

McBain Middle School

STUDENT AND PARENT HANDBOOK

107 E. Maple Street
McBain, MI 49657
(231) 825-8041

Our Vision

Together, the McBain Rural Agricultural School stakeholders will create a caring community of purposeful learning that supports and celebrates the individuality of each child. We will strive to ensure our children are safe, healthy, engaged, challenged and supported.

As a caring educational community we will strive to:

- **CREATE RESPONSIBLE AND SELF-MOTIVATED LEARNERS**
- **PROVIDE A QUALITY CURRICULUM ALIGNED WITH THE MICHIGAN BENCHMARKS AND STANDARDS AND THE COMMON CORE**
- **ENSURE SUCCESSFUL SCHOOLING TRANSITIONS FOR ALL STUDENTS**

THIS HANDBOOK IS **NOT** INTENDED TO BE ALL-INCLUSIVE. FOR A COMPLETE COPY OF MCBAIN DISTRICT POLICIES PLEASE GO TO WWW.MCBAIN.ORG.

Message from the Principal

On behalf of the entire staff, it is our privilege to welcome you to McBain Middle School. We are a community of people who encourage everyone to reach their highest potential. To accomplish that goal requires a collaborative and sustained effort on the part of all of us. This agenda, containing our school handbook, has been developed to assist you in reaching both your and the school's goals. It will help you navigate through your years at McBain Middle School.

McBain Middle School is an exceptional school providing you with many opportunities to grow socially, emotionally, physically, and educationally. As a principal, our job is to ensure that you are provided with those opportunities to become well educated. As a student, your job is to take advantage of what is offered. However, please do not confuse well educated with just the idea of being smart and getting good grades. A well-educated person should certainly learn subject matter, but should also learn about many other things such as respect, kindness and compassion.

Each year you begin a new series of challenges. Meet these challenges embrace them and learn from them and you will certainly become a great individual and make McBain Middle School a first-rate school.

Have an Awesome School Year,

Mr. David Wissner, Middle School Principal

McBain Middle School Constitution

Ideas were developed by our Middle School students and organized by our Middle School Student Council.

We believe all students in our Middle School should:

- 1.) Be courteous and respectful to each other as well as to all members of the school community.
- 2.) Have open lines of communication – freedom to express ideas and opinions as long as no one is offended.
- 3.) Exhibit responsible social behaviors – no physical displays of affection and no harassment or bullying.
- 4.) Use appropriate language. Do not use racial, ethnic or religious slurs or obscene gestures.
- 5.) Wear appropriate clothing that is NOT a distraction to the educational process.
- 6.) Arrive at school and to each class on time.
- 7.) Be respectful of personal and school property.
- 8.) Take responsibility for schoolwork.
- 9.) Follow individual class rules and teacher expectations.
- 10.) Keep McBain Middle School free of tobacco, alcohol, drugs, and weapons.

BOARD OF EDUCATION

Chad Brunick Kevin Eisenga
Jeremy Hamilton Matt Kline
Cindy Sieland Dennis Heuker
Karen Abrahamson

Dr. Steve Prissel, Superintendent

SCHOOL TELEPHONE NUMBERS

Superintendent's Office.....825-2165
High School Office.....825-2412
Middle School Office.....825-8041
Middle School Fax.....825-8343
Elementary Office.....825-2021
Athletic Department.....825-8023
Bus Garage.....825-2491

ACADEMIC HONOR ROLL

At the end of each nine-week marking period, recognition is given to those students who do outstanding work in school. These students who have a "B" average or better for the marking period will appear on the Academic Honor Roll. To be eligible for the Academic Honor Roll, a student must have a 3.00 average, but no more than one (1) "C", no "D", "E" or incomplete grades and be enrolled in an equivalent of five (5) or more classes.

The Academic Honor Roll is determined as of the last day of the marking period.

The Academic Honor Roll list will be sent to local newspapers for release each nine semester.

AGENDA EXPECTATIONS

All students are issued an agenda at the beginning of the year, which includes the Student/Parent Handbook and an assignment book. It is the student's responsibility to respect and take care of this book, as if it's just like one of their textbooks. They should not deface, tear out pages or write inappropriate things on the pages. It is meant to be used as a tool to promote student success and should be used every day, every hour to record assignments, quizzes, tests, projects, etc. It can also be used as a means of communication between home and school for both teachers and parents.

ATHLETICS

Philosophy of Athletics:

1. To allow McBain students the opportunity to experience the benefits of interscholastic athletics.
2. McBain programs will be conducted within the framework of rules, regulations and good sportsmanship.
3. To expect and encourage McBain athletes to conduct themselves in a manner complementary to their school, family and community in all aspects of athletics.
4. Participation will be determined by skills, attendance at practice, effort and eligibility.

