

MILLINGTON JUNIOR HIGH

“Home of the Cardinals”

Student Handbook 2017-2018

8780 Dean Drive
Millington, Michigan 48746
Main Office: (989) 660-2407
Fax number: (989) 660-2424
www.mcsdistrict.com

*Millington Community Schools are
dedicated to providing a quality
education that prepares all learners for
a successful and productive future.*

Welcome to the 2016-2017 school year. The staff at Millington Junior High is excited to have the opportunity to help you succeed in school. Please take the time to become familiar with the policies in this handbook.

There are many factors involved in becoming successful. If you can master the four concepts listed below you will be well on your way to achieving success throughout life.

- ✓ Be on time and have good attendance.
- ✓ Be prepared with materials.
- ✓ Be ready to put forth your best effort.
- ✓ Be respectful to others.

Best of luck on your new school year and we hope you achieve your goals.

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THE BILL OF STUDENT RIGHTS

Every person has the right to be treated as an exceptional human being. By being a student at Millington Junior High you can expect these things:

- The right to an education. (Teachers should be free to teach and students free to learn without being interrupted by inconsiderate or disruptive students.)
- The right to be safe in school and to have personal and school property respected.
- Freedom from physical abuse and/or mental abuse such as name-calling, intimidation, harassment, or vulgar language. Swearing and use of inappropriate language are not acceptable. Discipline will be in compliance with school and district policy.
- Freedom from being segregated or mocked because of race, sex, religion, physical strength, friendship groups, age, culture, handicap, clothing, etc.
- The right to be respected and the right to privacy and freedom.
- The right to develop one's own personality (as long as it does not interfere with the rights of others) without disrespectful criticism or pressure from peers and cliques.

DIRECTORY INFORMATION

The Millington Community School District has designated certain information contained in the educational records of our students as directory information for purposes of FERPA (Family Educational Rights of Privacy Act). Information designated as directory information, which includes any and all video images, will be released for publication in yearbooks, sports programs, drama/music programs, honor rolls, and awards programs. If you do not wish to have information available for publication, you must notify the principal of the building your child(ren) attends not later than September of each school year. This information must be in writing.

In addition, it is highly suggested that you be cautious taking pictures at events that include other students. Many students cannot have their pictures publicized in social media for many reasons. Please be very cautious as you take these pictures and in their use.

You have the right to obtain a copy of the Millington Community School District's policy for complying with FERPA. The policy explains your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure information, and requesting an amendment of a record. To obtain a copy of our policy, please contact the Office of the Superintendent, 8780 Dean Drive, Millington, MI 48746. (989) 660-2450.

TELEPHONES

Telephones in the office are for business use; they are **NOT** for student use. Parents should not expect to have students called to the phone during school hours. Messages will be delivered through the school office in cases of real emergencies. Frequent use of the phone by students interferes seriously with their work and with the smooth running of the school.

STUDENT SIGN IN/SIGN OUT

All students must sign out in the office before leaving school during school hours. Students must bring a note from their parent or have a telephone call placed to the parents by a secretary for permission to leave. Students who fail to sign out properly shall come under the truancy section of the Student Code.

All students must sign in if they arrive late to school or are returning from an appointment. When a student signs in late to school without a proper excuse, an absence or a tardy will be added to that student's accumulated total. It is important that this is done to keep our records accurate.

VISITORS

Parents/guardians are always welcome, and are encouraged to make an appointment to see a staff member or visit classes. Please check by the main office to pick up a visitor's badge. We encourage parents to visit the school. Your interest, support, and encouragement are demonstrated by your presence, and involvement. Come see us; we are proud of what we're doing, and what your students can accomplish. Visitors must stop by the main office before going to a class, so we can be aware of all visitors to our school. A telephone call or e-mail to the teacher the day before would also be appreciated. Student visitors from other schools are not allowed.

MEDICATION

Students who must take prescribed and/or non-prescription medications during the day must have on file in the office a special notification signed by parent and doctor. Medication must be stored in the original container/prescription bottle. Students may then come to the office for medication. Secretaries log all student medication given.

Students may not have in their possession any prescription or non-prescription drugs (over-the-counter). If these types of medications are necessary at school, the parent must inform the office and have a written notice on file. All medications must be stored in the office. The student may carry inhalers if a doctor's note and parent note are on file in the school office.

LOST AND FOUND

All books and other articles found should be taken to the lost and found. Students who have lost items should check in the lost and found periodically for these items. It is recommended that names be placed on all gym equipment and locks used on physical education lockers.

WEATHER CANCELLATIONS OR DELAYS

Emergency announcements such as alternate bus routes, delay in the starting time or cancellation of the school day will be announced by local media outlets and by district-wide telephone call.

HIGHLY QUALIFIED INSTRUCTIONAL STAFF

All teachers and paraprofessionals meet the definition of being "highly qualified." A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level or subject area in which the teacher is providing instruction. If your child, for whatever reason, is not being taught by a highly qualified teacher for four or more consecutive weeks, you will be notified.

ATTENDANCE POLICY

Regular attendance in school is paramount to doing a good job. Every student must strive to be in attendance for every day and period he/she can possibly be. Regular attendance is a joint responsibility of the parent, student and school.

MORE THAN 10 ABSENCES PER SEMESTER =NO CREDIT PER CLASS AFFECTED
The absence/tardy count will be re-set at the semester break.

A student who is absent from school more than ten days in an individual class per semester may not be eligible to receive credit in that class. However, absences for the following reasons will not be included in the ten day per class per semester limit. Student absence due to hospitalization, doctor's confinement at home, doctor's appointments, authorized religious obligations, court appearances; approved family emergencies and immediate family funerals are not counted toward the ten days. Students may earn time back in excess of ten days through community service agreed upon by the principal. **DOCUMENTATION/VERIFICATION** slips are required and must be on file upon return from absence to be eligible.

Parental Responsibility

1. Providing an attitude at home that school attendance is important and valuable to the student
2. Being sure their children will be in school every day that is possible
3. Cooperating with the schools by making contact when absence is a must
4. Providing a united front with the school in correcting any problem dealing with attendance
5. Making appointments for their children outside of the school day if at all possible, so they can be in school as much as possible

Student Responsibility

1. Making sure they attend every day and every period possible
2. Providing reasons for absences immediately upon return to school if it has not been done already
3. Being an example to friends and others that regular attendance in school is necessary

School Responsibility

1. Implement a plan that assures parents we are a partner with them and insure a system of regular checks and follow-ups occur
2. Counseling of parent and student as to the consequences of non-attendance
3. Obeying all legal requirements regarding the student's rights regarding due process
4. The district as a worthy achievement will recognize consistent, regular attendance

Teacher Responsibility

1. Notify the office when a student misses five, nine, and twelve days
2. Record absences and tardies.
3. Develop a routine that shall provide maximum accountability of student attendance records; this would include checking for admission slips, make-up work, and giving grades
4. Give make-up work and grades for excused and truant absences in accordance with this policy
5. Provide prompt and accurate information to the attendance office upon request

