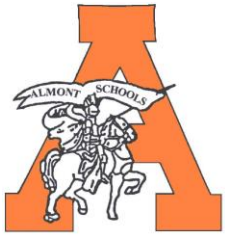


**2018-2019  
Student Handbook**



**Almont Middle School**  
4624 Kidder Road  
Almont, Michigan 48003  
810-798-3578 Fax: 810-673-9349



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4624 Kidder Road  
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810-798-3578  
810-673-9349 (fax)**

**R.O.C.K. – Respect, Ownership, Compassion, and Knowledge**

**2018-19  
STUDENT HANDBOOK**

**A MESSAGE FROM THE BOARD OF EDUCATION  
Almont Community Schools  
401 Church Street  
Almont, MI 48003  
810-798-8561  
[www.almontschools.org](http://www.almontschools.org)**

Dear Parents and Students:

The Almont Board of Education has a responsibility to assist each individual pupil to assume more responsibility for their own actions as they mature and gain experience. This handbook has been developed to assist our students in knowing our basic rules and regulations and to help our pupils to become responsible, productive and self-disciplined citizens within the school setting. We hope that you carefully read the contents and our best wishes for a very successful school year.

**The Almont Community Schools Board of Education**

Jonathan Owens, President  
Jill O'Neil, Vice President  
John Miles, Secretary  
John Brzozowski, Treasurer  
Stephan Manko, Trustee  
Jennifer Mitchell, Trustee  
Michael Sullivan, Trustee

**Dr. William Kalmar, Superintendent**

## A MESSAGE FROM THE PRINCIPAL

Almont Middle School

4624 Kidder Road

Almont, MI 48003

810-798-3578

810-673-9349 (fax)

[www.almontschools.org](http://www.almontschools.org)

Dear Parents and Students:

On behalf of the faculty and staff of Almont Middle School, let me take this opportunity to welcome you to our school. We are glad to have you with us and look forward to working with you to make this school year a successful and rewarding one. You can count on Almont Middle School to provide the following procedures to ensure success for all students:

### Almont Middle School Intervention Procedure

<i>Step</i>	<i>Intervention</i>
1. Classroom Interventions	<p>Includes discussion of problem, the Responsible Thinking Process Plans, modification of the classroom, teacher supervised detentions, etc. and identification of ways to help the student successfully meet expectations.</p> <p>The AMS process for dealing with disruptive students is detailed below.</p> <ul style="list-style-type: none"><li>a) The student will be asked:<ul style="list-style-type: none"><li>i. What are you doing?</li><li>ii. What happens when you violate our norms?</li><li>iii. Is that what you want to happen?</li><li>iv. What do you want to do now?</li><li>v. What will happen if you disrupt again?</li></ul></li><li>b) If the student disrupts again the following will be asked:<ul style="list-style-type: none"><li>i. What are you doing?</li><li>ii. What did you say would happen the next time you disrupted?</li><li>iii. Where do you need to be now?</li></ul></li><li>c) The teacher fills out a referral form and the student is sent to the RTC.</li><li>d) The student signs in at RTC, submits the referral and is assigned a seat.</li><li>e) When the student is ready to return to class where he belongs, he fills out his plan.</li><li>f) The plan is reviewed by the student and RTC monitor and any needed changes are made.</li><li>g) Once the plan is approved by the RTC monitor, the student returns to his school routine when the return does not cause a disruption.</li><li>h) The student negotiates the plan with the teacher as soon as practical.</li><li>i) If the student disrupts while waiting to negotiate with the teacher, the student is asked:<ul style="list-style-type: none"><li>i. What are you doing?</li><li>ii. What happens when you disrupt while waiting to negotiate?</li><li>iii. Where do you need to be now?</li></ul></li><li>j) The student returns to the RTC and the RTC is notified of this by the teacher. The student must now wait until the teacher is available outside normal classroom time.</li><li>k) The student explains the plan to the teacher. If the teacher is not satisfied with the plan, alternatives are offered.</li><li>l) Once readmitted to class, the student returns the completed plan to RTC for permanent files.</li><li>m) If the student disrupts in the RTC, the same questions (1 a) are asked.</li><li>n) Further disruptions result in Step #2 of the Almont Middle School Intervention Procedure.</li></ul>
2. Team Discussion/Interventions and calls to parents (at least two)	<p>Includes input from team teachers, which assists the students in correcting disruptive behaviors. Parental calls are informational in nature (description of behavior). Asking for help and suggestions.</p>

3. Discussion/Referral to Counselor	a. Discussion(s) with counselor. b. After exhausting all counseling methods, the counselor will refer the matter to the Student Assistance Team (I-Team) and facilitate the team to determine the non-punitive interventions the staff or outside agency may be able to provide to help the student be successful.
4. Staffing	Invite parents in to discuss observed behaviors and make a plan to correct the behavior. Staffing should include the teachers, counselor, parents and student. Parents should be informed that if the behavior does not improve, office referrals will begin.
5. Referral to Administrator	Teachers should refer the student to the main office for administrative discipline.
6. Administrator Initiated Parent Meeting	Inform parents of last options and present them with a “zero tolerance letter, which clearly outlines disciplinary steps if the behavior continues.
7. Administrative Action	Short-term suspensions, hearings for long-term suspensions
8. Referral to Board of Ed. &/or Courts	Filing for expulsion and/or incorrigibility

## Homework Policy

Teachers have determined that a significant factor in a student's academic achievement is the completion of all his or her assignments. Therefore, students may have no more than three incomplete assignments in all of their classes. In the event that a student exceeds the limit, two mandatory measures will be implemented.

- First students will be assigned a homework class (HIP) during their lunch period until incomplete assignments are submitted. Students will only be working on assignments for the present marking period. Per teacher discretion, the students may submit the incomplete assignments for up to full credit throughout the marking period.
- Second any student that participates in an after school activity such as sports (interscholastic or intramural), student council, etc. may not participate until assignments are done and less than three assignments are outstanding.
- To ensure overall effectiveness, any student assigned to HIP must demonstrate progress and complete one assignment on a daily basis. If given student fails to make progress before the next HIP assignment, the student will be assigned the next available Saturday School (to be assigned by the Principal). The student will be expected to continue to attend HIP until all assignments are completed.

Should you have any questions or concerns regarding our policies or programs, we welcome the opportunity to answer them. We hope that through working together with students, parents and community members, we will make Almont Middle School an effective school and an integral part of our community. I hope that yours is both an enjoyable and educationally enriching year.

*Sincerely,*

Kimberly M. VonHiltmayer  
Almont Middle School Principal

## **ALMONT MIDDLE SCHOOL STUDENT-PARENT-SCHOOL EDUCATIONAL COMPACT**

The purpose of the parent-school compact is to communicate a common understanding of home and school responsibilities to insure that every student attains high standards and receives a quality education.

### **The Parents' Responsibilities**

- As an involved parent, I will support my child by ensuring that he/she attends school daily and arrive at school on time.
- I will encourage my child to participate in extracurricular activities to expand the scope of their educational experience.
- I will seek information regarding my child's progress by conferring with teachers, principals and other school district personnel.
- I will attend district-wide parent conferences and visit my child's classrooms to discuss and participate in their education.
- I will participate in parent groups/activities that contribute to the Almont Community Schools' decision-making process.
- I will try to communicate positively regarding the school, its mission and personnel when discussing school related issues with my child.
- I will encourage my child to follow the rules and regulations of school.
- I will encourage my child to dress according to the district's dress code.

### **The School's Responsibilities**

- Almont Middle School will solicit parent and community input (through meetings, interviews, questionnaires, surveys, etc.) regarding the education of the students it serves.
- The school will encourage parent participation in extracurricular events, and support/advisory groups.
- The school will attempt to provide translations of written communications, and interpreters at important parent meetings.
- Almont will give assignments regularly; assignments will be an extension of what is learned in the classroom and will be designed to help students to master important, relevant class content.
- Parents will be notified of school events in a timely, efficient manner.
- The school buildings and facilities will be used to foster the growth and advancement of the community through extra and non-curricular uses for all members of the community.
- The school will convey instructional initiatives and program modifications to parents at school wide meetings and parent conferences.
- The school will inform parents of the individual achievement levels and progress of their students.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

### **ANNUAL NOTIFICATION OF PARENT AND STUDENT RIGHTS**

#### **RELATED TO SCHOOL RECORDS**

In accordance with provision of the Family Educational Rights and Privacy Act of 1974, eligible persons, i.e., students eighteen years of age or older or the parents or guardians of students under the age of eighteen, have the right to examine the official records of the school district which are directly related to that student. Specifically this Act mandates the following additional rights:

1. The right to have no records released to non-eligible agencies, institutions, or persons without prior consent.
2. The right to be informed of the release of records to all eligible agencies, institutions, or persons.
3. The right to challenge at anytime the accuracy and fairness of student records.
4. The right of due process in matters related to student records.

Full information concerning these rights is available in the Student Records Policy and accompanying administrative procedures of the Almont Community Schools.

## **NON-DISCRIMINATION POLICY**

The Almont Community Schools does not discriminate on the basis of race, creed, color, sex, national origin, cultural or economic background, or handicap. Any person believing that the Almont Community School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964 (2) Title IX of the Education Amendment Act of 1972, and (3) Section 504 of the Rehabilitation Act of 1973 he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Dr. William Kalmar, Superintendent – 4701 Howland Rd., Almont, MI 48003 (810)798-8561  
[wkalmar@almontschools.org](mailto:wkalmar@almontschools.org)

High School Principal – 4701 Howland Rd, Almont MI 48003 (810)798-8595

## **EQUAL EDUCATIONAL OPPORTUNITY**

It is the policy of Almont Community Schools that every child, regardless of race, creed, color, sex, national origin, cultural or economic background, or handicap, is entitled to equal opportunity for educational development. No student will be excluded from participating in, denied the benefits of, or subjected to discrimination under any educational program or activity conducted by the district. The board shall treat its students without discrimination as this pertains to course offerings, athletics, counseling, employment assistance, and extracurricular activities. Approved: November 23, 1992

## **HOMELESS STUDENTS**

The Almont Community Schools will provide to children who meet the Federal McKinney-Vento Act's definition of "homeless" a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. Homeless students will have access to District services and programs, including, but not limited to, all appropriate instructional programming (including Special Education services, gifted and talented programming, Federal and State programs, etc.), transportation services/support, and participation in extracurricular activities.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence, including the following:

1. Students who are sharing the housing of other persons, due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Students who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Students are living in cars, parks, public spaces, abandoned buildings substandard housing, bus or train stations, or similar settings.
4. Migratory students who meet one or the above described circumstance.