Philosophy of 7th and 8th grade programs for boys and girls basketball is one of development in the following areas:

- Athletic and basketball skills.
- Learning to practice and play with 100% effort and intensity.
- Concept of team membership in place of individual interests.
- Realizing that team membership means meeting eligibility.
- Learning to compete with other players.
- Realizing that team membership is a privilege, not a right.

Eligibility:

All students must be eligible under the Michigan High School Athletic Association (MHSAA) regulations.

1. Students must be passing 20 hours of class work (classes meeting 5 days per week). This eligibility will be determined on the basis of the weekly eligibility check and the semester grades. A person not meeting this classroom requirement on the basis of the weekly check, will be ineligible for one week or until the state requirement is satisfied (whichever is longer) and be ineligible for one semester on the basis of semester grades.
2. Students must pass a yearly physical examination before they begin participation in athletics.
3. Transfer students may not compete in game contest until their eligibility is cleared through MHSAA regulations. These students may practice with the team.

All students must also be eligible according to McBain Middle School eligibility standards.

a) Students will be ineligible for one week, Tuesday through Monday, if they receive failing grades in two classes or in the same class two consecutive weeks. Student eligibility will be based on an accumulative average of the student's work from the beginning of each nine-week marking period. Eligibility will be checked weekly.

b) Each student who received a "no" must be given the opportunity weekly to work their way off the eligibility list for the next week. Even though eligibility is based on an accumulative average, the student who has not yet reached the accumulative average of seventy, but has shown definite improvement towards the accumulative average, may be determined eligible for the following week.

c) An athlete who is absent from school a full day may not practice or play in a contest unless the principal approved the absence. A participant must be in school the second half of the day on the day of the contest to play in the contest. An athlete is to always consult their coach before missing practice or a game.

d) Students must return to the Athletic Director the signed copy of the physical form within one week after the first scheduled practice to be eligible to participate in practice or a scheduled contest. No practicing will be allowed until a physical examination has been passed by the athlete.

e) Disciplinary action as a result of poor school conduct may be cause for being ineligible to compete in athletics. Examples of poor conduct (but not limited to) are as follows: skipping school, cheating, fighting, stealing, and destruction of school property, disrespect and poor citizenship.

ALL APPEALS CONCERNING ELIGIBILITY ISSUES WILL BE DIRECTED TO THE GRADE LEVEL PRINCIPAL.

ATTENDANCE PROCEDURES

Attendance is an integral component in a student's education. Good attendance ties in with our core values of respect, responsibility, honesty and accountability. Learning takes place in a classroom, which cannot take place through textbooks and

computers alone. Attendance is mandatory for academic success and prepares our students for high school and beyond.

Attendance at school and each class is the responsibility of the student and the student's parents. Students who are chronically absent jeopardize their chance for promotion to the next grade. Excessive absences and tardiness will not be permitted and will result in appropriate supportive assistance, and if necessary, disciplinary action.

Attendance Call:

If a student is marked absent for one or more class periods, a phone call will be made at 4 p.m. that day notifying parents. Parent are encouraged to call the school office to excuse your student. If you have any other questions regarding a student absence please don't hesitate to call.

Excused Absences Include:

- 1.) Medical appointment (physician, dentist, psychiatrist, or professional counselor) verified by a doctor's note
- 2.) Death within the family or close friend
- 3.) Extended illness verified by a medical professional
- 4.) Religious holiday as verified by parents
- 5.) Court appearance
- 6.) Suspension from school (sent home by principal)
- 7.) Extenuating circumstances as determined by the Middle School principal

When a student is absent from school for any reason, parents must call the Middle School Office 825-8041 by 9:00 AM the same day of the absence or send a written note the day the student returns to school explaining the absence. Travel or activity plans that should make a student miss school should be discussed with the principal in advance. Only parents/legal guardians can authorize early dismissal of a student from school.

Make Ups:

If a student is absent due to illness or family vacation, he/she will have twice the number of days absent to make up the work (**this time will include Saturday and Sunday**). If the parent or student requests work in advance of the student's return to school, the

time will commence with the day that the work is collected from the office or from a teacher. It is the student's responsibility to request work when he/she returns. Work not completed on time will be subject to the Redline Policy.

Partial Day Absence – Early Dismissal:

If it becomes necessary for a parent to remove a child from school during the day for appointments etc., the student must present a note from the parent to the office by 8:30 AM. Parents are responsible for picking up their child from school and must sign out prior to leaving the building. Students must sign back in the office when returning from their appointment. This rule is strict for the protection of the student. If a student is absent from school for the more than half of the day he/she cannot participate in any activity on that day unless permission has been obtained by the principal. This includes games, sports, dances and other such programs. A student must attend school four class periods on the day of the activity to participate.