Implementation

1. **Absences from school will be either excused or non-excused. Types of excused absences include, but may not be limited to doctor's appointments, court visitations, and funerals. Parents are expected to contact the school when their student misses school; however, this does not make a student's absence excused or not excused. All unexcused absences count toward the attendance limit, and all absences may be included in any reports for truancy referrals.**
2. If a student is absent from school, the parent or guardian is to notify the school either by phone, from 7:30 am – 3:30 p.m., the day of the absence or by note on the student's return to school. If, at all possible, the school would prefer notification by phone, (989) 660-2407, preferably by 9:00 a.m. Failing to make notification of the student's absence may result in truancy for missed days
3. It is the student's responsibility to obtain an admission slip before class begins if they are tardy to school (see Tardy Policy for proper sign-in procedures)
4. Make-up Work
 - A. A student shall have the opportunity to make up schoolwork missed due to an absence. However, it shall be the responsibility of the student to initiate a make-up procedure and schedule with the teacher.
 - B. The student will be given one day to get the assignments plus one day for each day missed to make up the work to receive full credit. Each student is expected to make up all assigned work for the time missed.
 - C. Students who are suspended are responsible for any work assigned for the period of suspension and shall obtain assignments prior to the beginning of suspension or from classmates.
 - Students suspended from school for one (1) day will have an additional day to complete all make-up work (on or before the end of the 2nd day of return).
 - Students suspended from school for two (2) or more days will have two (2) days to complete all make-up work (on or before the end of the 3rd day of return).

- D. Test make-up dates will be at the discretion of the teacher.
 - E. Students who are absent are still responsible for any work assigned in class. For an absence of one or two days, students can and should obtain assignments from classmates, or by calling the teacher during their preparation time, or by e-mail. Please allow 24-hour notice for staff members to prepare materials.
5. Students who get sick in school will only be sent home when the parent or guardian has been contacted and at home to receive the student. No student is allowed to leave without permission from the office. Students who leave without permission from the office will be truant. Once a student has signed out for illness, there will be no return for that day.
 6. The board believes that early awareness of student's non-attendance and the parents being informed can be effective deterrents. Even when the procedures for each absence have been accounted for, it is still possible for student to miss too much school.
 - A. Absences that are school business (SB) will not count in the student total.
 - B. When a student knows ahead of time they will be absent, the school office is to be notified by the parents or guardians. The student will be given a "Pre-Arranged Absence Form" which is to be signed by each teacher and principal. The parent must make the request at least 24 hours before the absence occurs if possible. The responsibility for seeing the work is done and turned in lies solely with the student.
 - C. After five unexcused absences in any one class per semester the parents will be notified by letter.
 - D. After eight unexcused absences in any one class per semester a meeting with the parent, student, and administrator will be requested.
 - E. After ten absences in a semester the TISD truant officer may be notified of the attendance problem.
 - F. Students going over the ten total unexcused absences in a semester will forfeit the ability to earn credit in that class, unless an approved community service plan is in place.
 - G. An attendance review committee, consisting of multiple teachers, and an administrator, will hear appeals of this policy.

TARDINESS

To School

Students are expected to arrive at school on time. If a student is late to school, he/she must bring a note from the parent/guardian, which explains the tardy. Signing in late to school will result in a tardy being assigned. It should be noted that any student arriving ten minutes (or more) late to school will be counted as an absence for the class missed.

To Class

- A. On the third tardy to an individual class in a marking period, the student will be issued detention.
- B. On every succeeding second tardy, students will be issued an additional detention; following seven tardies in a marking period, an out of school suspension may be assigned.

The tardy counts will be re-set at the marking period.

SCHOOL-PARENT COMPACT

We value your role in working to help your child achieve high academic and behavior standards. The purpose of the school - parent compact is to communicate a common understanding of home and school responsibilities to assure that every student attains high academic standards leading to a quality education. The information listed below should serve as an outline of ways you and the school staff can build and maintain a partnership for your child's learning.

School's Responsibility:

- Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet local, state, and national student academic standards;
- Provide you with assistance in understanding academic achievement standards and assessments and

- how to monitor your child's progress;
- Provide opportunities for ongoing communication between you and teachers through:
 - Parent / Teacher Conferences and Open Houses
 - Frequent reports regarding your child's progress including the use of parent portal to examine academics and attendance;
 - Opportunities to talk with members of the staff, volunteer in class, and observe classroom activities
- Provide the staff with appropriate professional development activities;
- Maintain highly qualified teachers;
- Provide a safe and secure learning environment.

Parent's Responsibility:

- Ensure that my child attends school daily and arrives to school on time;
- Encourage my child to follow the rules and regulations of the school;
 - Attend parent / teacher conferences;
 - Volunteer in my child's school and classroom if time or schedule permits;
 - Communicate positive information regarding teachers, principals, coaches, and other campus personnel when discussing school with my child;
 - show respect for myself, other people, and property.
 - Seek information regarding my child's progress by conferencing with teachers, principals, and other district personnel

Student's Responsibility:

- Attend school regularly;
- Complete and turn in all classroom and homework assignments on time;
- Accept responsibility for my own actions

HALL CONDUCT AND PASSES

In order to insure the safety of all students we ask all students to be courteous to others by not running, forming groups to block the hall, pushing or playing rough. Students should not be in the halls during class time, unless they are carrying a hall pass.

LIBRARY/MEDIA CENTER/COMPUTER LAB

The following are some basic rules for the Library/Media Center/Computer Lab:

- All students will check in with the media center desk with an appropriate pass, which states their purpose for being there.
- Students cannot leave the Library/Media Center without a pass to another destination or to return to class.
- Students in the Library/Media Center are under the direct supervision of library/media center/computer lab personnel or classroom teacher.
- Students are not permitted to eat or drink in the library/media center/computer lab.
- Students will be responsible for restitution for any misuse or destruction of materials and equipment in the library/media center/ computer lab.
- All other basic school rules are in effect in the media center.

CAFETERIA

Breakfast is available every morning. During lunchtime students are to remain in the cafeteria. Students will follow rules as shown in the Code of Conduct located within this handbook.

DRESS CODE

Proper student dress and grooming is a responsibility of the students, their parents, and school personnel. A student's dress must be in the best interest of the school with respect to the health, welfare, and safety of each individual and must not interrupt the orderly process of education at any time. Administrative decision is final.