Parents or guardians having questions about services for homeless students, or who feel that their child may be eligible for services as a homeless student, are urged to contact the Almont Community Schools at 810-798-8561.

## **NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

A federal law, known as the Family Educational Rights and Privacy Act, requires the School System to give public notice of the type of information regarding students that it considers to be "directory information" and thus available to the general public. Although other information may be so designated at a later date, at the present time the only such information which will be made publicly available will be the students' names and addresses. If you do not want to have your directory information made available to the public, you may have it excluded by sending a notice to the Superintendent of Schools, 401 Church Street, Almont, Michigan 48003.

## ALMONT MIDDLE SCHOOL AND STATE OF MICHIGAN GUN, WEAPON, AND RAPE POLICY

This notice is to inform you of recent changes in Michigan law. As you may already be aware, the state has in place laws requiring that any student bringing a weapon to school or engaging in rape at school, will be expelled from school. The ramifications of this law are quite far reaching and all parents are advised to be aware - and to make their children aware - of them. Almont Middle School will comply fully with the law, should a pertinent situation arise.

Be advised that possession or use of any firearm (including pellet and B.B., blank, or starting pistol) anywhere on school grounds, or at any school function, will result in an automatic expulsion. Furthermore, several types of knives, including switchblades, are covered by this law, and students found to possess them will be expelled. It is recommended that any knife, no matter how seemingly harmless, be left at home in order to avoid any possibility of trouble.

Weapons of any sort have no place in an educational environment, a fact the new state law highlights. We are certain that the overwhelmingly majority of Almont parents and students agree with that sentiment. We are equally certain that cooperation and compliance will be complete at Almont Middle School. Please feel free to contact the school if you have any questions regarding this law.

### SEXUAL HARASSMENT AND INTIMIDATION

It is the policy of the Almont Community Schools to maintain a learning environment free from sexual harassment. No student shall be subjected to any form of sexual harassment or intimidation. It is a violation of this policy for any student to harass any other student through any conduct or communication of a sexual nature. **Definition:** *Sexual harassment is any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical conduct of a sexual nature.*

Examples of sexual harassment include, but are not limited to, the following:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by direct or indirect threats to health, safety, etc.

Any student who feels that he or she has been sexually harassed should contact the counseling office and/or the principal or assistant principal immediately. Any student found to have violated school and district policies regarding sexual harassment will be subject to school sanctions and punishments, up to and including suspension and/or expulsion from school. Furthermore, parents and students should be aware that legal actions, both criminal and civil, can be taken against students who engage in sexual harassment. The Almont Community Schools will not hesitate to pursue such a course of action in any appropriate case.

### ENROLLING IN SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the District's school of choice policy or enrolling and paying tuition. New students under the age of eighteen must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residence,
- D. proof of immunizations--under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend



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

## **SCHEDULING AND ASSIGNMENT**

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

## **TRANSFER OUT OF THE DISTRICT**

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from the District, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents.

## **ACADEMIC INFORMATION**

### **Make-up Work**

Each student has the responsibility to make up work. When a student has been absent for a legitimate reason, he/she will have the equivalent number of school days his/her classmates had to complete the same assignment for credit. Students who have missed school due to disciplinary action (suspensions, etc.) **will be allowed** to make-up their work for credit; **upon their return they must contact their teacher(s) to arrange an appropriate timetable for doing so.**

### **Report Cards**

Report cards are issued to students four times yearly every 9 weeks (at the end of the marking period). Current grades are always available for parent/student perusal through PowerSchool. Hard copies of reports are also available through the office upon request.

## **ATTENDANCE POLICY**

### **Rationale**

An important part of the student's preparation for adult life is to develop a positive attitude toward attendance through a responsible attendance pattern in middle school. A primary concern of many employers when evaluating prospective employees is the student's attendance record in school. All employers require timely notification regarding employee absence. Attendance, punctuality, class participation, and interaction with teachers and other students are educational values that impact a student's academic achievement. Regular attendance of a student at school is a prime responsibility of the student's parent or guardian. This policy is designed to foster and enhance the attainment of academic success.

## **AFTER SCHOOL ACTIVITIES AND DANCES**

Students will be expected to attend school for the entire school day if they are to attend after school activities/dances that same day. Student attendance will be checked as students enter an activity/dance. Students who have an unexcused absence marked for that same day will not be permitted to enter. **In certain unavoidable cases, this requirement may be waived by the Principal or Superintendent.**

## ATTENDANCE PROCEDURES

The following absences do not count against the student's attendance record. The student is still responsible for **all work** missed as a result of such an absence.

1. Absences incurred as a result of a doctor's appointment or doctor-ordered bed rest. A note from the doctor to the attendance office **is required within a week of the student's absence.**
2. Absences incurred as a result of pre-arranged family trips. Students must obtain a pre-arranged absence form from the office at least three days prior to departure. This form must then be signed by parent, teacher, and students. The completed form should be returned to the office.
3. Absences incurred as a result of school-related activities that are approved by the administrator.
4. Funerals.

**Students under the age of 16 are required by Michigan State Law to be in regular attendance at school. Those students under the age of 16 who accumulate excessive absences will be referred to the Juvenile Courts for truancy.**

## APPEALS

Student and/or parents may initiate an appeal. All attendance appeals will be handled by the principal. All applications for appeal must be submitted to the school office. Students under the age of 18 must be accompanied by a parent or guardian for all appeals. No appeal will be heard without a parent or guardian present. The student or parent/guardian will receive a notice of the principal's decision within five school days after completion of the appeal hearing. If desired, the student or parent/guardian may appeal the principal's decision to the superintendent. Such an appeal must be in writing. Upon receiving the appeal the superintendent or his designee shall conduct a conference with the student or parent/guardian within 5 school days. Once the conference is completed, the superintendent will notify the student or parent/guardian of his decision.

## NOTIFICATION OF ABSENCE

All absences are to be reported to the office at 798-3578. The parent or guardian should telephone the school between 7:00 a.m. and noon each day of the student's absence. An attempt to notify the parent/guardian of each student absence that has not been reported will be made by the office. Students who become ill are to report directly to the office. An attempt will be made to contact the home in order to release the student from school for the day. If no parent can be contacted every attempt will be made to contact someone listed on the student's emergency card. Should such attempts still prove unsuccessful, it must be understood that the school **cannot** release the student. Students who leave school grounds without permission will be considered truant and will be subject to disciplinary action. Students who must leave school during the day for any reason, such as doctor/dentist, appointment, etc., must have a note from the parent or guardian and that note must be submitted to the office **before** the student signs out with their parent or guardian. Such notes **must** be received prior to the student leaving. Notes received after a student has left school will be considered invalid, and the student will be subject to disciplinary action. A student who comes to school late should provide a note from a parent or guardian. If this is not possible, a subsequent phone call from a parent/guardian will be necessary.

## STUDENT RESPONSIBILITY

It is the responsibility of the student to know the number of absences accumulated in his/her attendance record. Students who are suspended out of school for disciplinary reason will have each suspension day or class charged against his/her attendance record.

## UNEXCUSED ABSENCES

The penalties for skipping class will be a zero for all work missed or work due.

## TARDY POLICY

Students are expected to be in the classroom, in their seats, before the bell rings. After ten minutes of class students will be considered absent. If you are tardy because your last hour teacher kept you, bring a pass from the teacher. Purchasing candy or pop, or being in the bathroom, etc. will not be considered valid excuses. The school tardy policy is as follows:

1-2 tardies:	Verbal Warning.
3-4 tardies:	Phone Call to Parent from Teacher
5-6 tardies:	Lunch Detention in RTC
7-8 tardies:	After School Detention
9-10 tardies:	Saturday School and Loss of Privileges
10+ tardies:	Students will be Referred to Juvenile Courts for Truancy

## **IMMUNIZATIONS**

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

## **USE OF MEDICATIONS**

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

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the building principal before the student will be allowed to begin taking by medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **ASTHMA INHALERS & EPI-PENS**

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

## **NON-PRESCRIBED (OVER-THE-COUNTER) MEDICATIONS**

Students may, with signed parental permission, keep over-the-counter medications in the office for infrequent use. They must be labeled with the student's name and be in the original bottle. If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and their parents will be contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

## **LIMITED ENGLISH PROFICIENCY**

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

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

Parents have the right to review any instructional materials being used in the school. They may also observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials

or observe instruction must contact the principal prior to coming to school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

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

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

### **BLOOD-BORN PATHOGENS**

Parent notification regarding blood-borne pathogens may be found on Almont Community Schools website under Guidelines & Policies, see form 8453.01 F5.

### **FIELD TRIPS**

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

### **GRADES**

Almont Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of course work. If a student is not sure how his/her grade will be determined s/he should ask the teacher.

### **GRADING PERIODS**

Students shall be issued a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **HONOR ROLL**

Students will have the opportunity to achieve Honor Roll status four times a year if they earn A's and/or B's on their report card at the end of each marking period. Students may be recognized for their academic success through PTSA recognition and/or a sponsored Awards Night. If AMS is able to offer an Awards Night, a student will be invited to attend the ceremony if A's and B's were achieved for the first, second and third marking periods. Per their discretion, administrators and teachers may invite students who have excelled in personal achievement as well.

