing / Police Involvement	Referral to administrator, 10+ days OSS with Superintendent's Hearing / Police Involvement	Referral to administrator, possible Superintendent's Hearing / Police Involvement	Referral to administrator, possible Superintendent's Hearing / Police Involvement

<b>Offense</b>	<b>Expectation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<b>Weapons Possession</b>	Students are not to be in possession of any weapon on school grounds or at school activities. Knives, guns, clubs, or other devices that could be used as weapons are all against school rules.	Referral to administrator, 5-10 days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion	Referral to administrator, 10+ days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion	Referral to administrator, 10+ days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion	Referral to administrator, 10+ days OSS with Superintendent's hearing, police notification . Depending upon "intent" this may result in long-term suspension or expulsion
<b>Theft</b>	Students are expected to take care of their own property and never take anything that belongs to someone else or Springport Schools. Police will be notified when appropriate.	Referral to administrator, 1-3 days ISS.	Referral to administrator, 5-10 days OSS	Referral to administrator, 10+ days OSS with Superintendent's Hearing	Referral to administrator, 10+ days OSS with Superintendent's Hearing
<b>Inappropriate Language</b>	Students are expected to use appropriate language at all times on school property or at school events.	Warning or 1 Detention (by teacher)	1 day ISS	3 days ISS	Multiple ISS's
<b>School Building/Grounds Without Permission</b>	Students will remain in the building and on school grounds at all times during school hours unless specific permission to leave is granted.	Referral to administrator, 1 after school detention	1-3 day ISS	3-5 days ISS/OSS	7-10 days OSS
<b>Cheating / Plagiarism</b>	Students are to do their own work on tests, quizzes, homework, and all other school assignments. In addition to the consequences listed, the student will lose credit for the work involved.	Administrative referral meeting at teacher discretion, 3 after school detentions...zero on the assignment	1-3day ISS	5 day ISS	5-10 day OSS, Superintendent's hearing
<b>Public Displays of Affection</b>	Students attend school to learn and should not be displaying their affection to others while on school grounds.	Administrative referral at teacher's discretion, 1 after school detention	1-3 days ISS parent contact	3-5 days ISS parent contact	Meeting with superintendent and 5-10 days OSS
<b>Assault</b>	Students are expected to control their emotions at all times. An unprovoked attack on another individual will be considered an assault.	Referral to administrator, 3-5 days OSS, with possible Superintendent's hearing and police notification	Referral to administrator, 10 days OSS, with possible Superintendent's hearing and police notification	Referral to administrator, Superintendent's hearing and police notification	Referral to administrator, Superintendent's hearing and police notification
<b>Missing Detention</b>	Students are expected to attend all assigned detentions.	Referral to administrator, 2 after school detentions, parent contact	1 day ISS	2 days ISS	Multiple ISS's plus make up detentions
<b>Providing false information</b>	All students are expected to be honest and truthful. Intentionally giving false information to staff members is not acceptable.	Referral to administrator, 2 after school detentions	1 day ISS	1-3 days ISS	3-5 day ISS

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Computer Tampering</b>	Computer equipment is to be used for appropriate educational and administrative purposes.	Administrative referral at teacher's discretion, loss of computer privileges, ISS	Multiple ISS and revocation of computer privileges.	Multiple ISS and permanent loss of computer privileges.	N/A
<b>Vandalism / Destruction of School Property</b>	Students are expected to respect and care for the property of the school district and others at all times.	Referral to administrator, 2 days after school detention. Possible police notification. Restitution if necessary.	Referral to administrator, 1-3 days ISS. Possible police notification. Restitution if necessary.	Referral to administrator, 5-7 days OSS. Possible police notification. Restitution if necessary.	Referral to administrator, 10 days OSS, with possible Superintendent's hearing and police notification. Restitution if necessary.
<b>Beezers, Cell Phones, and Other Electronic Devices</b>	Students are to have all personal electronic devices stored away and not heard at the start of 1st period through the day.	Teacher confiscation until the end of the day. Parent must pick it up from the office.	Teacher / administrator confiscate device to main office for pickup by parent	1-3 days ISS. Parent pick-up	4-6 days ISS. Parent pick-up
<b>Gambling</b>	Card playing is permitted during assigned lunch of student or in senior lounge. At no point is wagering with money or some type of point system permitted.	Referral to administrator, 3 lunch detentions, parent contact	1-5 days ISS. Police notification	1-5 days ISS. Police notification	1-5 days ISS. Police notification.

