

Student/Parent Handbook

for
McBAIN MIDDLE SCHOOL

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



Mr. Troy Finstrom (Principal) 825-8041	Mr. Scott Akom (Superintendent) 825-2165
Ms. Chantel Zuiderveen (School Social Worker) 825-8041	Ms. Terry Kennedy (Administrative Assistant) 825-8041

[] Adopted by the Board of Education on 8/14/2023.

Welcome Ramblers!

Middle school is an amazing and exciting time, and this year you are fortunate to be attending one of the most successful middle schools in Northern Michigan. As Ramblers, we strive to meet and exceed the expectations put before us, embracing challenges and working together to continue McBain's tradition of excellence.

As members of this exceptional community, we are committed to working together as learners, teachers, parents, and neighbors to make sure you have access to as many opportunities as possible. As you progress through middle school, you will experience many changes and challenges as you continue your journey and become an adult. We are here to share those changes and challenges with you, and look forward to your future success.

If, at any time, you find yourself facing a challenge or are not sure what to do, please know that the entire Rambler staff and I are here for you. Don't hesitate to reach out; we care about you and more than anything else, we want to see you succeed.

I am looking forward to a great year! Go Ramblers!

Mr. [Troy Finstrom](#)
Middle School Principal
troy.finstrom@mcbain.org

SCHOOL CALENDAR

2023-2024 McBain Calendar

<p>AUGUST</p> <table border="1"> <thead> <tr> <th>sun</th> <th>mon</th> <th>tue</th> <th>wed</th> <th>thu</th> <th>fri</th> <th>sat</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>13</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table> <p>staff- 11 students- 8</p>	sun	mon	tue	wed	thu	fri	sat			1	2	3	4	5	6	7	8	9	10	11	13	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p>14- PD 8-3 15- PD 10-3, Open House 16- PD 8-3 22- First Student Day</p>	<p>JANUARY</p> <table border="1"> <thead> <tr> <th>sun</th> <th>mon</th> <th>tue</th> <th>wed</th> <th>thu</th> <th>fri</th> <th>sat</th> </tr> </thead> <tbody> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>staff – 20 students – 20</p>	sun	mon	tue	wed	thu	fri	sat		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>3- Back to school 15- No School: Martin Luther King Day 22- Delayed Start</p>							
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2023-2024 McBain Calendar

August 14-16: Professional Development

August 22: First day of school

September 1 and 4: Labor Day Weekend

September 18: Delayed start

September 22: Progress reports go home

October 16: Delayed start

October 20: End of 1st Marking period (Report cards go home October 28)

October 26: Half Day dismiss @11:35/ Parent Teacher Conferences 1-5, 6-8

October 27: Dismiss at 11:35

November 1: Professional Development

November 15: Deer Day (No School)

November 17: Progress reports go home

November 22: Half Day dismiss @11:35

November 23-24: Thanksgiving Break

December 20 & 21: Exams; Dismiss at 11:35

December 22- Jan 2: Christmas Break

January 3: School resumes

January 15: Martin Luther King, Jr. Day (No school)

January 22: Delayed start

February 9: Progress reports go home

February 15: Dismiss at 11:35; Parent Teacher conferences 4-7

February 16: Professional Development (No school)

February 19: Presidents' Day (No School)

March 15: End of marking period (report cards go home March 24)

March 18: Delayed start

March 22: Dismiss at 11:35; report cards go home

March 25-29: Spring Break

April 15: Delayed start

April 26: Progress Reports go home

May 20: Delayed start

May 24: Graduation

May 27: Memorial Day (No school)

May 29 & 30: Exams; Dismissal at 11:35

SCHOOL PERSONNEL

Bivens, Maria.....ESL Paraprofessional
Bronkema, Jill.....Technology Teacher
Fredin, Daniella.....English
Hill, Michelle..... Science
Johnson, Sheila.....English
Kamphouse, Evie.....Special Education Paraprofessional
Maloney, Pat..... Algebra
Mayle, Renee.....Social Studies
Mills, Elizabeth.....Art
Neverth, Jill.....General Music and Middle School Choir
O’Keefe, Kelli.....Math
Schonert, Taylor.....Special Education
Schonert, Kim.....ESL Paraprofessional
Sikkema, Leighann.....English
Thomas, Anne.....Special Education
Vandervelde, Mike.....Science
VerBerkmoes, Dan.....Social Studies
VerBerkmoes, Dawn.....Math
Wiggins, Heather.....6th Grade & 7th/8th Grade Band

Board of Education

Kevin Eisenga, President
Ken Stahl, Vice President
Matt Kline, Treasurer
Karen Abrahamson, Secretary
Dennis Heuker
Doug Mclain
Becky Voelker

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in 2019. If you have questions or would like more information about a specific issue or document, contact your school principal, or access the document on the District's website: www.mcbain.org by clicking on "Administration" and finding the specific policy or administrative guideline in the Table of Contents for that section.
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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of August 1, 2020. If any of the policies or administrative guidelines referenced herein are revised after August 1, 2020 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