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

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

Almont Middle School provides the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and /or contain school subject matter. The Board authorizes many student groups that are sponsored by a staff member. Extra-curricular activities do not reflect the school curriculum but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

**2017-2018**  
**Almont Middle School**  
**STUDENT CODE OF CONDUCT**

The discipline policy has been established based on the belief that every child has the right to learn. The school has an obligation to the community and to the students who attend to provide an environment conducive to learning. Therefore, to achieve this goal, the following information regarding expectations of student behavior, behavior that will not be tolerated, consequences for inappropriate behavior, and appeal procedures should serve as a guide for students. The following acts have been defined as being inappropriate during school hours, on school property, or during school sponsored events. Disciplinary action will be taken by school authorities regardless of any charges filed by outside authorities which may or may not result.

**DISCIPLINE PHILOSOPHY**

Discipline problems in school can be broken down into three basic types:

- a. Dangerous or illegal acts,
- b. Acts which disrupt the normal activities of the school, or
- c. Persistent misbehavior indicating a poor attitude toward the school.

Both parents and students must understand that the school has to respond to each of these types of misconduct in order to protect the safety and rights of our students and staff. Schools are locations in which the primary emphasis must be placed on learning. The students who misbehave are not only creating life habits, which are unsound, but they are also interfering with the educational growth of others. The Board of Education fully realizes that young people of this age can and do make mistakes in judgment. Because of this realization, the following discipline policy has been established as a means of:

1. Allowing for some mistakes without serious consequences,
2. Disciplining students for serious misbehavior, and
3. Dealing with persistent rule violators.

Students at Almont Middle School are expected to exhibit good citizenship while they are under the jurisdiction of the school. This includes on the way to and from school, during the day, during lunch period, and at all athletic and social events sponsored by the school.

**BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD  
STUDENTS**

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

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

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

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

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

## **Notification**

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

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

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

## **Reporting**

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

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

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

## **Implementation**

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

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

## **Procedure**

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

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

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only



school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit and should be completed within three (3) school days after a report or complaint is made.

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

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

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

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

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

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

## **Prevention/Training/Restorative Practices**

The Superintendent shall establish a program or other initiatives involving school staff, students, clubs or other student groups, administrators, volunteers, parents, law enforcement, community members, and other stakeholders, aimed at the prevention of bullying or other aggressive behavior.

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

The District will utilize restorative practices that emphasize repairing the harm to the victim and school community in the correction of bullying behavior, which may include victim-offender conferences that:

- A. are initiated by the victim;
- B. are approved by the victim's parent or legal guardian or, if the victim is at least 15, by the victim;
- C. are attended voluntarily by the victim, a victim advocate, the offender, members of the school community, and supporters of the victim and the offender (the "restorative practices team");
- D. would provide an opportunity for the offender to accept responsibility for the harm caused to those affected, and to participate in setting consequences to repair the harm, such as requiring the student to apologize; participate in community service, restoration of emotional or material losses, or counseling; pay restitution; or any combination of these. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

## Definitions

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

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

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

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

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



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

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

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

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

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

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

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

Harassment, see Policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310b (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education

Neola 2017

## **DISCIPLINARY ACTION FOR MINOR OFFENSES**

Possible disciplinary or corrective actions or penalties for minor infractions include:

1. Reprimand
2. Loss of privileges
3. Exclusion from extra-curricular activities
4. Extra assignments
5. Special work projects
6. Detentions (lunch, after school, or Saturday)
7. In-School Suspension
8. Suspension from class
9. Out-of-school suspension

Factors regarding minor offenses that will be used to determine a child's punishment fairly will be the student's behavior record, prior misbehavior(s), attitude displayed, and cooperation. An example might be a three-day suspension, with counseling, and school service. A second offense and any subsequent offense(s) would receive a more severe punishment. Persistent minor infractions will be treated as major offenses.

## **Minor Offenses:**

1. Bus rules violation
2. Disruptive Behavior/Disturbing Class: (MS minor or major depending on circumstances) interfering with the learning of others. The use of items that can or are used to disrupt or interfere with the education process of the school may be removed from the student's possession (radios, CD/tape players, other electronic devices, glass, etc.)
3. Dress code violation. Refer to Dress Code Policy (MS minor or major depending on circumstances)
4. Inappropriate/Abusive Language (major offense if directed at another person)
5. Tardiness (MS minor for 3 tardies, 4 or more see major)
6. Improper Hall Behavior
7. Improper Identification
8. Overt Displays of Affection (MS see major Inappropriate Displays of Affection)
9. Snowballs – attempting to throw or throwing snowballs will not be tolerated.
10. Trespassing - Trespass is being in unauthorized areas of school property at any time, or refusing to leave when ordered to do so. Trespass shall also include unauthorized presence on school property beyond regular school hours
11. Unauthorized Sales
12. Physical Contact- Touching others in an unwelcomed, inappropriate, and/or improper manner.
13. Property Misuse- Misusing private and/or school property (i.e. restrooms) or using private or school property without proper permission.
14. Electronic Devices (MS minor or major offense depending on specific circumstances)

### **Middle School**

Students are not permitted to use pagers, cellular phone, or similar communications devices in school as they can be distracting to the students and disruptive to the educational process. Failure to abide by this rule will result in confiscation of said device to school officials. Furthermore, the Administration reserves the right to restrict the use of such devices by students at other school-related events such as athletic contests, concerts, field trips, dances, etc. See Prohibited Item Policy below.

15. Technology Violation (MS minor or major depending on the circumstances)
16. Insubordination/Defiance/Disrespect: (MS minor or major depending on specific circumstances) refusal to obey a request of an adult in authority or school district personnel.
17. Violation of General School Rules
18. Missed Detention
19. Academic
20. Other

## DISCIPLINARY ACTION FOR MAJOR OFFENSES:

Possible disciplinary or corrective action or penalties for major infractions include:

1. Suspension out of school
2. In-School Suspension
3. Indefinite suspension or exclusion
4. Restitution
5. Expulsion
6. Community Service (agreed upon by parent, student, administration)

Other actions, such as counseling, detention and/or Saturday Schools may be taken in addition to the above. For example, a suspended student may be required to see a counselor, or attend a Saturday School upon his/her return from suspension. **Students who are under temporary suspension or who have been excluded from school are not allowed on any school property, in any school building, or admitted to any school function. Failure to adhere to this rule will result in additional days of suspension.** A student may be assigned an In-school Suspension where the suspended day will be spent at school, working on assignments.

### Major Offenses

1. Arson - attempts to set and/or setting of fires in or on school property.
2. Assault, Physical or Verbal - threat of and/or physical violence to persons.
3. Bullying/Teasing/Taunting or other aggressive behavior toward a student - 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.
4. Cheating
  - a. First offense - Teacher will send student to the office. Student will receive an "E" for the work and parent will be contacted.
  - b. Second offense - Student will be assigned a Saturday School. Parent conference required.
  - c. Third offense - Two-day suspension. Student will be given an "E" for the semester.
5. Defacing Property - (such as textbooks, lockers, desks, hallways, building, etc.).
6. Electronic Devices (MS minor or major offense depending on specific circumstances)
  - a. Students are not permitted to use pagers, cellular phone, or similar communications devices in school as they can be distracting to the students and disruptive to the educational process. Failure to abide by this rule will result in confiscation of said device to school officials. Furthermore, the Administration reserves the right to restrict the use of such devices by students at other school-related events such as athletic contests, concerts, field trips, dances, etc. See Prohibited Item Policy below.
7. Combustibles/Explosives - possession, use, or sale of firecrackers or any other explosive device will result in suspension of no less than 5 days.
8. Extortion, Blackmail: - obtaining money or property by threat or violence, or forcing another to act against his or her will by threat or violence.
9. Fighting/Physical Aggression - This will include participants in the actual fight, and anyone who provoked or contributed to the fight with offensive touching or offensive remarks. Minimum two-day suspensions to maximum 10 day suspension. Physical Aggression includes aggressive actions involving physical contact, such as pushing or hitting.

10. Forging Forms - signing someone else's name to a form or document to benefit self and/or others.
11. Gambling - playing games for money or articles of value.
12. Gang-Related Activities - Actions, gestures ("signs"), or the presence of any apparel ("colors"), jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement (such as favoring the right or left side by rolling up/down, turning or untying, etc.), trademark, or any other attribute which denotes or advocates membership in clandestine gangs (e.g. the Bloods, Crips, Latin Counts, Spanish Cobras, Shorties, etc.) which advocate and/or participate in drug use, violence, or disruptive behavior is strictly prohibited. The first infraction of this rule will result in a five-day suspension. The second infraction will result in a suspension of at least ten days with the possibility of expulsion.
13. Improper /Abusive Language Directed at Another Person - profane, indecent, or immoral language or gestures directed at other students, parents, or school personnel.
14. Indecent Exposure
15. Insubordination/Defiance/Disrespect – (MS minor or major depending on specific circumstances) refusal to obey a request of an adult in authority or school district personnel.
16. Interference with school authorities - acts such as false statements to interfere with school personnel or the operation of school.
17. iPad Misuse
18. Leaving School Grounds Without Proper Authorization – immediately punishable by a one day suspension, two days for the second offense, three days for the third, and so on.
19. Malicious Damage to or Misuse of Private or School Property/Vandalism - inflicting damage to private or school property, using private or school property without proper permission, or in an inappropriate manner; this rule applies to all District equipment, including technology devices and communications networks.
20. Possession, Display and/or Distribution of Pornographic Materials or Accessing Pornographic Internet Content.
21. Possession of Weapons or Weapon-like Objects - Possessing any instrument capable of inflicting bodily harm. Possession can mean on the student's person or in his/her locker or vehicle.
22. Pulling False Fire Alarm/Bomb Threat
23. Sale or Purchase of Alcoholic Beverages, Illegal Drugs, Look-alike drugs, Patent Drugs, or Controlled Substances: Will result in an immediate ten-day suspension from school, a referral to police, and a referral to the Board of Education for expulsion.
24. Use, Possession or Being under the Influence of Alcoholic Beverages, Illegal Drugs, Look-alike drugs, Patent Drugs, Controlled Substances or Drug Paraphernalia. Any infraction will result in a referral to parents, police, and a ten (10) day suspension for the first offense. A second offense for any infraction would result in a ten (10) day suspension and referral to the Board of Education for expulsion. At the first step a number of the days suspended can be appealed for reduction if the student and parents agree to counseling from a public agency.
25. Skipping/Truancy - willful refusal or failure to attend school with or without parental knowledge.
26. Theft
27. Tobacco - smoking by students and the use of tobacco products, including lighters and electronic stimulated tobacco products, or the possession of tobacco is not allowed in the school building or school property, or at school-sponsored events.