<b>Other</b>	<ul style="list-style-type: none"> <li>· Bomb Threats/Arson – OSS with a Superintendent's hearing</li> <li>· False Alarm – OSS with a Superintendent's hearing</li> <li>· Incendiary Devices/Smoke Bombs/Fireworks – OSS with a Superintendent's hearing</li> <li>· Falsely reporting an incident is a felony. The Springport police will prosecute violators to the fullest extent of the law</li> </ul> <p>Immediate notification of the Springport or State Police Department for all above incidences</p>
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***Note: Principal / Administrator will have final authority over punishment given.***

<b>BEHAVIOR</b>	<b>FIRST INCIDENT</b>	<b>SECOND INCIDENT</b>	<b>THIRD INCIDENT</b>	<b>FOURTH INCIDENT</b>
<b>LEVEL I</b> <b>Horseplay:</b> “Goofing around” that may include pushing shoving, grabbing, jumping on, play fighting, rude gestures, or name calling where it is possible that body or feelings will be hurt.	-15 second intervention -Aggressive Behavior Report -Warning	-15 second intervention -Aggressive Behavior Report -Letter sent home -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 Silent Supervised Lunch (SSL) -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 SSL -Think About It form -Behavior plan/no passing time
<b>LEVEL II</b> <b>Teasing:</b> Behaviors that would hurt the feelings of others or make them feel badly about themselves, including but not limited to – “just kidding” behaviors, laughing at someone, gossiping, insulting remarks, mimicking someone, spreading rumors, mean notes, mean tricks, name calling, etc.	-15 second intervention -Aggressive Behavior Report -Letter sent home	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 SSL -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 day In School Suspension (ISS) -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 days ISS -Think About It form -Parent meeting -Behavior plan/no passing time
<b>LEVEL III</b> <b>Moderate Intimidation:</b> Social aggression, exclusion, silent treatment, emotional blackmail, electronic intimidation, profanity/vulgarity, threats of emotional or physical violence. <b>Moderate Physical Contact:</b> Pushing, shoving, grabbing, tripping, hitting, pulling hair, shouldering, throwing things, etc. where physical harm may occur. <b>False Reports/Retaliation</b>	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 after school detention -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -1 day ISS -Think About It form	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 day ISS -Think About It form -Parent meeting	-15 second intervention -Aggressive Behavior Report -Student calls parent -3 day ISS -Think About It form -Parent meeting -Behavior plan/no passing time
<b>LEVEL IV</b> <b>Severe Physical Contact:</b> Punching, kicking, and similar behaviors where physical harm is likely to occur. <b>Severe Intimidation/Harassment:</b> Racial, ethnic, sexual, religious or other forms of severe harassment or intimidation, including cyber bullying. <b>*Refer to SPS harassment policy</b>	-Student to office -Aggressive Behavior Report -Student calls parent -Minimum 1 day ISS -Think About It form -Possible police notification	-Student to office -Aggressive Behavior Report -Student calls parent -3 days ISS/OSS -Think About It form -Possible police notification -Parent meeting	-Student to office -Aggressive Behavior Report -Parent notified -5 day ISS/OSS -Think About It form -Possible police notification -Parent meeting -Behavior plan/no passing time -Possible long-term suspension	-Student to office -Aggressive Behavior Report -Parent notified -10 day OSS -Think About It form -Possible police notification -Parent meeting -Behavior plan/no passing time -Possible long-term suspension/expulsion

The police, courts, and/or other referral agencies or services may be involved at any level. Springport Middle School Counseling Services may be implemented at any time. The examples given in the disciplinary guidelines are not the only acts or conditions which will lead to disciplinary action nor do they limit this policy in any way.