Student Illness During the Day:

Students who are ill are to report to the office. Do not stay in the restrooms or leave school grounds without clearance from the Principal. (This applies even during noon hour.) Your parent or guardian will be contacted to advise the school what medical aid is to be administered or to release the student from school. **All calls home must be made from the office and may not be made from a classroom or personal cell phone.**

Students who are under the age of eighteen are required to attend school under the **State Compulsory Attendance Law**. Parents will be notified by phone and in writing if lack of attendance becomes chronic. Truancy reports will be filed with the I.S.D. when lack of attendance becomes serious.

Computer Insurance

Students are issued a laptop before the start of the school year. Students are encouraged but not required to purchase insurance on the computer. If damage has occurred on the laptop, students could be liable for up to \$200.00 in damages. For more information on the technology insurance plans go to www.mcbain.org/tech

BUSES

Riding the school bus is a privilege. Improper conduct on the bus may result in that privilege being denied. A student who rides a bus is to be ready when the bus comes. Cross in front of the bus when you get on or off. All irregular conduct tending to disturb the driver or to interfere with safety in transit in any way, is forbidden. The bus driver will explain methods of entering and leaving the bus to students. Mr. Bronkema or the building level administrator will be responsible for handling disciplinary referrals on the bus. The following bus rules will be strictly enforced:

1. Observe same conduct as in the classroom
2. Be courteous-no profane language
3. Do not eat or drink on the bus
4. Keep the bus clean
5. Cooperate with the bus driver
6. Do not be destructive
7. Stay in your seat
8. Keep head, hands and feet inside the bus
9. Bus driver is authorized to assign seats

CHEATING

Honesty, trust and integrity are vital components of the education process. As such, cheating is a serious offense. Anyone who copies another's work or turns in someone else's ideas as his or her own has engaged in cheating. Collaboration with another student or students could be considered cheating if students are expected to complete an assignment independently. Teachers have a responsibility to proctor tests carefully and to explain to students when collaboration is and is not appropriate on assignments completed inside and outside of class.

Examples of Cheating Include:

1. Copying homework or allowing someone else to copy your work
2. Plagiarism (passing off another's ideas, writing, etc. as one's own)
3. Copying from another's quiz, test, or exam or allowing someone to copy from yours
4. Improperly obtaining and/or using tests, questions, or keys
5. Using unauthorized notes/materials

CIVIL RIGHTS STATEMENT

This school does not discriminate against any student regardless of race, sex, economic standing, creed or religion.

CLOSE OF SCHOOL DAY

Students in the building after the school day has been completed must be **under the direct supervision of a teacher or other school approved person. All students are to leave the building within 15 minutes after school has been dismissed unless supervised as stated above.**

CLOSED CAMPUS

Students who are in the 6th through 8th grades are to remain on the school property during their noon hour unless prior approval has been given by the principal to leave school grounds. In addition, once students arrive at school in the morning, they are not allowed to leave campus nor are they allowed to run downtown before getting on their bus to go home at the end of the day. Disciplinary action will be taken if students leave campus. **This is a very important safety rule.**

DANCES AND ACTIVITIES

We have a number of activities during the year limited to McBain Middle School students only. All junior high school activities shall end by 9:00 p.m. All students are expected to be picked up within 15 minutes of the conclusion of any activity. Students who are not picked up on time may be ineligible to attend the next after school activity. The staff and administration reserve the right to clearly define expectations for students to participate in social activities throughout the year. All school rules are in effect during extracurricular activities

Middle School Dance Expectations

Positive behaviors promote positive experiences!

1. All school rules are in effect during the dance.
2. All Middle School dances will be chaperoned by faculty members and the principal.
3. Only McBain Middle School students can attend our dances. No guest passes will be issued.
4. Respect chaperones at all times.
5. Dress for the dance should be the same as for the school day. If it's not appropriate for school, it's not

appropriate for the dance. Please be sure dress is not revealing or offensive.

6. Dancing should be done in good taste which means keeping appropriate spacing between you and your partner(s); no grinding, rubbing, excessive types of displays of public affection or suggestive behavior of things are permitted. Keep things fun and appropriate at all times.
7. The gym may be open during the dance for activity; remember no food or drink allowed in the gym.
8. Be sure to clean up after yourself and be helpful and considerate; it makes things go better for everyone.
9. Be sure your parents are at the school by 9:00 for pick-up.
10. You may NOT leave the school building once you arrive for the dance. If you want to leave early, a phone will be available for you to call your parents. You may only leave with a parent unless you have permission to go with someone else.