- Shorts, skirts, and dresses may be worn if they are no shorter than your finger-tips with the student's shoulders relaxed and arms extended at the student's side. Cut-off jeans, Biking shorts, pajamas, running tights, and gym shorts from gym class are examples of specific articles of clothing **not** to be worn during school hours. No cleavage may be showing at any time.
- No tank tops (sleeveless tops must cover the shoulder and have finished edges)
- Shirts must cover the midriff at all times. No student shall wear clothing that inappropriately exposes the body or undergarments. This includes, but is not limited to: swim suits, underwear worn as outerwear, or sleepwear.
- Printed apparel is acceptable only in good taste. Apparel displaying profanity, gambling, suggestive language, or promoting substances or activities illegal for a minor are absolutely prohibited.
- Hats (including hair coverings, headbands, durags or any other head gear) are not permitted from the time a student enters the building before school until the bell rings at the end of the school day.
- Sun glasses are not to be worn in the classroom during school hours.
- Students must wear shoes or sandals that stay on their feet and have a hard sole. No house slippers.
- No coats, backpacks duffel bags, or purses in the classroom or cafeteria during school hours.
- Sweat shirts with hoods are acceptable, but no hoods may be worn during school hours.
- Any tattoos that are derogatory in nature shall be covered up.
- Pants are expected to fit at the waist so as to prevent them from sagging. Sagging pants are not allowed.
- No chains are to hang from the body. Wallet chains are not allowed.
- No spiked, studded, or hooped facial piercings that could become a distraction to the educational environment or pose a threat to student safety. This includes spacers that are used to enlarge the ear lobe.
- Clothing shall be clean and free from holes and or tears. Holes above the knee where skin is showing or where inappropriate are not allowed, but may have a patch that is adhered directly to the pant fabric. A layer of clothing under the pants with holes is not acceptable. Loaner clothing will be available in the office for violators of this rule and a 30-minute detention will be assigned to violators. Major violations will result in a call home, detention, and the student will remain in the RTC until alternate clothing is brought by their parent/guardian.
- Yoga pants and leggings can only be worn as undergarments with appropriate attire.

The staff will conduct school-wide dress code checks throughout the school year on a regular basis.

LOCKERS AND SEARCHES

Random searches may be conducted by school personnel at any time. These may include the use of trained canines to assist in the search of school property. This includes student lockers and students. Anything on school property may be searched at any time.

Lockers are provided for students' convenience to keep books and other property needed at school. Each student will be assigned a locker. All books and personal items, when not in use including heavy coats, are to be kept in your locker. Remember, you will have only four minutes between classes, so plan your visits to your locker accordingly.

- Use only lockers assigned to you, and do not share lockers.
- Do not give your locker combination to other students.
- Lockers must be kept clean at all times. Writing on the outside or inside of lockers is prohibited.
- Lockers must be kept in good condition. If a locker is knowingly abused, you will lose the use of the locker and pay for damages.
- Do not leave valuable personal property in lockers. If you must bring valuables, take them to the office for safekeeping.
- Lockers remain the property of Millington Junior High and may be subject to inspection by the school administration at any time.
- Leave large amounts of money, radios, electronics, etc. at home. Millington Junior High School assumes no responsibility for loss or damage to personal property brought on campus.
- Students who wish to have their locker combination changed will be charged \$1.

VARIOUS RULES

- Students are not to use pop machines during the school day or before school – any purchases will be confiscated. Detentions will be assigned for habitual offenses
- No aerosol cans or perfumes in lockers; these items will be confiscated.
- No glass mirrors, only plastic (safety issue)
- No open containers in hallways or lockers unless written permission has been granted from a teacher or principal
- Water will be permitted in the classroom with teacher permission (in a clear, plastic bottle)
- No running in hallways
- No unsupervised gym time (especially before and after school)
- Stay to the right when walking in the halls
- Must have a pass if tardy
- Drinking fountain lines to the side – not down the middle of the hall
- Ask permission to leave cafeteria for any reason
- Phone calls are to be for emergency only; individual teachers will determine if the telephone call is an emergency – there must have a pass from teacher to call home
- No cutting in line at lunch
- Address adults as Mr., Ms., or Mrs.

Violations of any of the above infractions may result in detention or suspension.

DISCIPLINE CODE

Every effort will be made to insure that students in the school will receive the teacher's best efforts as long as the students can contribute to their growth and development. When individuals demonstrate that they are unwilling to contribute to their development, and their actions are detrimental to the growth of others, it may become necessary to separate these individuals from the group. If the facts indicate that a student is clearly distracting or a corrupting influence, detention, suspension, or expulsion may be in order.

Faculty Authority and Responsibilities

The disciplinary authority of the faculty shall include:

- A. Assign detentions for minor infractions of classroom rule violations after interventions have been implemented and parent contact has been made.
- B. Classroom exclusion of a student by a teacher following the misbehavior of that student in the classroom.
 - 1. Such temporary exclusion will require written notice to the principal and /or prior administrative approval.
 - 2. Students penalized with temporary classroom exclusion must go directly to the principal’s office.
 - 3. The teacher will call the parent and set up a conference to discuss the problem.

Administrative Authority and Responsibilities

The authority and responsibilities of the administration in regard to student discipline are:

- A. To assign intervention, detention, or suspend a student for not more than ten (10) school days
- B. To promptly notify the parent or guardian of a suspension with a written statement of the reason for the suspension To supply the Superintendent of schools with a copy of the written notification of suspension which may lead to a School Board Hearing for expulsion
- C. To receive and evaluate information presented by the parent or guardian which demonstrates that progress is being made in resolving the problem which led to the suspension
- D. To consider exceeding MINIMUM RECOURSE on first offense but not to exceed ten (10) days unless expulsion is recommended
- E. To consider exceeding MINIMUM RECOURSE on second offense but not to exceed ten (10) days unless expulsion is recommended
- F. To assign detentions in addition to or in place of suspension

Due Process

- A. The procedural guidelines, which will govern the suspension process, provide that:
 - 1. The student shall be informed of the specific charges against him/her
 - 2. The student shall have the right to present to the school administrator any relevant information to support his/her defense
- B. If a student is suspended from school, the administrator will follow specific procedures:
 - 1. The administrator will notify the parent or guardian,
 - a. Such notification will be in writing and possibly by telephone
 - b. Such notification will include the reasons for suspension and the steps necessary for the student to return to school
 - c. At the request of the parent/guardian or administrator, the administrator will meet with the parent/guardian and student
- C. Appeals of (out of school suspensions only) this policy will be heard by a suspension review committee consisting of at least a teacher and an administrator. The committee will hear both sides separately and the decision of the committee is final.

**DISCIPLINE CODE OF CONDUCT
RULE INFRACTION/PENALTIES**

STUDENTS WHO CONTINUALLY DISREGARD OUR SCHOOL HANDBOOK MAY BE CONSIDERED HABITUAL OFFENDERS. The Millington Community School District is committed to giving all students a first class education experience. However, some students who continually choose not to follow rules may be brought on persistent disobedience charges.

THE LIST IS NOT EXHAUSTIVE. INAPPROPRIATE BEHAVIOR NOT LISTED WILL BE APPROPRIATELY PENALIZED BY THE BUILDING ADMINISTRATOR.

Discipline may be based on the severity of the offense. A severe offense, even a first offense, may result in an indefinite suspension and a recommendation for expulsion.

THESE RULES APPLY TO ANY STUDENT WHO IS ON SCHOOL PREMISES, ON A SCHOOL-RELATED VEHICLE, AT A SCHOOL-SPONSORED ACTIVITY, OR WHOSE CONDUCT AT ANY TIME OR PLACE DIRECTLY INTERFERES WITH THE OPERATIONS, DISCIPLINE, OR GENERAL WELFARE OF THE SCHOOL.

Note: Alternatives may be assigned in place at the discretion of the principal.