#### 8. DETENTION

- A. Detentions will be assigned by the Principal following the discipline matrix.
- B. Detentions will be assigned by the Attendance Officer, following procedures in the section "Notification to the Parents."
- C. Detentions will be assigned by a teacher when the student accumulates three (3) tardies within one marking period.
- D. Detentions may be assigned by a teacher for other infractions, this may include, but is not limited to, missing assignments, inappropriate behavior, or failure to comply with classroom rules.

#### 9. SUSPENSION

- A. Short Term Suspension: A short term suspension shall be defined as a temporary refusal of a school district to allow a student to attend school and school related activities. A short term suspension generally refers to an exclusion of ten (10) or less school days.
- B. Long Term Suspension: A suspension of more than ten (10) days is considered a long term suspension and requires more formal due process procedures and should only be used in unusual circumstances.
- C. In-School Suspension (Remediation): A day or portion thereof, where students are excluded from classes. Students are to remain on school property, under supervision. All class work is to be completed during regular school hours.

10. EXPULSION: Expulsion shall be defined as a permanent exclusion of a student from school by the Board of Education.

11. DUE PROCESS: In order to assure fair and equal treatment in cases of misconduct, all students shall have the right to due process. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for a hearing, and having the right to appeal any suspension or expulsion. Due process safeguards shall be implemented as follows:

1. Notification of Policy and Regulations: Students will be given a copy of this policy at the beginning of each school year and transfer students will be given copies at the time of enrollment. A copy of this policy will also be posted on a prominent bulletin board in the school. Other rules and regulations concerning students will be announced and posted on school bulletin boards from time to time.
2. Notification of Charges: Before imposing any disciplinary action involving suspension for any period of time, a student will be verbally informed of the nature of this misconduct and of the nature of the disciplinary action being contemplated. Written notice will also be given to the student and his/her parents in accordance with the provisions of section 3 (c) below.
3. Notification to Parents:
  - a. In the case where the student's misconduct presents clear and present danger to the safety of persons or property, or disrupts the orderly operation of school activities, the student will be immediately suspended. In these circumstances, the parent(s) will be notified immediately and by written correspondence, as soon thereafter as practical.
  - b. In a case where an immediate suspension is not deemed necessary, but where it is determined by the principal that discipline should take the form of a suspension, a reasonable effort will be made by the administration to contact the parents prior to the suspension. In cases where the parent(s) cannot be contacted, the principal shall have the option to start the suspension immediately. Written correspondence will follow a notice given by telephone or personal visit.
  - c. It is understood that the parent(s) or guardian(s) shall have the right to be sent copies of charges and shall have the right to appeal in writing and to request a conference with the principal at a mutually agreeable time and to exercise all other rights of due process on behalf of the student where the student is a minor child.
4. Formal hearing procedure: In all cases where expulsion or long term suspension (as defined previously) is recommended by the principal, a formal hearing shall be held. A formal hearing shall not be held in cases where a temporary suspension (as previously defined) is recommended or for those students who are on probationary enrollment.

#### Procedure prior to the hearing

- a. A written recommendation for the expulsion or long term suspension of a student shall be initiated by the principal or superintendent.
- b. The principal shall notify the student and parents by certified mail indicating the nature of the misconduct, the recommendation for expulsion or long term suspension, the date and time set for the hearing, and details of the hearing procedure.
- c. The hearing shall be conducted within seven (7) school days after the initial suspension.
- d. The student shall remain under suspension pending the hearing procedure.