- a. Disciplinary action for violating this rule will be as follows:
  - b. First Offense - Five-day Suspension
  - c. Second Offense - Ten-day Suspension
  - d. Third Offense - Ten-day Suspension and recommendation for Expulsion
  - e. At the first and second steps, the number of days suspended can be appealed for reduction if the student and parents agree to counseling from a public agency.
28. Inappropriate Display of Affection – (MS major)
29. Dress code violation. Refer to Dress Code Policy (MS minor or major violation depending on circumstances)
30. Disruptive Behavior/Disturbing Class- interfering with the learning of others (MS minor or major depending on circumstances)
31. Tardies: (MS 4 or more)
- a. See specific Tardy Policy
32. Technology Violation (MS minor or major depending on circumstances)
33. Persistent Minor Infractions - repeated violation of minor offenses will be treated as a major offense.
34. Other - Advocating or taking part in other dangerous or illegal acts which threaten to disrupt the education process or endanger the health and safety of the student body, or staff.
35. Missed Saturday School
36. Harassment

### **Almont Community Schools Prohibited Item Policy**

According to the Almont Community Schools policy, students may bring a cellular telephone or other electronic communication device (ECD) to school. During school hours and on all school vehicles the cell phone or other ECD must remain off and out of sight. The use of cell phones and other ECDs in locker rooms and restrooms is prohibited. During school activities, such as an evening award ceremony or band/choir concert, cell phones and other ECDs shall be turned off and out of sight. Possession of a cellular telephone or other ECD is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuses of this privilege. Violations of this policy may result in disciplinary action against the student, which may result in confiscation of the cellular phone or ECD, suspension, and/or other disciplinary action. A student who possesses a cellular phone or ECD shall assume full responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or ECDs brought onto its property.

In addition, there are other items that are considered “prohibited items”, such as **but not limited to** I-pods, MP-3 players, electronic games, portable CD or DVD players, other electronic devices, and hats. These items often cause distractions from the mission of creating an environment where all students can learn. If a student is observed with a prohibited item during school hours, the following consequences shall be administered.

**First Offense:** Prohibited Item is confiscated and returned at the conclusion of the day with a formal warning.

**Second Offense:** Prohibited Item is confiscated and returned to the parent or guardian. Saturday School is issued to the student.

**Third Offense:** Prohibited Item is confiscated and returned to a parent or guardian. The student receives a two day out-of-school suspension. Parent and administrator meeting is required.

**Fourth Offense:** Prohibited Item is confiscated and returned to the parent after ten (10) hours of Community Service is completed by the student.

**Fifth or more Offense:** Administrative discretion.

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## EXPLANATION OF DISCIPLINE ACTIONS

### Detention

It is the teacher's or principal's prerogative to keep students before or after school for disciplinary reasons. Additionally, the principal may assign a Saturday detention when warranted. Because of transportation problems, the following procedure is in effect: students may be detained for a reasonable amount of time, but in all cases of detention, a day's notice is given. It is the *student's responsibility to inform their parents and arrange for transportation during this grace period. Failure to show up for detention will result in suspension. Any student, whose discipline file indicates that numerous detentions have already been served, will be given a suspension instead of detention. Unsigned detentions will result in a student being denied admittance to after school detention and further disciplinary action will be taken.*

### Out-of-School Suspensions

Out-of-school suspension is defined as the exclusion of a pupil from school for a specific period of time terminating at the end of the specified period or upon fulfillment of a specified set of conditions. **Any suspended student is prohibited from being on school property or in attendance at any extracurricular event until they return to school following the suspension. The period of exclusion from school activities begins when a student leaves school at the conclusion of classes on the day prior to the official day(s) of suspension and ends when the student returns to school for the resumption of classes after the suspension has been served. For example, a student who is suspended from classes for Friday, having received notice of the suspension on Thursday, cannot attend athletic, extracurricular, or social events at the school, or sponsored by the school, Thursday evening, throughout the day Friday, or over the weekend.**

### Exclusion

Exclusion is an indefinite suspension of a student pending further investigation.

### Expulsion

Expulsion is the exclusion of a student from school for a specified period of time. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

Please see policy 5610.01 for specifics in regard to expulsions and suspensions required by statute. District policies are available on the home page of our website at [www. almontschools.org](http://www.almontschools.org)

## Student Suspension and Expulsion

The superintendent, building principals, or principal's designee, may suspend, either for a short-term or long-term, or may make a recommendation to the board regarding the expulsion of a student guilty of any of the following:

- Willful violence and/or persistent disobedience of any published regulation for student conduct authorized, adopted or approved by the board;
- Willful misconduct that substantially disrupts, impedes, or interferes with the operation of any school;
- Willful misconduct which substantially impinges upon or invades the rights of others;

*Or*

Disobedience of an order of a teacher, police officer, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

## Suspensions

A short-term suspension may be imposed immediately upon a student without first affording the student or the parents or guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. If, in the principal's opinion, or as required by statute, the student's alleged

infraction warrants' a suspension of more than ten (10) days (a "long-term" suspension), the principal shall refer the case to the District Superintendent. The Superintendent shall review the material and schedule a hearing with the board of education.

### **Procedures for Suspension and Appeal**

Parents shall be informed and involved in any case of a pupil exhibiting a history of unacceptable conduct. Records of such involvement shall be maintained in the principal's office. The principal shall be responsible for documenting evidence to support any action of suspension or expulsion as well as efforts to solve the problem. Such documentation shall be in writing. On the basis of the present status of present school law, the principals and assistant principals of the Almont Community Schools are delegated the authority to temporarily separate or suspend a pupil from school. Suspensions of more than ten days are to be discouraged. In such actions, the following precepts shall be adhered to:

1. A pupil shall be fully informed of the charges brought against him including the rationale for the action and the conditions of time and termination.
2. A student may be suspended from school for a period of one to ten days. An Act of God Day does not count as a suspended day. This action is to be taken by the Principal or his designated assistant. Parents shall be notified.
3. The Superintendent shall be notified, in writing, of all cases of suspension exceeding three days.
4. Suspension may apply to any single violation or combination of violations of school rules and regulations and codes of behavior as determined by the principal or his delegated assistant.
5. **Students who are under temporary suspension or who have been excluded from school are not allowed on any school property, in any school building, or admitted to ANY school function. Failure to adhere to this rule will result in additional days of suspension.**
6. A student may be assigned an in-school suspension where the suspended day will be spent at school, working on assignments. This type of suspension will be limited to assure effectiveness.
7. Suspensions of more than one day, but not more than ten school days may be appealed in writing to the principal within two school days of the parents' receipt of the written suspension notice. The written appeal must contain the reason(s) that the suspension is being appealed. The student shall be reinstated during the appeals process, unless it is determined that the student's attendance would jeopardize the safety of the student or other students, and/or cause disruption to the educational process.
  - A. Upon review, the principal may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The review may include, but not be limited to, a meeting with the parents if, in the principal's opinion, this is appropriate. The Principal will reach a decision and inform the parents of that decision in writing within ten (10) school days after the receipt of the parents' written appeals request.
  - B. Within two (2) school days from their receipt of the principal's written decision, parents may appeal that decision to the superintendent of schools in writing. The superintendent will reach a decision and inform the parents in writing within ten (10) School days after receipt of the parents written appeal request.
  - C. **The superintendent's decision shall be final in all cases of short-term suspension (not exceeding 10 days).** Parents may appeal to the board only in cases of alleged violation of due process (per District Policy 5611) by the Superintendent. In such cases the appeal must be made in writing to the Board President within two (2) school days of the parents' receipt of the Superintendent's decision, and must include a statement of the alleged violation of policy. The Board shall notify the parents of its decision within ten (10) days of receipt of the written Due Process Appeal.
  - D. In cases of long-term suspension the procedure outlined below will be used. This procedure will also be used in cases of recommended expulsion brought before the Board of Education. The Board of Education shall schedule a hearing within ten school days and shall notify the parents that said hearing shall be conducted under the following rule procedures.
    1. Written notice shall be given of the time, date and place of the hearing.
    2. The pupil or parent may be represented by an attorney.
    3. Parents may request a closed hearing.
    4. The student's parents or guardians may be present at the hearing.
    5. The student and his/her counsel or advisor may hear or read a full report of testimony of witnesses against the student.
    6. Witnesses may be presented at the hearing and the pupil or his/her representative may question witnesses testifying against the pupil. Witnesses are to be excluded from proceedings, except when testifying.
    7. Pupil involved may remain silent.
    8. The student may present his/her own witnesses.
    9. The student may testify in his/her own behalf and give reasons for his/her conduct.