DISCIPLINE

Discipline may be defined as the control of conduct of the individuals or by external authority. It includes the entire program of the individual student adapting to life in our society. Every effort should be made, by the staff, to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall in the following categories:

Detention - A specified amount of time before school, after school, or during lunch.

In-house Suspension - Isolation of the student within the school.

Suspension - The exclusion of a student from school for a specific period of time. These suspensions will be for a period not to exceed ten school attendance days.

Expulsion - The permanent exclusion of a student from school, which requires Board of Education action.

Parents should be informed and involved in any case of a student 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 problems. Such documentation shall be in writing.

Assuming the responsibility granted to it by law (Sections 340.613 and 340.614 of the School Code of the State of Michigan), the McBain Board of Education establishes the following categories of misconduct (while a student is under jurisdiction of the school) as those which may result in detention, suspension, or expulsion from the McBain Rural Agricultural Schools. These categories are general in nature and not all inclusive:

- Matters pertaining to laws and general rules
- Matters pertaining to citizenship
- Matters pertaining to attendance
- Matters pertaining to the safety of themselves and others

On the basis of the present status of present school law, the Principals of McBain Public Schools are delegated the authority to suspend a student from school temporarily under the following guidelines:

1. A student shall be fully informed of the charges brought against the student, including the rationale for the action and the condition of time and terminations.
2. The Principal, or the Principal's designee, shall immediately make a reasonable effort, preferably by telephone, to notify the parent or legal guardian of such action. A note sent home with the student or mailed home, if telephone contact cannot be made, will be considered "reasonable effort." Written notation of such contact, or attempted contact, shall be made in the student's accumulative file.
3. The initial contact shall be followed by written communication to the parent or legal guardian, stating the charges, reasons, and conditions of the separation or suspension.
4. Recommendation for the expulsion of a student 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 Student's accumulative file.

Except in cases stemming from extreme overt behavior, it is expected that parental conferences would have been held at the building level prior to the exclusion recommendation. The following procedure shall be followed:

- The student shall be under suspension pending recommendation of the Superintendent to the Board and pending the Board's decision.
- The Superintendent's recommendation to the board shall be in writing. It shall include 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.
- The Board of Education shall set the date, time, and place of the hearing, and shall transmit written notice of same to the parent or guardian at least five school days before the date of the hearing.

Appeal Procedure:

- Parents or guardians may request a conference with the Principal or the Principal's designee. Such requests shall be made within the period of suspension. The Principal shall affirm or modify the terms of action within two school days from the date of the conference.
- Within five school days from the Principal's decision, the parent or guardian may appeal such decision to the Superintendent of Schools or the Superintendent's designee. The superintendent shall affirm or modify the decision of the Principal within two school days from hearing the appeal.
- The Superintendent's decision may be appealed to the Board of Education within five school days of such decision.
- The Board of Education shall schedule a hearing within ten school days after receiving the appeal and shall notify the parent or guardian that said hearing shall be conducted under the following rules and procedures:
 - Written notice shall be given of the date, time, and place of the hearing.
 - The student, or parent or guardian, may be represented by an attorney or other advisor of their choosing.

- Witnesses may be presented at the hearing and may be questioned by the board and its representatives and by the student and the student's representatives.
- The hearing is not a court proceeding and court rules of evidence shall not be enforced at such hearing.
- There may be present at the hearing, the Principal, the Board of Education's attorney and such President of the Board of Education deems essential to the proper adjudication of the case.
- The Board of Education shall render a written opinion of its determinations within three school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.

DRESS AND APPEARANCE

Student dress is a factor in the establishment of an educational atmosphere, and that clothing should be modest and appropriate for school. Attempts on the part of individuals or groups to call attention to themselves by unusual clothing or grooming will be considered unacceptable. **Students are discouraged from wearing jackets in class.**

Fundamental responsibility for standards of dress and grooming rests with the student and his/her parent or guardian. All students are expected to wear clean, complete and reasonably fitted clothing. No slogans advertising profanity, vulgar suggestions, alcohol, drugs, or tobacco, are permissible on clothing. Footwear should be worn at all times. Mini-skirts/short shorts, halters or strapless tops, and blouses with spaghetti straps less than one inch wide are not appropriate. Hats, chains and spiked jewelry are not permitted in the building. Shorts inseam must be 8 inches in length or more.

Because some individuals or groups are representing the school (e.g. performing musical groups, athletic squads, etc.) the school reserves the right to establish more definitive dress policies for these groups. **The administration and faculty reserve the right to make interpretations regarding proper attire of students.**

EMERGENCY DRILLS

Periodically during the school year, fire drills will be conducted. When the fire alarm (continuous blast) sounds, all persons are to leave the building quickly and quietly through the designated exits. Move at least 100 feet from the building and remain quiet. Do not reenter the building until given permission.