COOPERATION:

1. BUS CODE CONDUCT

The purpose of this code is:

- To insure the safe, orderly transporting of children in our school district
- To provide specific rules and enforcement procedures concerning bus transport in our district
- To assign particular responsibilities to all those involved in or concerned with bus transport

Student Responsibilities

- To remember that their right to ride a bus is contingent on their ability to conduct themselves properly and satisfactorily while on the bus
- To obey the bus driver while riding on the bus
- To obey the rules and regulations set forth in this code and those posted on the bus
- To conduct themselves in a proper manner while on the bus in regard to behavior, language and cooperation

Rules for Riding the Bus

- Be at the designated station at the scheduled time
- Cross in front of the bus only after all traffic has stopped
- Respect and follow direction the first time they are given
- Stay in your seat with your feet on the floor
- Speak in a quiet voice with respect
- Don't litter, write on, or damage the bus in any way.

Consequences for Violating Bus Code Conduct

- 1st incident: Warning, misconduct report, conference with principal
- 2nd incident: Second warning regarding behavior, parent contact, possible loss of bus riding privileges
- 3rd incident: Loss of bus riding privileges for up to five (5) school days
- 4th incident: Loss of bus riding privileges for up to ten (10) school days
- 5th incident: Loss of bus riding privileges for up to the remainder of the school year

Incident reports will be sent to parents for each occurrence. Students who violate any part of the discipline code while on a bus or to/from the bus will be subject to further disciplinary consequences.

Severe Clause

The above stated consequences are "minimum." The district may take more severe disciplinary measures necessary to ensure the safe, orderly operation of the bus.

2. CAFETERIA RULE VIOLATION

Cafeteria Rules

- Respect rights and property of others
- Walking and quiet conversation is expected
- Stay seated (except to throw away your trash)
- Clean up your area before leaving
- Do not leave cafeteria without permission
- When asked, pick up your area (even if you didn't leave a mess)

Penalty

1 st Offense	Warning or Detention
2 nd Offense	Detention
3 rd Offense	Detention or 1-day Suspension

3. CLASSROOM RULE VIOLATION

Teachers will give written notice to students of their class rules at the beginning of the school year. Teachers will provide documentation on discipline forms with dates, times, and behavior observed.

All Offenses: Detention

Note: Students who receive two or more detentions on the same day for classroom violations are subject to a 1-day Suspension.

Note: Parents will be notified by the individual teacher when there is an on-going problem with a particular classroom rule violation.

4. INSUBORDINATION

The failure to respond to or carry out a reasonable request by a staff member may result in:

1 st Offense:	Teacher/Student/Administrator conference and detention to suspension
2 nd Offense:	1-3 day suspension
3 rd Offense:	3-5 day suspension

5. ELECTRONIC DEVICES

Students may use electronic devices before school, after school, and during lunch as long as they are in the cafeteria. Students are not to use electronic devices during passing time. Students are not to use electronic devices in the classroom unless it is for an instructional purpose at the discretion of the teacher. The school will not be responsible in the event of damage or theft of any of these devices.

Students may not have bodily possession of laser pointers during school hours.

Every Offense: Device is confiscated and may be picked up from the office at the end of the school day. Failure of a student to surrender a device in violation of this rule will result in Saturday School.

First Offense: Detention

Second Offense: Detention

Third Offense: Saturday School

Fourth + Offense: Out-Of-School Suspension

6. TECHNOLOGY INFRACTIONS

- a. Logging on or attempting to log on as a different student (detention)
- b. Loading software onto the school computer system (1-day suspension)
- c. Attempting to log on as a teacher or administrator (3-day suspension)
- d. Copying school's software (3-day suspension)
- e. Unauthorized use of software (detention)
- f. Altering others files (1-day suspension)
- g. Altering software (1-day suspension)
- h. Damaging computer (3-5 day suspension and restitution)
- i. Inappropriate material: acquired or created, in any way, on the computer or sent to the printer. This includes but is not limited to pornographic material, inappropriate language, controlled substance graphics and/or vulgar language
 - 1st Offense: Detention to suspension
 - 2nd Offense: 1-10 day suspension
 - 3rd Offense: 5-10 day suspension and/or recommended expulsion

Note: Students may be suspended from computer usage for any technology infraction.

ACADEMIC EXCELLENCE:

7. CHEATING

- 1st Offense: Failure on test/assignment with parental notification
- 2nd Offense: Same as above with detention
- 3rd Offense: Marking period failure with 3-day suspension

8. TRUANCY

- The act of unauthorized absence from school, including skipping school.
This includes students leaving campus after arriving to school in the morning.
- 1st Offense: Detention to 1 day Suspension
 - 2nd Offense: 1 to 2 day Suspension
 - 3rd Offense: 2 to 3 day Suspension

RESPONSIBILITY AND RESPECT:

9. BULLYING

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school." Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

- First Offense: Up to a 3 day Suspension or recommendation for expulsion
- Second Offense: Up to 5 day Suspension or recommendation for expulsion
- Third Offense: 10 day Suspension or recommendation for expulsion

10. FORGERY

The act of fraudulently using the name of another person or falsifying time, dates, grades, addresses, or other data on school forms. This includes making a false telephone call for the purpose of attendance, discipline or unauthorized dismissal from class or school, or signing someone else's name.

- 1st Offense: Detention to suspension
- 2nd Offense: 3-day suspension
- 3rd Offense: 5-day suspension

11. GAMBLING

Gambling is any game of chance which involves the exchange of money and/or personal property.

- 1st Offense 1-day Suspension
- 2nd Offense: 3-day Suspension
- 3rd Offense: 5-day Suspension

12. DISRESPECT TOWARD A STAFF MEMBER

- 1st Offense: Detention, or up to 3 days suspension
- 2nd Offense: Up to 5 days suspension
- 3rd Offense: 5 to 10 day suspension

13. INAPPROPRIATE, VULGAR, OBSCENE LANGUAGE/GESTURES OR DISRESPECT TOWARD OTHER STUDENTS.

- 1st Offense: Detention
- 2nd Offense: Detention
- 3rd Offense: Up to 5 day suspension

14. INTIMIDATION

We believe a congenial, non-threatening atmosphere is conducive to good education. Intimidation of any kind threatens the victims and cannot be condoned. It is the duty of school employees to be alert to these situations and to intervene promptly. All persons in the school community, employees and students must understand that intimidation is unacceptable behavior. Intimidation refers to a type of harassment which is based on a personal gender, occupation, ethnic origin, race, religion, disability, height, weight, or physical appearance of a person, sexual preference, intellectual ability or handicapping condition of a person, which creates a hostile, intimidating or offensive environment. Intimidation may include but is not limited to the following:

1. The making of written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, race, religious beliefs or other speech that is slanderous or libelous.
2. The placing of objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow individual.
3. Any intimidating or disparaging action such as: hitting, hissing, or spitting on a fellow individual.
4. The making of insulting noises such as barking or animal barnyard noises or other speech that invades the rights of other persons.