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

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Mr. Scott Akom
Superintendent
231-825-2165

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

The middle school exterior doors open at 7:30 am. Students may not enter the building before this time unless accompanied by a parent or staff member. The doors lock when the school day begins and reopen prior to the final bell. The exterior doors remain open until 3:15. The school day schedule is as follows:

1 st	2 nd	3 rd	Lunch	4 th	5 th	6 th	7 th
8:01-8:55	8:58-9:51	9:54-10:47	10:50-11:25	11:25-12:18	12:21-1:13	1:16-2:08	2:11-3:02

Students are expected to leave the building 15 minutes after school has been dismissed unless under the direct supervision of an adult.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason, this is not possible, the student should seek help from the middle school principal or counselor.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE 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 open enrollment policy.
- unless enrolling and paying tuition.

New students under the age of eighteen (18) 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 residency,
- 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.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The middle school administrative assistant will assist in obtaining the transcript, if not presented at the time of 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 changes in a student's schedule should be handled through the middle school 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 with a pass or schedule change.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

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 McBain Middle School, 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. Parents are encouraged to contact the middle school office for specific details.

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 (18) will be allowed to withdraw from school without the written consent of his/her parents.

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. Any questions about immunizations or waivers should be directed to the middle school office.

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

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 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any 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 be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
 - 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 and 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 developed by the school principal and updated annually.

Nonprescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a nonprescribed medication using a form which is available at the school office. A physician does not have to authorize such medication. The parent may also authorize on the form that their child

- may self-administer the medication.
- may keep the medication in his/her possession.

If a student is found using or possessing a nonprescribed medication without parent authorization, s/he will be brought to the school office and the 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.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any nonprescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by his/her child.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

- A. a student's name;
- B. address;
- C. telephone number;
- D. date and place of birth;
- E. participation in officially recognized activities and sports;
- F. height and weight, if member of an athletic team;
- G. dates of attendance;
- H. date of graduation;
- I. awards received;
- J. honor rolls.

Directory information can be provided upon request to any individual, other than a forprofit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the school website.

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the District. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or his/her parents;
- B. mental or psychological problems of the student or his/her family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

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

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may 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 the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact David Wissner.

The school participates in the National School Lunch Program and makes lunches and breakfast available to students for free this school year. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, contact Terry Kennedy in the middle school office.

FIRE, LOCK DOWN AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a continuous blast of the alarm.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of intermittent blasts of the fire alarm.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year. The alarm system for a school lock down is different from the alarm system for fires and tornadoes and consists of an announcement from an administrative office.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time. Students may not bring visitors to school without prior written permission from the Principal.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and protection of any equipment or facility they are permitted to use.

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. Any lost items that are turned in will remain in the office. Lost items not claimed at the end of the semester will be donated to a local organization.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

- Telephones are available in the school for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Students may not carry their cell phones or other electronic devices with them during the school day. They may turn their phones into the office or store them in their locker. Items not turned in and found on a student will be confiscated and held in the office until the end of the day. If a student is found to have their device on them more than once, then disciplinary action may follow. Students are encouraged to leave their devices at home.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt.

- The school has a central bulletin board located in the middle school hallway which may be used for posting notices after receiving permission from the principal.

SECTION II - ACADEMICS

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 extracurricular program. No student may participate in any school-sponsored trip without parental consent.

- Attendance rules apply to all field trips.

GRADES

McBain 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 the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

100 to 90 = A = Excellent achievement

89 to 80 = B = Good achievement

79 to 70 = C = Satisfactory achievement

69 to 60 = D = Minimum-Acceptable achievement

59 and below = E = Unacceptable

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 CA-60 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 honor roll.

Grading Periods

Students shall receive a report card at the end of each 9 week 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. Progress reports will be mailed to parents near the mid-point of each marking period specifically for students receiving a "D" or lower in any of their classes.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade (or level) is based on the following criteria:

1. current level of achievement based on classwork, NWEA data, and M-Step results
2. potential for success at the next level
3. emotional, physical, and/or social maturity

RECOGNITION OF STUDENT ACHIEVEMENT

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the middle school principal.

Honor Roll(s)

Students who have demonstrated high achievement in their classes will be eligible for recognition on the honor roll. The honor roll list will be developed at the end of every quarter and reported to the local newspapers for publication. Students who have a "B"

average or better will appear on the honor roll. To be eligible, a student must have a 3.0 average but no more than one “C”. A student may not have a “D”, “E”, or incomplete.