The tornado alarm will be intermittent blasts of the fire alarm. All people are to move to designated shelter areas quickly and quietly. Be quiet in the shelter areas and do not leave until someone in authority tells you to leave. Stay away from windows and glass areas.

We are required by law to conduct two lockdown drills per year. An announcement will be made from the superintendent's office regarding the lockdown alert. All students and staff will be secured inside the classrooms ("Code Rambler" if the threat is located within the building). If the lockdown occurs while students and staff are outside, they should immediately walk to the bus garage. For an external threat ("Secure Mode"), students will be brought immediately inside the building and all outside exit doors and classroom doors will be secured. If a partial or total evacuation is necessary, students from each room will accompany the teacher to the bus garage.

A complete copy of the Critical Incident Procedures for emergency situations is located in the Superintendent's Office.

FINAL EXAMINATIONS (7th & 8th)

Semester and Final Examinations will be administered in core subjects. Absence from exams will be excused for unavoidable reasons. Students failing to take an exam without a proper excuse will receive an E on the exam. Finals will count no more than 25% of the final course grade.

GRADING SCALE

Class work, homework, special projects, honor roll and grade point average are determined by using the following scale:

Description	%	
Grade		
Excellent - Student consistently works above and beyond standard class requirements.	100-95	A
	90-94	A-

Good - Student often works above the standard class requirements.	87-89	B+
	83-86	B
	80-82	B-
Average - Student completes the assigned work with a reasonable degree of proficiency and completeness	77-79	C+
	73-76	C
	70-72	C-
Below Average - Student accomplishes class work and tasks with minimal success	67-69	D+
	63-66	D
	60-62	D-
Unacceptable - Student has not performed at a level necessary to pass the course.	59	E

HALLWAY RULES

Follow directions from all staff. Always walk; do not run; avoid horseplay or excessive verbal/physical behaviors. Keep your hands and feet to yourselves. Always remember to be respectful and helpful. Students must have a written passport signed by a teacher to be in the hall during class, except when accompanied by a teacher.

HARASSMENT AND BULLYING

Harassment is words, conduct, or actions directed at a specific person that annoys, alarms, or causes much emotional distress for no legitimate reason.

Any student who believes that he or she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to the building principal, teacher or school success worker (SSW) who shall inform the principal. Upon the filing of a verbal or written complaint, the principal and SSW shall conduct a complete confidential investigation.

***For the complete district policy please visit District Student/Parent Handbook at www.mcbain.org.**

Sexual Harassment

Sexual harassment is considered as any “unwelcome behavior of a sexual nature that interferes with *the life of the target*.” It is unsolicited and nonreciprocal. Sexual harassment includes use of sexist terms, comments about body parts, sexual advances, unwanted touching, gestures, taunting, sexual graffiti, and rumormongering about a classmate’s sexual identity or activity. Generally, any behavior of a sexual nature that provokes undesirable, uncomfortable repeated harassment is bullying.

Bullying

A student is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions by one or more other students. It is a negative action when someone intentionally inflicts, or attempts to inflict, injury or discomfort upon another. Bullying can take many forms:

Verbal: Threatening, taunting, teasing, name-calling, sexual comments

Physical: Hitting, pushing, kicking, pinching, restraining, punching

Psychological: Making faces, making demeaning or dirty gestures or sounds

Social: Exclusion, isolation, or rumors

Both harassment and bullying have the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive working or educational environment.

***For the complete district policy please visit District Student/Parent Handbook at www.mcbain.org.**

HOMEWORK POLICY

McBain Middle School Homework Policy

I. Philosophy:

The U.S. Department of Education website states that “Homework can teach that learning takes place anywhere, not just in the classroom. It can foster positive character traits such as independence and responsibility. Homework can teach students how to manage time.” Additionally, studies indicate that students in middle school and high school grades increase their academic performance when given daily homework.

II. Time Allotment:

The actual time required to complete assignments will vary with each student's study habits and academic skills. Generally, the nightly homework time will follow the ten-minute rule guideline: ten minutes per grade level. Students in Grade 6 will have no more than 60 minutes, 7th grade and 8th grade 70/80 minutes. Students may have homework from multiple core classes on any given night. If your child is spending an inordinate amount of time on homework, you should contact your child's teachers.

III. Late Work Penalties:

It is important for parents and students to realize that the main reason students earn failing grades in their core classes is because of a failure to turn in homework assignments. Homework is one of the keys to learning and those students who complete assignments on time are more successful.