10. The student has the right to have an orderly hearing.
  11. The student has the right to a fair and impartial decision based on substantial evidence.
  12. There may be present at the hearing, the principal, the Board of Education attorney and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
  13. The Board of Education shall render a written opinion of its determination within five school days from the date of hearing. In these procedures, counsel means any person a student selects to represent and advise him/her of all proceedings conducted according to these procedures. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.
8. Recommendation for the expulsion of the pupil from school shall be made to the Board of Education by the superintendent. Such action is generally taken upon recommendation of the principal. The principal's recommendation shall be communicated to the superintendent in writing, signed by the principal and accompanied by the pupil's accumulative file. Except in cases stemming from extreme overt behavior, or as required by statute, it is expected that parental contact would have been initiated and held at the building level prior to the expulsion recommendation. In cases of expulsion the following procedures shall be followed:
- A. The pupil may be under supervision or excluded from school pending the recommendation of the Superintendent to the Board, and pending the Board's decision.
  - B. The superintendent's recommendation to the board shall be in writing. It shall include the essential elements which form the basis of the charge. A copy of the recommendation shall be transmitted to the parent or guardian of the student being considered for expulsion.
  - C. The Board of Education shall set the date, time and place of the hearing and shall transmit notice of same to the parent in a timely fashion prior to the date of the hearing. The written notice may be mailed, or personally delivered.
  - D. The hearing procedure shall follow that set forth in 7-D of this document.
9. Efforts shall be made by the school, but not guaranteed, to provide alternate means by which a pupil under an extended suspension or expulsion may continue his education. Such opportunities may include evening classes, correspondence courses, special programs, or transfer to another school or school system.
- In all long-term suspension or expulsion cases, a record of the appeal hearing may be made by mechanical or electronic recording, and the costs shall be borne equally by the district and the student.

### **Confidentiality during Investigations**

Every reasonable effort will be made to ensure and maintain student confidentiality during administrative investigations into disciplinary and other, similar school matters. However, a proper investigation will, in some cases, require that school personnel divulge the names of students making allegations against other students, as well as the nature of those allegations.

### **STUDENTS' RIGHTS AND RESPONSIBILITIES**

The constitution of the United States through the Bill of Rights and subsequent amendments gives all citizens certain rights. The US Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. In other words, young people who are students are protected by the mantle of the Constitution, and that responsibility for protection applies to boards of education as it does other individuals and agencies. As the state legislature has given school boards rule-making authority regarding student behavior, so is that authority balanced by the Constitution and the courts. As students have increasingly had their rights clarified through litigation, so too have they been reminded of and instructed in their responsibilities. Rights, as afforded us by the Constitution, are a legal requirement. The mere fact of citizen status is enough to bestow these rights. One may lose these rights or be deprived of them if one violates the rights of others. Although it can be said that a person has a responsibility to oneself, still, in a democratic society, this word "rights" refers mainly to that which a person may take for oneself as an individual. The word "responsibility" refers mainly to the individual's obligation to others within his society, because, in order for an individual to preserve one's rights, each must accept a sense of responsibility toward the preservation of the rights of others. Responsibilities then become the foundation upon which individual rights become meaningful and effective. Each student has the responsibility to:

1. Respect the inherent human dignity and worth of every other individual.
  2. Be informed of and adhere to reasonable rules and regulations established by boards of education and implemented by school administration and teachers for the welfare and safety of students.
  3. Study diligently and maintain the best possible level of academic achievement.
  4. Be punctual and present in the regular school program.
  5. Refrain from libel, slander, and obscenity in verbal and written expression.
- Students must observe fair rules in conversation and responsible journalism.



6. Dress and appear in a manner that meets reasonable standards of health, cleanliness and safety.
7. Help maintain and improve the school environment; preserve school property, and exercise the utmost care while using school facilities.
8. Deport oneself in an appropriate manner while in attendance to all school or school-related functions held on or off school grounds.
9. Continue or become actively involved in one's education, understanding of people, and preparation for adult life.

### **SCHOOL BUILDING ACCIDENT POLICY**

Anyone injured during school hours or while participating in school sponsored activities, including athletics, must report the injury to an instructor or coach and the office as soon as possible.

### **BUS TRANSPORTATION**

Students have the privilege of riding District buses to and from school, provided they fulfill their responsibilities as bus riders. The principal or his/her designee will adhere to the following steps when taking disciplinary action against students who violate bus rules:

- |             |  |
|-------------|--|
| 1st Offense | Student,- administrator conference. Parents contacted.       |
| 2nd Offense | A one-week suspension from the bus recommended.              |
| 3rd Offense | A one-month suspension from the bus recommended.             |
| 4th Offense | A remainder-of-the year suspension from the bus recommended. |

All penalties are subject to administrative discretion. Good conduct is a necessity on the school bus for the well being and safety of all who ride the bus. An orderly and quiet bus will permit the school bus driver to give all his/her attention to the driving task. All students must obey the directions and rules of the driver promptly and willingly. The following rules will be strictly enforced:

1. Be at your bus stop on time.
2. Board the bus without crowding or pushing.
3. Pupils should take seats promptly and remain seated throughout the trip; facing the front with their feet on the floor in front of them.
4. There is no need for loud talking or yelling to others. Talk quietly to your neighbor(s), if you speak.
5. Students must not extend their hands, arms, or head out the bus windows. The throwing of any objects either on the bus or out o bus windows will not be tolerated.
6. Students should depart the bus in an orderly manner.
7. When leaving or entering the bus, students must cross in front of the bus.
8. No food or beverages should be eaten on the bus.
9. Students are not allowed to change buses under any circumstances.
10. Any vandalism on or to the bus will result in appropriate disciplinary action and/or restitution.

### **CAFETERIA**

In order to maintain a clean and healthy atmosphere at Almont Middle School, the following rules are in effect:

1. Students may not leave campus, unless accompanied by a parent/guardian. (This applies to all students, regardless of age.)
2. Lunch is to be eaten in the cafeteria unless otherwise approved by the building administrator.
3. Rude or insolent behavior toward lunch personnel, supervisors, or noon aides will not be tolerated.
4. Each student is responsible for clearing his/her place at the lunch table.
5. Each student may charge up to three lunches at a time. Charging of ala carte items is prohibited.

2018-2019 cafeteria pricing as follows: student breakfast-\$1.65, student lunch-\$2.90 and milk \$.50.

## **Food Service Financial Policies for Handbooks**

The purpose of this policy is to communicate with the stakeholders of Almont Community Schools how the district will handle the fiscal obligations for students who have an outstanding balance, or who have a credit on their account (pre-paid meals).

Stakeholders include but are not limited to:

- ☐ Administrators
- ☐ Food Service Employees
- ☐ Students
- ☐ Parents of Students
- ☐ Parents of Inactive Students
- ☐ Educators
- ☐ School Employees
- ☐ Community Leaders
- ☐ Social Workers
- ☐ All other Stakeholders

Almont Community Schools in accordance with the Wellness Plan and the School Meal Policy will provide students standard meal which meets the requirements of the USDA and FNS standards. Parents are given the opportunity to pre-pay for meals by sending in a check/money order or cash with the express intention to deposit these funds on the students account in advance of the student consuming school provided meals or foods. In addition, Almont Community Schools offers an online funding option through Send Money To School. Prepaid meal accounts can be used by students to purchase the standard meal, or any other combination of foods available in the cafeteria including Ala Carte items.

Any student who has not qualified for free or reduced lunch and who has a credit on their account that exceeds \$25 will receive a check from Almont Community Schools once the student has either graduated or completed the checkout procedure. Almont Community Schools will cut this reimbursement check within 30 days of the business office being notified that the individual is no longer an Almont Community School student.

Any student who has not qualified for free or reduced lunch and who has a credit on their account between \$5-and \$24.99 will be required to request a refund at the time of check out or graduation. It is understood that if the request is not received by the business office within 30 days of the separation event the family is choosing to donate these funds to the food service program. Donated Funds from other families will be used to offset student balances in the following order:

1. Students who qualified for reduced lunch but have a balance on their food service account
2. Inactive Students who have a balance on their account
3. Active Students who have a balance for standard meals on their account

Any student who has not qualified for free or reduced lunch and who has a credit on the account of less than \$5.00 will automatically donate the funds to the food service program.

Students who have a balance on their account, exceeding \$20.00, will be subject to the Meal Charging Policy which prohibits the participation of the student in fee based extracurricular activities until payment arrangements are made or the balance is paid in full.

Students who separate from the district who do not clear up their food service balances by the end of that calendar year will be transferred to the general fund and will be subject to collection policies as determined by the district, including turning the account over to a collection agency.

## **Bad Debt Collection Policy for Handbooks**

The purpose of this policy is to communicate with the stakeholders of Almont Community Schools how the district will handle bad debts incurred by former students. These individuals were at one time students of the district who either completed the check-out procedure, or graduated.

Stakeholders include but are not limited to:

- Administrators
- Food Service Employees

- Students
- Parents of Students
- Parents of Inactive Students
- Educators
- School Employees
- Community Leaders
- Social Workers
- All other Stakeholders

In compliance with USDA, FNS guidance for the food service fund, the district will make every effort to collect the balance left on the former students account. Efforts may include but are not limited to:

1. Phone calls
2. Letters
3. Emails
4. Turning the account over to a collection agency.

In order to properly document the charges, the food service director will print a ledger of any student who has a balance. Unless the balance is cleared the ledger will remain on file until December 31st of the year the student becomes inactive because they have either completed the checkout procedure or graduated.

In accordance with the law, any food service balance not cleared by the parents of the student by December 31st will be transferred to the general fund where the district's business office will continue the established collection procedures.

Any student who has a balance on their account not related to the cafeteria (food service) will adhere to the same policy and procedure as outlined above. The balance of active students shall carry forward year to year until the student becomes inactive either because they have graduated or because they have completed the checkout procedure. At which time the district business office will continue to attempt to collect these debts. Once the district turns the matter over to a collection agency the matter will be considered closed by the district unless the agency reports they have collected funds.