- 1st Offense: Detention or 1-3 day suspension
- 2nd Offense: Up to 5 day Suspension
- 3rd Offense: 5-10 day Suspension

15. LYING TO STAFF MEMBER

- 1st Offense: Detention and parental notification
- 2nd Offense: 1-day suspension
- 3rd Offense: 1-3 day suspension

16. POSSESSION OF PORNOGRAPHIC MATERIAL

The possessing and/or displaying of any pornographic material is prohibited.

- 1st Offense: Up to 3-day Suspension
- 2nd Offense: 5-day Suspension
- 3rd Offense: 10-day Suspension

17. PUBLIC DISPLAY OF AFFECTION

- 1st Offense: Detention
- 2nd Offense: Detention or 1 day suspension
- 3rd Offense: 1-3 day suspension

18. RAPE

This is a criminal act and will result in involvement of law enforcement agencies.

First Offense: Consistent with Board Policy (Expulsion Recommendation)

19. SEXUAL HARASSMENT

This is a criminal act and will result in involvement of law enforcement agencies.

“It is the policy of the Millington Community Schools to provide all students a learning environment free from sexual harassment which interferes with learning. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct or communications of a sexual nature may create an intimidating, hostile or offensive learning environment.”

“Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of a sexual nature), which makes another person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment.”

Sexual Harassment takes many forms. Here are a few:

1. Displaying gender-offensive items, photos, posters, etc.
2. Inappropriate gestures, touching or grabbing
3. Sexual remarks, suggestions or spreading rumors.
4. Pressure for unwanted activities or encounters.
5. Offensive jokes, language, or teasing, whistles or catcalls.

What can you do?

1. Say “STOP”. Tell the harasser you do not like the behavior and you want it to stop.
2. Tell someone: a teacher, counselor, or principal
3. Keep records: If the behavior continues, write it down. Be sure to include dates, times, name, places, and witnesses.
4. Take action: File a written complaint with the principal.
What to put in a written complaint:
 - a. The name of the person harassing you.
 - b. Witnesses who can verify the harassment
 - c. Documentation of the nature of the harassment
 1. What was said or done
 2. When the harassment took place
 3. How often it has occurred
 4. Adults you have notified

- 1st Offense: 1-3 day Suspension
- 2nd Offense: 3-5 day Suspension
- 3rd Offense: 5-10 day Suspension

20. STEALING

Stealing is dishonestly acquiring the property of another, or others.

- 1st Offense: Paid for or returned, Detention to 5 days suspension, Possible Police Report
- 2nd Offense: Paid for or returned, 5-10 day Suspension, Police Report
- 3rd Offense: Expulsion Recommendation and Police Report

SAFETY:

21. ARSON

Arson is the setting of fire to school property.

- 1st Offense: Expulsion Recommendation
Restitution will be sought

22. ASSAULT/VERBAL AGAINST AN EMPLOYEE

If a student commits a verbal assault, as defined by school board policy at school against a person employed by or engaged as a contractor by the school board then the school board or its designee may suspend or expel the student from the school district for a period of time as determined in the discretion of the school board or its designee (MCL 380.1311[2]). Complete policy available upon request.

23. BATTERY/PHYSICAL ASSAULT

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violation. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

If a student in grade 6 or above commits a physical assault against another student then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board or its designee may expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311 a[5], MCL 380.1311a[1].

- 1st Offense: Suspension of 1-3 days and/or recommended expulsion.
- 2nd Offense: Suspension of 3-5 days and/or recommended expulsion.
- 3rd Offense: Suspension of 5-10 days and/or recommended expulsion.

Students involved in an altercation with another student will not attend classes for the remainder of the day. Every effort will be made to contact parents so the student can be picked up.

24. DESTRUCTION OR MISUSE OF SCHOOL PROPERTY

Damage to, or loss of, school equipment and facilities wastes taxpayer’s money and undermines the school program. A student will not willfully cause defacement of, or damage to, property of school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces, intentionally clogging the plumbing system, breaking fixtures, and damaging school equipment to the point where repair is necessary are acts of destruction. Therefore, if a student does damage to or loses school property, the student or his/her parent/guardians will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

- 1st Offense: Full restitution, detention, or suspension
- 2nd Offense: Filed charges mandatory. Suspension pending court determination.

25. DISORDERLY CONDUCT

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting another constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

- 1st Offense: Detention
- 2nd Offense: Detention to suspension

26. FALSE ALARMS

The issuing of words (either spoken or written) that reports a false or misleading report of a fire or a bomb threat. This includes the setting off of the school's fire alarm or burglar alarm system.

- 1st Offense: 10 day Suspension
- 2nd Offense: Expulsion Recommendation

27. FIREARMS/WEAPONS

Causing bodily injury or property damage or threatening to cause bodily injury or property damage through the use of any firearm, weapon, or instrument capable of inflicting bodily injury or property damage.

- a. Exhibiting weapons – consistent with Board policy (Expulsion Recommendation)
- b. Possession of firearms – consistent with Board policy (Expulsion Recommendation)

28. POSSESSION OF EXPLOSIVE

This includes the possessing, using, or transferring of explosives, such as firecrackers or smoke bombs or other explosive device.

- 1st Offense: 3-5 day Suspension and/or Expulsion Recommendation
- 2nd Offense: 5-10 day Suspension and/or Expulsion Recommendation
- 3rd Offense: Expulsion Recommendation

29. POSSESSION OF LIGHTER/MATCHES

The possession of any lighter and/or matches at school is prohibited.

- 1st Offense: 5-day Suspension
- 2nd Offense: 5-10 day Suspension
- 3rd Offense: 10-day Suspension

30. POSSESSION OR TRANSFER

Possession, use or under the influence of controlled substances, alcoholic beverages, look alike drugs, or other substance, non-controlled, which produce abnormal behavior such as over the counter medications. Transfer refers to the act of supplying other persons with these types of substances. In all cases, law enforcement will be contacted and a police report will be made.

- 1st Offense: 1-5 day Suspension and/or recommended expulsion
- 2nd Offense: 5-10 day Suspension and/or recommend expulsion
- 3rd Offense: Suspension pending school board hearing for expulsion

31. ROWDY BEHAVIOR

Rowdy behavior may be described as the improper and unsafe traffic in hallways; running, pushing, sliding, disturbing classrooms, misuse of school property without damage, rowdy behavior, etc.

- 1st Offense: Warning of notification to parent.
- 2nd Offense: Detention
- 3rd Offense: Suspension

32. TOBACCO

The use or possession of tobacco at school, on school grounds, on school bus, or at any school sponsored event is prohibited. In all cases, law enforcement will be contacted and a police report will be made.

- 1st Offense: 5-day Suspension
- 2nd Offense: 5-10 day Suspension
- 3rd Offense: 10-day Suspension

DETENTION PROCEDURES

Detentions will be served after school on Tuesdays, Wednesdays, and Thursdays from 3:00 pm to 3:30 pm. There will be no lunch detentions (unless assigned by a teacher/principal and that teacher/principal supervises the detention).

Students who receive a detention will be required to follow the following procedures:

1. Parents and students will be informed of the assigned detention in writing. Parents who wish to communicate with the staff member who gave the detention should contact the school.
2. Students will receive a reminder on Tuesday before their assigned detention. Attend the assigned detention on the date written on the discipline form and reminder.