While in special circumstances it may be necessary to create an individualized homework plan, the generalized penalties for failing to turn in homework are as follows:

- Late work may not receive full credit.
- Students will not be allowed to participate in "Fun Friday" activities.
- Students may not be allowed to participate in other middle school activities.
- Students may be given lunch detentions.
- Students may be placed in a full day of detention.
- Students may have to attend the "N.E.T." program after school on Thursdays.
- Students may have to attend the "9th Hour" program after school.
- Students may be asked to attend Saturday School.
- Students who fail their core classes may have to attend summer school.
- Students who fail core classes may be retained.

INCOMPLETES

In case of prolonged illness, injury or other demonstrated emergency, the student will be allowed a specific amount of time to complete work missed for full credit. An "I" will be entered on the report card until the matter is resolved. **Two weeks** after the

close of a semester, grades will be entered on the student's CA60 (permanent record) as a final grade. At that time an "I" will be replaced with an "E" which will be considered the final grade without means of resolution. Students are to complete requirements of an "I" with his/her classroom teacher within two weeks after the close of the nine weeks. If a student receives an incomplete he/she will be ineligible for the Academic Honor Roll.

LOCKS AND LOCKERS

A student's locker is a place to keep personal belongings and school supplies. Students will be held responsible for the locker assigned to them. Lockers are the property of the school district. Periodic general inspections of lockers may be conducted by district authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The building principal may search any locker at any time upon reasonable belief that the locker contains firearms, explosives, liquor, flammable material, dangerous weapons, narcotics or other matter prohibited by law or school regulations from being on school property. It is advised that such things as money, cameras, iPods, phones and other valuable equipment **not** be kept in lockers. If such items are lost or stolen the school is not responsible. **STUDENTS CANNOT CHANGE LOCKERS WITHOUT PERMISSION FROM THE PRINCIPAL.** If a student desires to place a lock on his/her assigned locker, he/she may do so by renting a combination lock from the principal's office for \$5.00. At the end of the school year, students will receive \$5.00 in exchange for the lock. Students are prohibited from placing locks, other than the regularly issued school lock, on their lockers. Each student has the responsibility to keep their lockers clean. No food or drink should be stored in lockers.

LOST AND FOUND

All articles (exclusive of gym clothing and equipment) that are found in the Middle School should be taken to the Middle School Office. If you lose something, report your loss at once to your teacher and to the Middle School Office

LUNCHROOM PROCEDURES

"Meal Magic" is our automated lunch system K-12. Hot lunches are available at a reasonable cost of \$2.50 daily and breakfast is still offered at \$1.35. Students should

place their lunch money in an envelope labeled with their name in the gray box in the Middle School Office before school starts in the morning. Application for free or reduced lunch may be obtained from the office. Students may charge up to (3) days and then they will be offered a peanut butter sandwich and milk until money is put on their account.

LUNCHROOM RULES

Students are not allowed to leave the High School lobby area hallway during lunch unless they have obtained a pass from a teacher or the principal. They must stay in the supervised areas of the lunchroom, H.S. lobby area, or JH/HS gym. Library passes for students need to be arranged prior to lunchtime. Detention will be assigned for not following these guidelines.

MEDIA CENTER

Proper library conduct and courtesy to students, library assistants and the Media Specialist is expected at all times. Students behaving in a manner disruptive to others will forfeit library privileges.

PHYSICAL DISPLAYS OF AFFECTION (PDA)

The physical acts of affection between students such as hand-holding, hugging, wrapping arms, kissing, etc., are not permitted in the school, on school grounds, or in transportation vehicles to any school sponsored activity. School is not the place to show outward signs of affection. Students who display physical acts of affection may necessitate parental contact and/or disciplinary action.

PHYSICAL OR VERBAL ASSAULTS

McBain Rural Agricultural School Board of Education endeavors to ensure that McBain Junior High School is a safe place for teaching, learning and working. Physical and/or verbal assaults committed by a student against school personnel and/or other student(s) will not be tolerated.

Physical Assaults against School Personnel:

Any student in grade 6 or above who commits a physical assault against a school employee or against a person engaged as a volunteer or contractor for the school on school property, on a school bus or other

school related vehicle, or at a school-sponsored activity or event shall be permanently expelled for a period of not less than one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Physical Assault against a Student:

Any student in grade 6 or above who commits a physical assault against another student on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event shall be suspended or expelled depending upon the circumstances, for up to one hundred eighty (180) days. Physical assault is defined as intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assaults:

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school sponsored activity or event against a school employee or against a person engaged as a volunteer or contractor for the school shall be suspended or expelled, depending upon the circumstances, for up to one hundred eighty (180) days. "Verbal assault" means a threat of an immediate harmful or offensive touching, coupled with an apparent immediate ability to commit same, and which puts a person in a reasonable apprehension of such touching; or, the use of offensive language directed at a person, where such language is likely to provoke a reasonable person to physical violence; a bomb threat (or similar threat) directed at a school building, other school property, or a school related event. For purposes of this policy, the definition of assault also includes written threats.