### Meal Charging Policy

Almont Community Schools offers meal assistance to all qualified families. All families can apply confidentially for free/reduced meals. Applications are available in each school office, or you can apply online by visiting [www.almonstschoools.org](http://www.almonstschoools.org) and clicking on Departments, then Food Services, scroll down to the application.

Reduced meal prices:

Orchard Primary Middle and High Schools

Breakfast \$0.30 \$0.30

Lunch \$0.40 \$0.40

Normal Meal Charges are:

Breakfast \$1.55 \$1.65

Lunch \$2.70 \$2.90

Ala Cart Milk \$0.50 \$0.50

In the event a student does not have the ability to purchase a school meal, the school will provide a standard meal and charge the applicable costs (see above) to the students account.

Only us currency is allowable for purchasing any items in the cafeteria or at Almont Community Schools.

**No student at any time will be allowed to charge a la carte Items from the cafeteria.**

**Any account that has a negative balance that exceed \$20, will result in the district administration being notified of the situation. The student will be prohibited from participating in all fee based extracurricular activities until the balance is paid, or payment arrangements are made. These activities include:**

- ☐ Athletics
- ☐ Fee based Clubs
- ☐ Homecoming Dance
- ☐ Prom
- ☐ non-academic trips
- ☐ Any other dances
- ☐ Commencement Activities

Any student who becomes inactive due to graduation, or finalizing the check-out procedure who has a negative balance on their account will face collection agency activity according to the bad debt policy.

## DRESS CODE

The purpose of this dress code is threefold:

1. To set limits of what are acceptable dress and grooming in school.
2. In recognition of the identity of the school as a place for teaching and learning, to encourage that mode of dress and grooming which is conducive to establishing a climate for such teaching and learning.
3. To reflect the concern of student, parents, teachers, and administrators with those factors of dress and grooming which may effect the education of young people.

**The following guidelines are given for student dress:**

1. Students' appearance should be neat and clean.
2. Student appearance should be such that it does not disrupt the education process.
3. Articles of clothing or items such as pins or buttons which contain inappropriate words, statements, or pictures are not allowed (for example: any clothing endorsing drugs, alcohol or tobacco products are strictly prohibited).
4. Coats, hats, hoods, tank tops, wallet chains, or shirts that do not cover the shoulders or mid-section, pajamas, and short skirts/shorts are not proper attire. **Note: Skirts/shorts must be fingertip length. Any cuts, tears or rips in pants/shorts or skirts MUST be below finger-tip length.**
5. Shoes must be worn. Slippers are deemed unsafe and not permissible for school.

In general, any styles or dress or grooming which are distracting, tend to create a disturbance in school, or are likely to interfere with the health, safety and welfare of self or other persons in the building, will be deemed inappropriate. Violations to any of the above may result in one of the following disciplinary actions:

- Student will make the appropriate change to meet the regulations.
- Administration to assign appropriate consequence for continual dress code violations.
- Student will be suspended up to five days.
- Student will be suspended ten days with the recommendation of expulsion for the remainder of the semester of the school year.

## ELECTRONIC DEVICES

The school will gladly relay any message to a student from parents; therefore, students are not permitted to use pocket pagers or cellular telephones in school. Students may have such devices at other school-sponsored events; however, the Administration reserves the right to restrict the use of such devices by students at events, e.g., athletic contests, concerts, dances, etc., should their use create problems.

## EMERGENCY CLOSING OF SCHOOL

Weather conditions that create a hazardous driving situation may necessitate an emergency closing or delay of school. In the event this occurs, plans of action will be announced through PowerSchool, on radio stations and local television stations. **Please listen to these announcements, rather than calling school.** In the event that emergency conditions necessitate the closing of school before the regular dismissal time, students will be dismissed to their homes as soon as possible. Parents are expected to review with their children the steps they are to take if this should happen.

## EMERGENCY MEDICAL INFORMATION

Emergency medical cards are required for every student. It is important that all emergency information be on file, and that the office be notified of all changes on a yearly basis. No oral medication, such as aspirin, will be administered to any student without medication and paperwork provided by the parent/guardian.

## EXCLUSION OF COMMUNICABLE DISEASE SUSPECTS FROM SCHOOL

Teachers are to notify their principal of any pupil suspected of having a communicable disease. Upon investigation, the principal shall exclude from school any pupil suspected of having a communicable disease. The principal shall determine the pupil's re-admission requirements to the school.

## HALL PASSES

Students are not permitted in the halls during class periods, unless accompanied by a teacher, or possess a signed pass from an authorized staff member; the issuing of hall passes will be limited.

## LOCKERS

Students are issued a locker and combination at the beginning of the school year. Please remember the following:

1. Quickly learn the combination.
2. **Do not give ANYONE the combination!**
3. Do not "pre-set" the combination.
4. Report anyone who is tampering with the locker immediately.
5. Do not leave valuables in the locker.
6. Under no circumstances are students to change or trade lockers without permission from the office (violators will be disciplined).
7. Students are held responsible for the contents of their locker.
8. Do not bring personal locks for your locker.
9. Students are responsible for the physical condition of their lockers. Vandalism will require restitution.

## MEDICAL LIMITATIONS

Students having any physical disabilities or handicaps should make this known to the office as soon as possible, so this information can be conveyed to their teachers, or that their program may be changed.

## OPTING OUT OF CLASS

Parents wishing to excuse their child from participating in class due to the controversial nature of the course content may do so by contacting the principal. First, a meeting should be scheduled to review pertinent information. Second, a waiver form will be provided to the parent(s) which, when signed and dated, officially removes the child from class until the material in question has been completely taught. Students separated from class for reasons of opting out may or may not be given work during the time of separation in lieu of what is being taught in the classroom.

## PUBLIC DISPLAY OF AFFECTION

While it is completely understandable that young people begin to take an increased interest in romance during the middle school years, it is similarly understood that there are socially appropriate ways for young people to display affection for one another. In order to avoid any confusion over what is deemed appropriate, students will adhere to the following guidelines:

1. Hand holding is **not allowed**.
2. Kissing, extended hugging and fondling are all **expressly prohibited**.
3. If told to desist in any behavior by a teacher or other faculty member, students will do so immediately.

Failure to abide by these rules will result in punishment up to and including suspension from school for a period of time to be determined by the principal.

## **RELEASE OF STUDENTS**

The policies/rules below apply to **ALL** students, regardless of their age. Students must sign out in the office before leaving early from school. No student will be released from school to any person other than the parent or guardian with whom the child is living. Children will not be excused by telephone calls unless the call can be carefully verified. Check Out Procedures and Closed Campus: Students will not be allowed to leave school during lunch unless a special circumstance exists and permission has been granted by the principal(s).

## **SAFETY DRILLS**

Directions for evacuation or take-cover are posted in each room. The signal for a fire drill is a pulsating tone of the fire horn. The fire drill regulations are as follows:

1. Leave the building according to directions in the classroom.
2. Walk quickly, in single file without talking or pushing.
3. Close all windows and doors. In the event of a tornado drill, teachers will be signaled and these regulations will be followed:
  1. Proceed to the designated area and assume the take-cover position.
  2. Silence must be maintained.
  3. Return to class in an orderly fashion when instructed to do so by the teacher.

## **SCHOOL IN SESSION - NO TRANSPORTATION AVAILABLE**

At times, and for reasons beyond the school's control, buses will not make their usual runs. Such an occasion puts a special burden on students, parents and school staff. Regular attendance policies will apply to all persons who walk to school, or otherwise provide their own transportation. Parents of students who ride buses are urged to make an effort to get their children to school on such days. The school personnel will maintain regular schedules and will make every effort to make the day worthwhile.

## **SEARCH AND SEIZURE**

All students have the right of privacy. However, the 4<sup>th</sup> Amendment to the United States Constitution and Almont Community Schools Board Policy allows school officials the right to search a student's personal belongings with reasonable cause. This also covers desks and lockers, as well as items of clothing.

## **STUDENT RIGHT TO ORGANIZE**

Students have the right to meet with fellow students peacefully as long as school rules dealing with student associations are followed. According to Almont Middle School rules and state law, a student cannot take part in any organization in which members decide who may or may not join (i.e. fraternities/sororities). Students must not discriminate against anyone who wants to join his/her club or organization. Almont Middle School sets limits as the time and place of organization meetings. Students are responsible for following the rules. Meeting times are set by the School Activities Coordinator.

## **TELEPHONE**

Office telephones are not for student use except in cases of emergency.

## **TEXTBOOKS**

Textbooks are school property and should not be mistreated. Damage will be the responsibility of the user and fines will be assessed.

## **VISITORS**

All visitors must check-in in the main office; visitors may be required to wear an identifying tag, badge, etc. Parents are always welcome at the school (please check-in at the office). Students will not be called out of class to meet with anyone except in case of emergency. If students wish to have guests visit the school, they should request permission from the principal in advance. The practice of allowing other students to visit the school is strongly discouraged. No visitor passes whatsoever will be issued during final exam week.

## **STUDENT ACTIVITIES/ASSEMBLIES**

Student assemblies can be a valuable addition to our school program. Student conduct at assemblies is a reflection of the type of student body we have, and the number of assemblies scheduled is based in part on student behavior. Students should always:

1. Enter the assembly area in an orderly manner without pushing or shoving.
2. Show respect to school, classmates, and the performers by being attentive at all times.
3. Show appreciation by applause.
4. Leave assembly in the same orderly manner in which you entered.
5. Stay off gym floor.

## **CLUBS**

Activity groups and clubs are available in a variety of interest areas. Formation of such groups is based on the number of students interested, facilities available, and sponsors. Students desiring to organize a club or activity should contact the principal.