Students assigned detention will be responsible for their own transportation to school. Postponing detention will be allowed only if the parent makes arrangements before the time of the assigned detention by calling the principal or writing a note requesting a postponement.

Students who fail to attend detention will be reassigned the detention with community service. Multiple occurrences of “skipping” detention will result in suspension from school. Also, since detention is not every day, students who receive multiple detentions over the course of a few days may be assigned a suspension instead of detention.

Students must be on time, working on school assignments and/or reading during detentions. They are NOT allowed to talk, disrupt, sleep, or just do nothing. Students are to follow all school rules during detentions.

ACADEMIC ELIGIBILITY

Grade Point Average

Participating students will pass no less than five (5) of their seven (7) classes. This sets our minimum higher than the MHSAA minimum.

Eligibility Checks

Academic eligibility will be checked every week. The office staff will compile all teacher reports for the participating students and inform students and coach/advisor of ineligible students.

Probation

Students who fall below our minimum (at least five (5) passing classes) at the end of the previous marking period, or are currently below our minimum, will be placed on academic probation. This probation period lasts for one (1) week. If the student raises his/her grades, he/she is taken off of probation. If a student on probation fails to raise his/her grades within one (1) week, he/she is ineligible until an eligibility check proves that his/her grades are back to minimum level for participation.

Review Committee

We acknowledge that every child is unique. Therefore, they mature at different rates, excel in different areas, and each one possesses different gifts or burdens. The review committee is designed to evaluate extenuating circumstances of individual students. The review committee will be determined by the principal, and may establish a modification in the eligibility for an individual student based on individual needs and extenuating circumstances. However, this modification can never be lower than the MHSAA minimum eligibility requirements.

The Superintendent shall prepare administrative guidelines to implement a program of curricular-related clubs and activities. Such guidelines should ensure that the needs and interests of the students are properly assessed and procedures are established for continuing evaluation of each club and activity.

Attendance

It is the expectation that athletes will be in school the entire school day in order to participate in athletic activities that day. Exceptions under rare and unique circumstances will be considered by the principal.

ATHLETIC CODE

Competition is an integral part of our democratic society. It creates allegiance, pride, and spirit within the athlete, student body, and community. Athletic competition in our public school system provides a means for the development of leadership and self-discipline for our students and is a unifying force for our community and district.

Students who accept the privilege of becoming a member of one of our teams do so with realization that rules and regulations must be followed to remain on the team. There are standards of conduct that must be adhered to, by every athlete who wears a Millington uniform. Every behavioral expectation of athletes cannot and should not be written because each athlete must have an inner sense of what is right and wrong to remain part of the team. There are certain basic rules and regulations that need to be outlined and are so done here. Pride, respect and attitudes are behavioral factors which must be considered. To accept the role of athlete, students place on themselves an additional set of behavioral expectations that are to be followed year round.

Millington Community School District Network (MCSNET) Network and Internet Safety and Use Policy

The use of Millington Community School District's Network (MCSNET) is to promote the exchange of information to further education and research and is consistent with the mission of Millington Community School District. MCSNET is not for private or commercial business use, political or religious purposes. Any use of MCSNET for illegal activity is prohibited.

NETWORK ETIQUETTE

1. Be polite. Avoid being abusive in your messages to others. Treat others fairly. Using programs that harass MCSNET users or infiltrate a computing system and/or damage the software components is prohibited.
2. Use of MCSNET to access obscene or pornographic material is prohibited. Sending material likely to be offensive or objectionable to recipients is prohibited.
3. Make the most efficient use of network resources to minimize interference with others.
4. Any use of MCSNET that accesses outside resources must conform to our "Network and Internet Safety and Use Policy".
5. Subscriptions to Listservs, bulletin boards and on-line services must be pre-approved by the district
6. You are expected to abide by the generally accepted rules of network etiquette.
7. Do not reveal your personal address or phone numbers of students or colleagues.
8. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
9. Do not use the network in such a way that you would disrupt the use of the network by other users.
10. All communications and information accessible via the network should be assumed to be private property.
11. As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

SECURITY

12. Respect the rights and property of others. Do not improperly access, misappropriate or misuse the files, data, or information of others.
13. Do not share your account with anyone or leave the account open or unattended.
14. Keep all accounts and passwords confidential and not accessible to others.
15. Change passwords regularly, using combinations of letters and numbers and avoiding Standard English words and names.
16. You are responsible for making back-up copies of the documents critical to you.

SOFTWARE

17. You are responsible to take precautions to prevent viruses on your own equipment and Millington Community Schools' equipment.
18. The illegal installation of copyrighted software or files for use on district computers is prohibited. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.
19. Please see your school's Technology Director to install any software on district computers.
20. E-Mail is provided for the purpose to exchange information consistent with the mission of Millington Community School District.
 - a. MCSNET's E-Mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
 - b. E-Mail cannot be used for political or religious purposes.
 - c. E-Mail messages are subject to District review at any time.
21. Mail should be deleted regularly from our E-Mail directory to conserve the file space.

CHILDREN'S INTERNET PROTECTION ACT ("CIPA")

Certification for schools.---To be eligible to receive universal service assistance under subsection (h)(1)(B), an elementary or secondary school (or the school board or other authority with responsibility for administration of that school) shall certify to the Commission that it has---

"(A) selected a technology for computers with Internet access to filter or block material deemed to be harmful to minors; and

"(B) installed, or will install, and uses or will use, as soon as it obtains computers with Internet access, a technology to filter or block such material

1. The Millington Community School District has Installed WebBlocker Internet filtering software that will block access of many resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.
2. I understand that MCSNET will filter or block access to visual depictions of obscenity and child pornography when the system is in use by adults.
3. I understand that MCSNET will filter or block access to visual depictions of obscenity, child pornography, and material harmful to minors when MCSNET is in use by minors.

The use of MCSNET/Internet is a privilege, not a right, and inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Network and Internet Safety and Use Policy is within the sole discretion of Millington Community School District. Any questions or issues regarding this policy should be directed to Millington Community School District Administration.

Violation of any conditions of use described here, and in the District's Technology Ethics Regulation may be cause for disciplinary action.

HOMEWORK

Homework activities relate material that is an integral part of the overall objective. They will extend the classroom learning or prepare students for upcoming assignments.

Purpose of homework:

- To reinforce skills and material learned in class.
- To prepare students for upcoming class topics.
- To apply and enrich concepts already learned.

Student's Responsibilities:

- To assume primary responsibility for completion of homework.
- To complete homework neatly and on time.
- To complete assignments according to directions.

Parent's Responsibilities:

- To establish homework as a priority for their children (provide place, time and materials).
- To provide positive reinforcement when homework is completed.
- To contact teacher if children have a problem with homework 660-2407.

Teacher's Responsibilities:

- To review, evaluate and/or discuss homework assignments.
- To determine the amount of homework based upon class needs.
- To give positive reinforcement for completed homework.
- To contact parents if problems arise or to share positive experiences.