PROGRESS REPORTS

A progress report will be mailed to the parent near the mid-point of the marking period when unacceptable work is evident. Progress reports will be mailed home when students are receiving a "D" or lower in any of their classes.

End-of-the-Marking Period Incentives:

At the end of each marking period special activities will be planned. Students who have received a disciplinary referral or who are failing a core class will not be allowed to participate.

RELEASE OF INFORMATION

Periodically certain information about student activities in school is released to the news media (i.e., honor roll, athletic information, etc.) or posted on social media (i.e. Facebook, etc.). If any parent objects to the release of this type of information they should notify the Principal's Office no later than two weeks after school starts each year.

REPORT CARDS

Report cards are issued every 9 weeks. Report Cards will be mailed home or passed out at parent – teacher conferences.

RESTRICTED ITEMS

The following items are not permitted on school premises during school hours because of their potential danger or damage to personal property, especially in large group situations: knives of any size, golf balls, matches, lighters, skateboards, fireworks, cap guns, water guns, lasers, or sharp instruments of any kind.

All electronic devices are banned from school property. Students may check iPods and cell phones into the office before school and pick them up after school. Devices will need to be turned off and turned in. If these items are not checked in they will be confiscated and may be picked up by the parent at the end of the day. The second time it is confiscated the principal will keep it for a week. The third time the principal will keep the device until the end of the school year.

SCHOOL INSURANCE

The McBain Board of Education has provided a comprehensive insurance coverage for students who sustain a physical injury while they are involved in a school related activity. This insurance covers doctor and hospital expenses that are not covered by the insurance carried by the parents/guardians of the student. A student who is injured must notify either the teacher or the principal and fill out an ACCIDENT REPORT FORM immediately following injury. Parents/guardians must submit all related bills to their personal insurance company first. In the event that the insurance company will not pay or not pay the complete amount, a form must be completed to submit this bill

to the school insurance carrier. Forms are available at the Middle School Office.

SCHOOL VISITORS

No student visitors are allowed in the school building or on the school grounds unless approved by the principal in advance. All parents and visitors to the building must check-in at the Junior High office to get a visitor's pass when entering the building.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, the prohibited items recovered from a student's locker or from their person shall remain in the custody of the building principal, unless such findings are turned over to law enforcement officials.

SNOW DAYS

If school is cancelled, parents and students will be notified by a phone call, text or email. To change your preferences, you can call the tech office at 231-825-3817. TV 7 & 4 and TV 9 & 10 will also have school closing information.

SOCIAL ACTIVITIES

Students who are ineligible (Redlined) in one or more classes may not be allowed to attend any special events in which they are participants, i.e. dances, special assemblies, social activities etc., for that week, however, they may attend events in which they are spectators, i.e. athletic contests, plays, concerts, etc.

SUBSTITUTE TEACHERS

Substitute teachers and student teachers are as much a part of our school as anyone else; therefore, they are to be extended the respect and courtesy they deserve. An automatic detention will be issued for inappropriate behavior with a substitute teacher.

TARDY

Students are expected to be in the classroom on time. Tardiness disrupts the educational environment. A student is tardy if he/she is not in the classroom when the bell rings. Tardies will accumulate for a nine-week period.

USE OF OFFICE TELEPHONE

It is a privilege to have a phone available for student use. The office phone may be used by students for **school related business only**. It may not be used to arrange social engagements; these things should be taken care of outside of the school day. Students must have verbal permission to use the phone and may be denied usage if it is being abused.

TIME SCHEDULE

Monday thru Friday

1st Hour..... 8:04 - 8:57

2nd Hour.....9:00 - 9:52

3rd Hour.....9:55 - 10:47

Staggered Lunches

5th Hour.....11:31 - 12:18

6th Hour.....12:18 - 1:10

7th Hour.....1:13 - 2:05

8th Hour.....2:08 - 3:01

WEAPONS

Firearms are prohibited on school property or at school sponsored events. Explosives of any type are not permitted on school

property. Public Act 328 of 1994 amends Section 1311 of the School Code to **require the expulsion of students who possess a dangerous weapon** in a weapon free school zone or who commit arson or rape in a school building or on school grounds. This state law became effective on January 1, 1995.

For purpose of this act a **"dangerous weapon"** means a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, pocket knife opened by a mechanical device, iron bar or brass knuckles. This would be a permanent expulsion from all public schools, but a student could apply for reinstatement after 180 days.

VIOLATIONS AND CONSEQUENCES

Possession or use of Alcohol on School Property or School Functions.....

Any Offense:

- Parent Contact
- 10 Day Suspension
- *Police Referral
- Referral to Dean

Computer Tampering/ Unauthorized Access Modification or Destruction of Private Files.....