## **DANCES**

Dances may be held on nights when there is no school the following day. Dances may occasionally fall on afternoons when there is school the next day. The following procedures must be followed:

1. All dances and dance dates must be approved by the principal.
2. Four weeks prior to the dance, a request form must be turned in to the principal with the signature of all faculty and parent chaperones along with the band or D.J. contract, and decorating plans. The following rules for dances must be followed:
  - Dances are for Almont Middle School students only.
  - Once admitted to a dance, students are expected to remain until its conclusion.
  - Once a student leaves, he/she cannot return.
  - The Code of Conduct applies at all dances.
  - Normal school dress is allowed at all dances unless otherwise announced.

## **STUDENT COUNCIL**

A formal student council may work in a leadership role with the principal and sponsors to enhance school climate for the student body.

## **STUDENT SERVICES COUNSELING AND GUIDANCE**

Counseling services are available to all students in school. These services include the following: assistance with educational planning; interpretation of test scores; occupational information; career information; study aids; assistance with home, school or social concerns as well as assistance with any questions students may feel they would like to discuss with the counselor. Students can arrange to see a counselor by filling out a request form available in the counseling office or by arranging an appointment. It is important that parents become acquainted with the student's counselor so they can work together to assist the student through the middle school years. Parents are invited to call the school and arrange an appointment.

## **LOST AND FOUND**

The "lost and found" is located in the cafeteria. Students are urged to turn in articles they find immediately. Students can claim lost articles by properly identifying them.

## **STUDENT RECORDS**

A cumulative student record is maintained by the Almont Community Schools for the benefit of the student. The record reflects scholastic, physical, and social growth of each student. Access to this educational record is restricted to authorized



professional personnel, parents, guardians, and the student. Appointments to review records can be made through the principal or counseling department.

## ATHLETICS

All participants must have a physical examination before they may begin practice. Insurance forms and athletic emergency forms must also be turned in to the coach before an athlete can begin practice. These three forms need only be done once each school year, regardless of the number of sports in which a student is involved. It is recommended that all students participating in the athletic program have some type of insurance.

### Athletic Code of Conduct Preamble

Participation in athletics means more than competition between intramural or two teams representing different middle schools. It teaches fair play and sportsmanship; understanding and appreciation of teamwork; finding out that quitting means failure, while hard work means success. With these goals in mind, this guide has been formulated for the use of athletes, coaches, administrators and all others concerned.

### As A Player

In the areas of athletic competition, a real athlete does not use profanity or illegal tactics. He learns the fact that losing is part of the game, and that he should be gracious in defeat and modest in victory. He is always courteous to congratulate the opponent on a well-played game after the contest. False athletes often display fits of temper, clown, etc. when things fail to go as desired or when replaced by a teammate. A true athlete has complete control of himself at all times. Officials in a game are there for the purpose of ensuring that both teams will receive a fair deal. Officials do not lose a game for you. It is athletic tradition that no one except the appointed captain talks to the officials. He should speak in a tone of respect and for the purpose of clarifying a rule. Any behavior contrary to that, which has been stated, is a direct reflection on the school, team, and coaches and will not be tolerated. Violation of a minor nature will result in removal from the game. Those of a serious nature will result in suspension and possible expulsion from the team. Michigan High School Athletic Association regulations state that any player participant who is removed from a game for exhibiting poor sportsmanship will be ineligible to participate in at least the next scheduled contest. **Anytime an athlete is suspended from school during an MHSAA competitive season (including the pre-season practice periods), he/she will be ineligible for at least one competition date, including any and all contests during that athlete's period of suspension.**

### In The Classroom

A good athlete is a good student who plans his/her time so that sufficient time is given to his/her studies in order to ensure acceptable grades. In addition to maintaining satisfactory grades, an athlete should give respectful attention to classroom activities and show respect for students and faculty members at all times. An athlete should maintain a good attendance record. He/she should not be tardy for classes or absent from school without good reasons. **An athlete must be in attendance at school four consecutive periods on the day of a scheduled athletic contest in order to be eligible to participate.** In certain unavoidable cases, this requirement may be waived by the principal or superintendent.

### Eligibility

School regulations require the following academic standards for eligibility.

1. The purpose of eligibility rules is to maintain athletes in proper perspective with relation to the whole school program of education. Participating students are to cooperate with the school to see that these rules are obeyed and observed.
2. All athletes must be enrolled in a full schedule of classes. An exception may be made in the case of a student where an allowance has been made in meeting graduation requirements. This exception must be approved by the principal or superintendent.
3. Eligibility will be determined 5 weeks into the marking period and at the end of each marking period as well.

**At this time** students must be passing all classes to remain eligible without restriction. Students with one failing grade will be declared immediately ineligible, but can regain eligibility when the following conditions are met:

- a) The failing grade is raised into the passing range (D- and above)



- b) Passing grades are maintained in all other classes as well for the duration of the marking period. Eligibility for students with one failing grade (at 5 weeks) will be checked weekly. Any failing grade during this time will result in an immediate loss of eligibility that can be regained once the grade is raised into the passing range.
- c) The request for reinstatement of eligibility must be made to the principal by the athlete. Such requests must be accompanied by a signed form from the teacher of the class in question indicating that the student is passing the class for the Semester.

Students failing two or more classes at 5 weeks into a marking period or end of semester will immediately be declared ineligible for a full week. Grades will continue to be checked each week. Students who still have two or more failing grades will be declared ineligible for the next Monday through Sunday, and so forth. Students will regain eligibility when the failing grades are raised into the passing range, and grades from all other classes remain in the passing range.

**At the end of the Semester** (final grades), students with one or no failing grades are academically eligible to participate in athletics on the first day of the subsequent Semester. Students receiving two or more failing grades will be declared ineligible for the entire subsequent Semester.

At the beginning of each year, students will be declared eligible by meeting the State eligibility requirements (passing 5 out of 7 courses in the previous Semester). In addition, all student athletes must be aware that Almont High School is a member of the Michigan High School Athletic Association (MHSAA), and abides by all of the organization's rules, by-laws, and policies.

Excessive absences or tardies (10 or more) from school may result in the removal from athletics. The administration will meet with parents and the student athlete before final decision is made. The head coach will be notified of the administrative decision.

### **Physical Examinations**

No student shall be eligible to participate if there is not on file with the principal of that school, a physician's statement for the current school year certifying that the student has passed an adequate physical examination and that, in the opinion of the examining physician, that student is fully able to compete in athletic contests.

### **Trips**

On trips, athletes directly represent the community, school and coaches. Therefore, it is expected that all concerned will dress and behave in an acceptable manner when traveling to and from and at any away contest. All athletes are required to ride on the players' bus both to and from away contests. Violations in this area will result in suspension from the next contest.

### **Training Rules**

**Training rules apply to all athletes in all sports, at any location during the entire competitive/practice season, from the first day of practice until the last day of a season. Failure to abide by them can have dire consequences for an athlete and his/her team(s).**

1. No smoking or use of any other type of tobacco product.
2. No use/abuse or possession of alcohol or drugs.
3. Keep reasonable hours (8-10 hours of sleep per night are recommended).
4. Players are to notify their coach before practice starts if for any reason they cannot attend practice. Unexcused absences from practices or games could result in suspension from the squad.
5. Obey any other specific training rules of the coach of your sport. Violations of training rules (1) and (2) will result in:
  - 1<sup>st</sup> Offense: A two-week suspension with a minimum of two games.
  - 2<sup>nd</sup> Offense: A one-semester suspension (90 school days).
  - 3<sup>rd</sup> Offense: A one-year suspension from date of offense.
  - 4<sup>th</sup> Offense: A total suspension from all sports at Almont Middle School.

(Steps may be jumped due to severity of violation). If an athlete is suspended from school, he/she will be ineligible for the next game.

## **Miscellaneous Subjects**

1. A working athlete must also comply with all sections of this code.
2. School equipment:
  - a. An athlete is financially responsible for all equipment checked out.
  - b. Equipment should not be abused and should be kept in locked locker.
  - c. All clothing should be washed at least once a week.
3. An athlete dropping the team after the first contest will forfeit the following:
  - a. His or her award.
  - b. Eligibility in any other sport for one full year from the time of dropping if the athlete drops of his or her own accord without personal notification to his coach. If an athlete consults with the coach concerning his or her decision to drop, the athlete will be allowed to participate on a team during the next sport season.
4. Practice regulations:
  - a. A coach must be consulted if any athlete must miss a practice. An athlete missing a practice or a game without a good reason will be reprimanded.
  - b. Illness or emergency would be an acceptable reason for missing a practice or a game.
  - c. Obey the specific practice rules of the coach.
5. Locker room procedures:
  - a. Roughhousing, throwing or snapping towels or other objects is not allowed in the locker room (an injured athlete is of little value to the team).
  - b. All showers must be turned off. Last one to leave should re-check all showers.
  - c. An athlete respects the rights and property of others. Any equipment, money or other items found missing must be turned in to the head coach. Evidence of stealing or of malicious destruction of property will result in an automatic suspension from the squad.
6. A student may be declared ineligible for athletic participation in which he represents the school in a public appearance if he or she:
  - a. Has been convicted of a misdemeanor or felony (minor violations, such as minor traffic violations may be waived by the Superintendent or Principal).
  - b. Conducts himself or herself in a manner that in the opinion of school authorities would reflect unfavorably upon other students if he/she should appear before the public.
7. If a student has been convicted of a major misdemeanor or felony, he or she will be suspended for the rest of that sport season.
8. Conflicts resulting from an athlete's participation in more than one extra-curricular activity shall be resolved in accordance with school policy for all extra-curricular activities.

## **FINES AND FEES**

All fines and fees are to be paid in the office of the principal. These should not be allowed to accumulate but should be taken care of as notices are sent out. Outstanding athletic fines will preclude the student from further athletic participation until the fines are paid.