Staff Guidelines:

- Students must be told precisely what they need to do to be successful with a homework assignment.
- Teachers will relate the specific purpose of the homework assignment to the students.
- Students must have the resources to do the assignment.
- Homework should never be given as a punishment.
- Homework, which requires parent participation, should be requested, not mandated.
- Positive reinforcement for completing homework is encouraged.
- Homework should involve various levels of higher thinking.

GRADING GUIDELINES

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

Semester grades will be determined on the following basis: Each marking period will count toward 45% of the semester grade, with the semester exam counting at 10% of the semester grade. If a semester exam is not given, each marking period will count toward 50% of the semester grade.

HONOR ROLL

Honor Roll status is determined at the end of each marking period. Students with a “B” average or better will qualify for the honor roll. Students earning all grades of “A” will be listed separately. The honor roll will be submitted for print in the area newspapers at the end of each marking period. Students **not** wishing to have their names published should contact the office at the beginning of the year.

HUMAN REPRODUCTION, HIV, AIDS, AND OTHER STD CURRICULUM

Our Board of Education has approved lessons to be taught on HIV (Human Immunodeficiency Virus) infection, AIDS (Acquired Immune Deficiency Syndrome), and other STDs (Sexually transmitted diseases) as part of our health curriculum. All public schools are required to teach about HIV, AIDS, and STDs under Michigan law.

The Michigan Departments of Education and Community Health have recommended lessons for students at each grade level. These lessons help young people understand these diseases and how to prevent their spread.

The lessons teach students:

- Facts about HIV and other STDs
- How HIV and STDs are and are not transmitted
- The impact sexually transmitted diseases can have on a person’s life.

- How to evaluate the health risks involved with different behaviors.
- The advantages of waiting to have sexual intercourse.
- To apply the skills needed to avoid and escape situations that place them at risk for becoming infected with HIV and other STDs.
- The importance of planning ways to stay safe, healthy, and free of HIV and other STDs.
- How to apply when they have learned in order to become positive peer role models.
- How to locate resources and get help, if needed.

These lessons will be integrated into the Health, PE, or Science class, so the topic of HIV, AIDS, and other STDs will be presented in a natural, reassuring way.

Your student will be asked to share what he or she is learning about HIV, AIDS, and other STDs with you and to ask you if he or she has further questions. You are welcome to preview the lessons and materials that we will be using. Please contact the building principal if any of this information is unclear or if you have any questions.

If you wish to have your student excluded from the human development unit, which is abstinence based, please contact the school office. You may also request review the school’s curriculum in human development by contacting the office.

WEAPON FREE SCHOOL ZONE POLICY

The Board of Education of Millington Community School District, as both an employer and public school district, is concerned with and interested in protecting the health, safety and welfare of the students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons.

Accordingly, the Board of Education of Millington Community School District shall permanently expel a pupil from attending school in the School District, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory unless the pupil establishes in a clear and convincing manner at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
2. The pupil did not knowingly possess the weapon.
3. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

Expulsions mandated under this policy shall be imposed in accordance with the procedures for student discipline as established by the School District and as set forth in the Student Handbook or other appropriate documents.

Definitions

“Weapon” or “dangerous weapon” includes: a firearm, gun, revolver, pistol, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles.

“Weapon Free School Zone” means school property or vehicle used by the school to transport students to or from school property.

“School property” means a building, playing field or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

“Firearm” means:

- 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 by 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 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 is considered to be a "firearm".

Legal References:

MCL 28.421, 380.1311, 380.1313, 750.82, 750.236a and 18 U.S.C. S921.

INTEGRATED PEST MANAGEMENT PROGRAM

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the Millington schools / day care center utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school / day-care center. The second method will be by the method(s) checked below:

- ✓ Posting in a public, common area of the school or day care center, other than an entrance. We will post in the bulletin board.
- ✓ E-mail.
- ✓ A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.
- ✓ Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.
- ✓ Posting information on the school or day-care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you **WILL** receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

Millington Community Schools,
8683 Gleason St.
Millington, MI 48746
Attn: Director of Operations
989-660-2428

I wish to receive a prior notice of any pesticide application to the school or day care center by first-class mail.

PARENT NAME: _____
STUDENT NAME: _____
STREET ADDRESS: _____
CITY, ZIP _____
DAY PHONE # _____

ANNUAL ASBESTOS HAZARD NOTIFICATION

Millington Community Schools are required by 40 DFR 763.80 to have an asbestos management plan for each of our buildings within the school district. This is known as AHERA and our building have been inspected as required and the plans were submitted to the Dept. of Public Health, Asbestos Division.

One (1) copy of the plan is on file in the office of the Maintenance Coordinator at the Maintenance Office. These plans are available for review by any person that has an interest in such, during normal business hours. Personal copies of the plan will be duplicated within seven business days at the cost of fifteen (15) cents per page. Please contact the MCS Maintenance Office at 989-660-2428.

Notice to any outside contractors requiring admittance to the boiler room or tunnel areas where hazardous material may be located, you must sign "Notification of Potential Hazard" prior to entry.

Should any questions arise in regard to our AHERA Program, please contact the Asbestos Designated Person for our school at this office.

PANDEMIC INFLUENZA AND YOU

An influenza pandemic occurs when a new flu virus emerges among humans and spreads easily from person to person. Because the virus is new to humans, people have little or no immunity to it and the virus spreads worldwide. Droplets are spread by coughs and sneezing. These droplets are infectious in people from one day prior to the onset of symptoms to about five days after onset. This means it will spread very easily. It is not possible to predict with certainty when the next flu pandemic will occur or how severe it will be, but the time to plan is now.

Flu terms defined:

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Avian Influenza (AI) or bird flu is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. H5N1 is highly pathogenic, deadly to domestic fowl, and can be transmitted from birds to humans. There is no human immunity and no vaccine available.

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

In a severe influenza pandemic:

- Many people would become sick and would be unable to go to work or to public gatherings;
- Many others would have to stay at home to care for sick family members; and
- Many people would die.

As a result, businesses and schools might close, and basic services, including transportation and food delivery, may be disrupted. It is important that families and communities be prepared for an influenza pandemic and other easily transmitted diseases.

You can take some simple steps NOW to prepare:

- Wash your hands often with soap and water, especially after you cough or sneeze.
- If you are not near soap and water, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Immediately throw the tissue away in a closed wastebasket after using it.
- Cough or sneeze into your elbow if you don't have a tissue.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu, stay home from work, school and social gatherings. This will help prevent the spread of the flu.
- Try not to touch your eyes, nose or mouth. Viruses often spread this way.
- In a pandemic, following the instructions of public health officials will be crucial-and in some cases, the law.

To plan for a pandemic:

- ✓ Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- ✓ Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- ✓ Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- ✓ Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- ✓ Volunteer with local groups to prepare and assist with emergency response.
- ✓ Get involved in your community as it works to prepare for an influenza pandemic.

Before an Emergency Happens

An emergency can occur without warning, leaving little or no time for you and your family to plan. What would you do if basic services-water, gas, electricity or telephones-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. It is necessary for you to learn about the things that you can do to be prepared, before an emergency occurs. Follow the steps listed below to create your family's disaster plan. **Knowing what to do is your responsibility and your best protection.**

4 Steps to Safety

1. Find out What Could Happen to You

- Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, terrorism or pandemic influenza.
- Learn about the community's warning signals: what it sounds like and what you should do when you hear it.
- Find out how to help elderly or disabled persons, if needed.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out about the disaster plans in your workplace, your children's school or daycare center, and other places where your family spends time.