Any Offense:

- Parental Contact
- Up to 3 Day Suspension
- Repair or Replacement
- *Loss of computer privileges.

Continued Class/Hallway Disruption or Disrespect.....

Any Offense:

- Parental Contact
- Detention, In-House or suspension
- Consequence will increase with each occurrence

Destruction of Property..

Any Offense:

- Parental Contact
- Up to 10 day OSS
- Pay for Damage
- *Police referral

Distribution, Use and/or Possession of Unlawful Drugs, Behavior Altering Substances, Look-Alike Drugs, or Drug Paraphernalia

-Any Offense:
a. Parental Contact
b. 10 Day Suspension
c. *Police Referral
d. *Possible Expulsion

Insubordination on or off School Property or at an School Activity

-Any Offense:
a. Parent Contact
b. Up to 10 Days OSS
- Fighting or Leaving School Property with the Intention of Fighting**.....1st Offense:
a. Parental Contact
b. Up to 5 days OSS
c. *Referral to Dean

-2nd Offense:
a. Up to 10 Days Suspension

Missed Detention.....1st Offense:
a. Parent Notification
b. Detention Doubled

Missed Detentions Cont......Future Offenses:
a. Parental Contact
b. Detention, In-House, OSS

Use of Profane or Obscene Language Gestures/Suggestive Comments or Sexual Harassment.....Any Offense:
a. Refer to "Peer to Peer Rubric for Aggressive Behaviors"
b. Up to 10 Days Suspension

Physical or Verbal Attack/Assault/Threats.....Any Offense:
a. Refer to "Peer to Peer Rubric for Aggressive Behaviors"
b. Up to 10 Days Suspension
c. *Police Referral
d. Possible Expulsion (MI School Code Law – 380.1311a and 380.1310)

Other Actions Not Specifically Listed which Infringes on the Rights and Safety of Fellow Students and Personnel.....Any Offense:
a. Parental Contact
b. Possible Detention and/or Suspension

Theft; Taking or Possession of Property without Permission.....Any Offense:
a. Parental Contact
b. Up to Ten Days Suspension
c. *Police Referral

Possession of Tobacco or Tobacco Look-Alike Products.....Any Offense:
a. Parental Contact
b. Up to 5 Days Suspension
c. *Youth Tobacco Report

Possession of Weapons or Explosives.....Any Offense:
a. Parent Contact
b. Up to 10 Days Suspension and/or Police Referral
c. Expulsion as per P.A. 328

Arson or Attempted Arson.....Any Offense:
a. Parental Contact
b. Up to 10 Days Suspension and/or Police Referral
*Possible Expulsion

Cheating.....1st Offense:
a. Student writes letter explaining incident/letter signed by parent/returned to teacher
b. Both parties shall receive zeros on work including tests

.....2nd Offense:
a. Parent Contact by teacher
b. Principal referral
c. IHS or OSS – up to 10 days

ATTENDANCE INFRACTIONS

Tardy Policy

First Two Tardies....Recorded by Teacher and Parent Contact

3rd/4th Tardy.....15 min. or longer detention with teacher and Parent Contact

5th Tardy or More...Referral to Principal In-House Suspension

1st Skip.....Detentions or (1) day IHS

2nd Skip.....Up to 3 days IHS

3rd Skip.....3 Days OSS

Subsequent skipping will result in a Truancy Referral.

Leaving School Campus...Any Offense

Before, during, or after school

- a. Parent Contact and Letter Home
- b. Detention or IHS

Phone Lie/Forged Note.....In-House Suspension

Repeated occurrences of all the above listed offenses my result in longer suspensions and/or a recommendation of expulsion.

***Possible additional consequence to be determined by administratio**

RUBRIC FOR PEER-TO-PEER AGGRESSIVE BEHAVIOR

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME
Teasing or Mild Harassment (Name-calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves)	Conference with DOS Phone call home Verbal warning	Conference with DOS Call home Lunch detention	Referral to Principal/DOS Call home 1 day IHS Parent conference
Mild Physical Contact (Hitting, pushing, Slapping, etc.)	Conference with DOS Call home lunch detention	Referral to Principal/DOS Call home ½ day IHS	Referral to Principal/DOS Call home Reflection form 2 days HIS
Assaultive Physical Contact or Severe Harassment (Punching, kicking, or behaviors that may injure others; racial, ethnic, sexual or other forms of harassing behaviors that create a "hostile environment")	Referral to Principal/DOS Call home 1 day OSS	Referral to Principal/DOS Call home 3 days OSS Parent conference	Referral to Principal/DOS Call home 5 days OSS Parent conference

Note: Consequences may be greater based upon what the student has done and relevant Board Policy