## **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

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

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and

petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. A material cannot be displayed if it:
  - 1. is obscene to minors, libelous, indecent, and pervasively or vulgar,
  - 2. advertises any product or service or permitted to minors by law,
  - 3. intends to be insulting or harassing,
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event,
  - 5. Presents a clear and present likelihood that, either because of its content or manner of distribution display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.
- B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the principal 24 hours prior to display.

### **DRUG-FREE ZONE**

The school has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student. To review the Memorandum to Parents regarding School Board Policy on Drug-Free Schools see Form 5530 F2 on Almont Community School’s website under Policy and Guidelines.

### **PESTICIDE APPLICATION NOTIFICATION**

You have the option to be notified before any pesticide application occurs. Please see form 8431A F1 under By-laws & Policies, then Forms on the Almont Community Schools website.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT AND PROTECTION OF PUPIL RIGHTS AMENDMENT**

Address where parents and students can file a complaint if they believe the above listed laws have been violated.

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-4605

**ALMONT COMMUNITY SCHOOLS**  
**Student Directory Information**  
**2018-2019**

**School Year**

Federal law requires that certain public information, referred to as “directory information”, including student names, addresses, telephone numbers, dates of attendance, participation in school activities, awards received, honor rolls, etc., be released to agencies and/or private organizations that make appropriate requests of school districts. Examples of such organizations are the various branches of the armed forces, colleges, universities, etc.

Parents can refuse to allow the District to disclose any or all of such “directory information” upon written notification to the District. If you do not want your child(ren)’s directory information released, please request the “**Directory Information Exclusion**” form from the main office.

**ALMONT COMMUNITY SCHOOLS COMPUTER WORKSTATION, NETWORK AND  
INTERNET SAFETY POLICY AND GUIDELINES & COMPUTER WORKSTATION AND  
DISTRICT NETWORK RULES**

It is the intent of our School District to provide and maintain the technology to train and benefit our students, staff and community. To keep this standard and have our equipment last and function as expected by all, the following rules are in place:

1. Do not attempt to log in or falsify yourself as another user.
2. Sharing passwords is prohibited.
3. Do not open, alter, or delete any files that do not belong to you.
4. Any outside disk must be virus-checked.
5. No student is to install any outside software on any district computer, file server, or network device.
6. Only District software will be supported on District technology.
7. Food and/or drink are never to be used anywhere in the vicinity of a computer workstation.

**INTERNET RULES**—Almont Community Schools reserves the right to amend these basic rules as needed.

1. Internet locations that are intended for appropriate information retrieval, correspondence and communication. “Appropriate” shall mean: morally and ethically proper; free of antisocial content; non-pornographic; and not condoning to any abusive, lewd, hostile, or obscene behaviors.
2. If a student finds themselves at a questionable website, they should immediately exit and report the problem to a staff member.
3. Users should obey all copyright laws; if they have any doubts in this regard, seek the advice of a staff member.
4. Downloading any files, programs or applications requires prior approval from a teacher, librarian, or an administrator.
5. “Chat rooms” and Bulletin boards” are forbidden. No user is to share over the Internet personal information about themselves, or others on District computers.
6. Students are only allowed to access personal email accounts for academic purposes under the direct supervision of a teacher or staff member.
7. Users should not alter or deface the district website.

## CONSEQUENCES FOR RULE VIOLATIONS

1. We reserve the right to suspend privileges immediately and permanently for violations of this policy.
2. Privileges may only be reinstated on an individual basis.

At times during the school year our students may appear on our school's video broadcast channel announcing the daily news events or performing in a class or group project. Their work might be shared with other students in our district or other locations. As opportunities for your student broaden, so does their involvement. Please be advised that care will be taken to protect their privacy/identity as they continue to learn in our global community.

## STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY AGREEMENT

To access e-mail and/or the Internet at school, students under the age of eighteen (18) must obtain parental permission, sign and return the form located in the student Agenda/Planner. Students eighteen (18) and over may sign their own forms. Use of the Internet is a privilege, not a right. The Board's Internet connection is provided for educational purposes only. Unauthorized and inappropriate use will result in a cancellation of this privilege.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. The Board also monitors online activity of students in an effort to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parent/guardians are advised that determined users may be able to gain access to information, communication and/or services on the Internet which the Board of Education has not authorized for educational purposes and /or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Student's accessing the Internet through the school's computers assumes personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use of the Internet.

The Board has the right to monitor, review and inspect any directories, files and/or messages residing on or sent using the Board's computers/networks. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.

**Parent/Guardian**—As the parent/guardian of this student, I have read the *Student Network and Internet Acceptable Use and Safety Policy and Guidelines*, and have discussed them with my child. I understand that student access to the Internet is designed for educational purposes and that the Board has taken precautions to restrict and/or control student access to material on the Internet that is obscene, objectionable, inappropriate and /or harmful to minors. However, I recognize that it is impossible for the Board to restrict access to all objectionable and/or controversial materials that be may be found on the Internet. I will not hold the Board (or any of its employees, administrators or officers) responsible for materials my child may acquire or come in contact with while on the Internet. Additionally, I accept responsibility for communicating to my child guidance concerning his/her acceptable use of the Internet – i.e., setting and conveying standards for my daughter/son to follow when selecting, sharing and exploring information and resources on the Internet. I further understand that individuals and families may be liable for violations. To the extent that proprietary rights in the design of a web site hosted on the Board's servers would rest in my child upon creation, I agree to assign those rights to the Board.

# **STUDENT NETWORK & INTERNET ACCEPTABLE USE & SAFETY AGREEMENT**

**Parent/Guardian**—Please check each that applies:

\_\_\_\_\_ I have read and received the Student Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District.

\_\_\_\_\_ I give permission for my child to use and access the Internet at school.

\_\_\_\_\_ I give permission for my child's image, "live" image, works or actions to be published online, in school publications, recordings or broadcasts provided only his/her first name is used.

\_\_\_\_\_  
Parent/Guardian's signature

\_\_\_\_\_  
Date

## ***Student***

I have read and agree to abide by the Student Handbook and understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures, and policies of the School District. I have also read and agree to abide by the **Network and Internet Acceptable Use and Safety Policy and Guidelines**. I understand that any violation of the terms and conditions set forth in the Policy and Guidelines is inappropriate and may constitute a criminal offense. As a user of the Board's computer/network and the Internet, I agree to communicate over the Internet and Network in an appropriate manner, honoring all relevant laws, restrictions and guidelines.

\_\_\_\_\_  
Student User's Full name (please print)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

*Teachers and building principals are responsible for determining what is unauthorized or is inappropriate use. The principal may deny, revoke or suspend access to the Network/Internet to individuals who violate the Board's **Student Network and Internet Acceptable Use and Safety Policy and related Guidelines**, and take such other disciplinary action as is appropriate pursuant to the Student Code of Conduct.*

**Almont Community Schools**

## **LIST OF POTENTIAL DISCLOSURES OF DIRECTORY INFORMATION AND OPT-OUT FORM**

The Board may disclose appropriately designated "directory information" without written consent, unless the parent

or adult student advises the Board to the contrary by filling out, signing and returning this form to the District.

The primary purpose of directory information is to allow the Board to include this type of information in certain school publications. The following is a list of uses for which the District commonly would disclose a student's directory information:

<b><u>Potential Participating Grades</u></b>	<b><u>Activity</u></b>	<b><u>Summary/Description</u></b>	<b><u>Opt-Out</u></b>
BK-8	Honor Roll	Names displayed in building and or newspaper	
BK – 12	Yearbook	Annual Yearbook	
BK – 12	Local News Articles	Various activities/sports/academics that occur throughout the year	
BK-12	Science Fair	Local Science Fair	
BK -12	Art Shows	Local and throughout the state	
BK-12	Talent Show and Plays	Newspaper Articles, Programs, etc.	
BK-12	Concerts	Band and Choir	
BK-12	Sports	Rosters, Newspaper, etc.	
BK-12	Spelling Bee	Newspaper, Programs, etc.	
BK-12	Internal Newspaper/Newsletter Articles	Weekly Newsletters and internal announcements that may or may not be sent home with students	
High School	Newspaper	Top 10 Bios	
Seniors	Baccalaureate	Names and addresses to church for invites	
BK – 12	Award Ceremonies	Names will be announced/programs are distributed	
BK – 12; Preschool	School social media/website	We only put pictures on the sites, we do NOT include names etc.	
BK -12	Powerschool Announcement/Daily Bulletin	Daily bulletin many include names of students in charge of various events/fundraisers; winners of awards etc.	
Seniors/Juniors	Project Graduation	Release name, address and email address	
High School	Military	See below	

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's or adult student's prior written consent. In addition, two (2) Federal laws require the District to provide military recruiters, upon request, with three (3) directory information categories, names, addresses, and telephone listings - unless parents or adult students have advised the District that they do not want their student's information disclosed without their prior written consent.

The District has designated the following information about each student as "directory information":

Each year the District will provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The Board designates as student "directory information" a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; honor rolls; scholarships; telephone numbers only for inclusion in school or PTO directories; school-assigned email addresses only to register for online educational service providers, including mobile apps, as utilized by the student for educational purposes.

The Board will make the above information available upon a legitimate request unless a parent, guardian, or adult student has opted-out of provision of this information in some or all circumstances by filling out, signing and returning this Opt-Out Form or notifies the School in writing within 10 days from the date of this notification that s/he will not permit distribution of any or all such information. Directory information will not be provided to any organization for any profit-making purposes.

If you elect to opt-out of any of the above, please mark the appropriate box, sign below, and return to the office in the school your child attends. If you do not wish to opt-out of any of the above common uses, you do not need to return this form or take any other action.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher Name if BK-4<sup>th</sup> grade: \_\_\_\_\_

\_\_\_\_\_  
Print name of person signing and state relationship to student  
Or state if student is an adult and signing on his/her own behalf

\_\_\_\_\_  
Signature of parent/guardian/adult student

Date: \_\_\_\_\_

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