2. Create an Emergency Plan

- Pick two places to meet:
 - 1- Outside your home in case of a sudden emergency, like a fire.
 - 2- Outside your neighborhood in case you can't return home.
- All family members must know their address and phone number.
- Choose an out-of-town or out-of state contact your family or household will call or email to check on each other should an emergency occur. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

3. Complete This Checklist

- Post emergency telephone numbers by the phone (fire, police, and ambulance).
- Teach children how and when to call 911 for emergency help.
- Show each family member how and when to turn off the gas and electricity at the main switches.
- Check if you have adequate insurance coverage, with special attention to flood insurance.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Stock emergency supplies and assemble an **Emergency Supply Kit**.
- Take a Red Cross first aid and CPR class.
- Find the safe spots in your home for each type of emergency.
- Determine the best escape routes from your home. Find two ways out of each room.

4. Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
- Conduct regular fire and emergency evacuation drills.
- Replace stored water and food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries twice each year when you change your clocks in the spring and fall.

By taking these steps, you will be better prepared for a pandemic and other emergencies.

For more information on how to protect yourself and your family, visit pandemicflu.gov, cdc.gov, or call 1-800-232-4636 (CDC-INFO).

Information provided by the Tuscola County Health Department 989-673-8114

Sources of information: pandemicflu.gov, cdc.gov, and the Emergency Management Division-Family Preparedness Guide.

BULLYING

5517.01 - BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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 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 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.

"Bullying" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

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, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"Bullying" is conduct that meets all of the following criteria:

- A. is directed at one (1) or more students;
- B. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;
- C. adversely affects 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 emotional distress; and,
- D. is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

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 building principal or assistant principal, or the Superintendent. 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.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated, and documented.

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 officer position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation

shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about 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.

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

"Bullying" is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). 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.

"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 (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

"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 injury on the basis of race, color, religion, national origin or sexual orientation.

"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.

"Harassment, intimidation, menacing, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

"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.

For a definition and instances that could possibly be construed as hazing, see Policy [5516](#).

Confidentiality

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.

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.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

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.

Policies on Bullying, Michigan State Board of Education, 7-19-01
Model Anti-Bullying Policy, Michigan State Board of Education, 9-12-06

Adopted 1/06

BULLYING PROHIBITED

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: "The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in this District, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District-sponsored activity or event, or while enroute to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

The Superintendent shall develop administrative regulations and programs that will increase awareness of the problem of bullying, and train teachers and other staff to effectively intervene if bullying is witnessed in their presence or brought to their attention. In designing administrative regulations and anti-bullying programs or strategies, the Superintendent should consult with the greater school community, including students.

This policy shall not be interpreted to prohibit a reasoned and civil exchange of opinions, or debate that is protected by State or Federal law.

"Policies on Bullying," Michigan State Board of Education, 7-19-01
Tinker v Des Moines Independent School District, 393 US 503 (1969)
Saxe v State College Area School District, 240 F3d 200(CA 3, 2001)

Adopted 2/18/02

HARASSMENT – Sexual and other forms

The Board of Education recognizes that a student has the right to learn in an environment untainted by sexual or other forms of harassment or discrimination. Offensive conduct which has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the District.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment on the basis of gender, religion, race, color, national origin or ancestry, age, disability, marital status, and/or any other legally protected characteristics.

The harassment by a student of a staff member, fellow student of this District, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the Code of Conduct.

The Superintendent shall establish administrative guidelines which address the conduct prohibited by this policy and describe a reporting procedure. The Superintendent shall ensure that the prohibited conduct and reporting procedures are available to all students and are posted in appropriate places throughout the District.

M.C.L.A. 380.1300a
Civil Rights Act, 42USC 1983
42 USC 2000d et seq.
42 USC 2000e et seq.
29 USC 621 et seq.
29 USC 794
42 USC 12101 et seq.

WHEN THERE ARE PROBLEMS AT SCHOOL

Step 1: Take your question to the person closest to the problem

- No matter where the problem is, take your concern there first. Whether on the field, the bus, or in the classroom the fastest way to the solution is usually found with the staff members who are most directly involved.
- It is best to know your school personnel before a problem occurs. Know who your children's teachers, bus drivers and coaches are and know how to get in contact with them.
- If you must meet with a teacher, when you call to schedule an appointment, let the teacher know in advance what the nature of your concern is.
- The problem that you and your child face may be the result of an oversight or misunderstanding that can be easily corrected once it is brought to the attention of the staff member.
- Give that person a chance to fix the problem first
- *If the problem is not resolved...*

Step 2: Take your concern to the next level.

- Within each building, the principal is responsible for the supervision of the staff. The Director of Transportation is responsible for the bus drivers. Each of these is an example of the next level that you should contact if your problem remains unresolved.
- In addition, note that they will be better able to help you if you let them know the steps that you have already taken to resolve the issue.
- However, since they will not have ready access to the information they may need, it will require additional time to help you.
- *If the problem still is not resolved...*

Step 3: Talk with the Superintendent of Schools

- Once you believe you have exhausted all efforts but still aren't satisfied, the superintendent is the next place to go.
- Please be aware that the superintendent wants to make sure your issue is resolved, but maintains a busy schedule with multiple appointments on his calendar. Because of this fact, a meeting with the Superintendent will most likely require some advance planning.

Step 4: Contact your School Board Members

- School board members are elected to represent the interest of all students and parents.
- You should always feel free to express your opinion to them; however, they do not have authority for day to day school operations.
- Board members will always listen to your problems, but will generally send everyone through the proper channels.

- *A board member should only be contacted ...*
 - ❖ After other means to solve the problem have been tried.
 - ❖ When procedures or policies are not enforced at all.
- *A board member may take the following actions:*
 - ❖ Have an informal discussion with the superintendent.
 - ❖ Request a policy review by the Board
 - ❖ Propose new policies for consideration.

MEAL CHARGE GUIDELINES

The Millington Community School District has a meal charge guideline that applies for students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget their lunch money to “charge” the cost of one meal to be paid back at a later date subject to the terms of this guideline.

Food Services is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Millington Community Schools will adhere to the following meal charge guideline:

1. A staff or student may charge one meal.
2. Schools may offer an alternate meal to students who have used their one meal charge.
3. If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day’s meal or future meals.
4. It is permissible for schools to serve only one (1) particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal,
5. A staff or student who has charged a meal may not charge or purchase “ala carte” item(s), including extra main entrees.
6. If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.
7. Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.
8. The food service director will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.
9. If cafeteria services staff suspects that a student may be abusing this guideline, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.
10. All accounts must be settled at the end of a school year.
 - a. For Students: Negative balances not paid in full by June 30th will be turned over to the principal’s office, and the money will be added to the student’s obligations.
 - b. For Staff: Any negative balance not paid in full by the last day of school will be deducted from the employee’s last pay in June.