#### Procedure at the hearing

- a. The superintendent or his designee shall serve as the hearing officer who shall preside at the hearing and render a written determination after hearing all of the evidence presented. Such written opinion shall be the basis for the superintendent's recommendation to the Board of Education.
- b. The hearing shall be an informal proceeding and formal rules of evidence or court procedures shall not be enforced.

- c. The student or parents may be represented by an attorney or other adult advisor of their choosing.
- d. Witnesses may be presented at the hearing and they may be questioned by all parties or their representatives.
- e. There may be present at the hearing; the principal, the school district's attorney, and such additional resource persons deemed essential to a fair and proper determination in the case. In all cases, parents or legal guardians will have the opportunity to be present.
- f. The hearing officer shall hear all evidence and recommendations presented and shall render a written decision within three (3) school days after the hearing.

**Procedure after the hearing and appeal process**

- a. Copies of the hearing officer's written decision shall be sent to all parties concerned.
- b. If the hearing officer determines that an expulsion or long term suspension is not warranted, the student shall be immediately reinstated under such terms and conditions the superintendent deems appropriate. Any time lost from school over ten (10) days, pending the hearing and the hearing officer's decision, shall be expunged from the students record.
- c. If the hearing officer determines that an expulsion or long term suspension is warranted, the superintendent shall present the hearing officer's decision to the Board of Education for consideration within fourteen (14) days.
- d. The students and his/her parents will be notified of the time and place the Board will be meeting to consider the hearing officer's decision.
- e. If the student or his/her parents, acting on his/her behalf, wish to appeal the hearing officer's decision, they may do so by appearing at the Board meeting and present any new information, mitigating circumstances, or arguments that have a bearing on the matter of the student's expulsion.

12. **PROBATIONARY ENROLLMENT:** The enrollment of pupils who have attained the age of sixteen (16) years and have proven unsuccessful the previous semester by one or more of the criteria listed below, shall be on a probationary enrollment:

- a. A student who has received failing grades in three or more subjects in one semester.
- b. A student who has been expelled from school or was given a long term suspension for a portion of the previous semester or school year by the Board of Education.
- c. A student who has withdrawn from school for reasons other than illness, physical disability, or change of residence.

13. **CONDITIONS OF PROBATION**

- a. The student must demonstrate that he/she is making a sincere effort to succeed.
- b. The student must be regular in his/her attendance. Any absence, either for a whole day or a single period, must be for a reason acceptable to the principal. He/She must be at school on time and arrive at each class on time.
- c. The student must bring necessary materials to class each day.
- d. The student must accept reasonable criticism and demonstrate that he/she is making a sincere effort to get along with his/her fellow students and teachers. The student's counselor will inform the parents or guardians that the pupil is on probationary enrollment. A written evaluation of the pupil's progress will be made and forwarded to the parents or guardians at the mid-point between each of the regularly scheduled marking periods. If terms of the probation are broken at any time, the parents will be notified and a conference will be scheduled with the principal.
- e. Following the conference, the principal may either return the student to the school under such terms and agreements as the principal deems necessary, or the principal may recommend expulsion or long term suspension.
- f. The principal's decision will form the basis for the superintendent's recommendation to the Board of Education.
- g. The principal's decision and the superintendent's recommendation may be appealed to the Board of Education and its decision is final.

**DOCUMENTS AVAILABLE UPON REQUEST** The following documents are available upon request from the office:

- 1. Civil Rights Compliance Officer
- 2. Directory Information
- 3. Request directory information not to be released to recruiters.
- 4. Drug prevention to parents
- 5. Locker search policy
- 6. Student privacy and parental access to information including survey, analysis and evaluations
- 7. Parent signature authorizing student early dismissal & access to student records
- 8. Blanket authorization for student field trips with co-curriculum or extra curricular activity
- 9. Parent notification regarding sex education & AIDS classes
- 10. Blood borne pathogens notice to parents
- 11. Parent Involvement Policy