Athletic Awards

Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. These requirements will be reviewed with interested students by the appropriate coach.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test. Homework will not generally be used for disciplinary reasons but only to enhance the student's learning. Students who fall behind on their homework will be given opportunities to make up that work. Per the principal's discretion, they may report to the ISS room rather than their electives to work on their missing work. Upon completion of that work, students may return to their electives. Additionally, students may be recommended to attend the after-school program to complete their outstanding work.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the School's computer network and the internet, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed when a student enrolls in the middle school, at the school's open house, or in a beginning of the year packet.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy [5136](#)).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser

Students will be assigned a school e-mail account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned e-mail account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

STUDENT ASSESSMENT

Each student's proficiencies and needs will be assessed by staff members upon his/her entrance into the District and annually or more frequently, as required by law, thereafter. Procedures for such assessments will include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs and/or diagnostic reading assessment systems, student portfolios, and physical examinations.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives. Typically, semester and final examinations are given in the core areas for 7th and 8th graders. These assessments will count no more than 25% of the final course grade. Students who are absent on the date of an exam may complete it if they have a proper excuse for their absence. Those who do not will receive an E on the exam.

Students may receive credit toward high school graduation who successfully completes, prior to entering high school, a State mandated curriculum requirement, provided the course meets the same content requirements as the high school course, and the student has demonstrated the same level of proficiency on the material as required of the high school students.

Students will not be required, as part of the school program or District curriculum, to submit to or participate in any survey, analysis, or evaluation that reveals information of a personal nature in accordance with Board policy and Federal guidelines.

Depending on the type of testing and specific information requested, parent (or student) consent may need to be obtained. McBain Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

McBain Middle School provides students 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.

A student's use of a performance-enhancing substance is a violation that will affect the student's extracurricular participation.

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.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non School-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.

Membership in any fraternity, sorority, or any other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot.

ATHLETICS

McBain Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. For further information, contact Shaun Mulder, the Athletic Director, at 825-8023.

All athletic programs of the District shall comply with the concussion protocols of the Michigan High School Association, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Good attendance and punctuality are necessary for students to be successful in school. Students are required to be in school on a daily basis, and they should only be absent in the case of illness or extenuating circumstances. Students are expected to be on time to school each day and ready for class to begin at 8:01 AM. When your student is absent, please call the school office before school starts to verify his or her absence.

The Attendance and Tardiness Policy for Elementary School includes four progressive steps for both attendance and tardiness which are designed to be informative and to lend assistance whenever possible.

Absences

Michigan School Attendance Law provides that children must attend school between the ages of 6 and 16. We understand that there are valid reasons why your child might miss school, but **any absence is considered an absence, even if you as the parent excuse them from school.**

When your child is ill, he/she should not be permitted to attend school. We ask to be notified by the parent or guardian when pupils are absent or tardy. **Please call the school office (231)825-8041** (This phone line is available 24 hours). **Please call each day your child is absent**, unless you have previously indicated he/she will not be in school for an extended period of time. Please provide any doctor's notes to the office so we can log them into PowerSchool and keep record of them.

Children whose absences are equal to 10% or more of the days attended are considered excessively absent. For example, if the school year has held 30 school days, then students who have missed 3 or more days are excessively absent. In an effort to improve attendance, the school will begin to follow the attendance policy which is outlined below.

The staff at McBain take attendance at the beginning of each hour. In this way, students may have days where they are absent for a portion of the day and present for a portion. For example, students who miss an hour due to an appointment or scheduled event but return to school in the afternoon will be marked absent for the class missed and present for the remainder.

Tardy

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the school office before proceeding to his/her first assigned location. When a student arrives to class after the scheduled start time without a pass or valid reason, he/she will be marked tardy by the teacher. If a student arrives after 10 minutes of class time, they will be marked unexcused absence for that hour.

Tardies disrupt instruction and the learning of the student who has arrived late, as well as the rest of the class.

Each quarter, a student may be marked tardy up to five times. On the sixth tardy (and each subsequent tardy) the student shall receive a lunch detention. This will be assigned by the office.

In extreme cases, the principal may assign other consequences, or initiate a truancy intervention plan.

Vacation Absences

Children are expected to be in school every day except for illness or extenuating circumstances. The school district has scheduled vacation times and district calendars are available at the beginning of the year.

We know that occasionally an opportunity for a family vacation arises that does not correspond to a school holiday. While an absence of a day or two does not usually create major problems, extended vacation absences of a week or more are discouraged.

It is almost impossible for the teacher to create homework packets that will match the classroom instruction for a week or more. Also, the reality is that if a family is on vacation, time for major homework is not available; much of what happens in a classroom is based upon oral discussion, examples, and hands-on activities. Extended absences could result in loss of full credit for assignments because the student was unable to participate in the required class activities.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

- A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained from the middle school office beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school.
- The student will be given credit for properly completed assignments and a grade on any made-up tests.

Notification of Absence

If a student is going to be absent, the parents must contact the school 825-8041 and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will follow.

Extra Curricular and Attendance

Students who participate in athletics must attend the second half of the day on the date of a contest. If they do not, then they will be ineligible to participate unless they have prior authorization for their absence. Students who miss a full day of school will not participate in practices or contests for their sport.

The Four Steps of The Attendance Policy are as Follows:

1. **5 or more** absences: First parent contact by mail.
2. **10 to 15** absences: Second parent contact by certified mail including meeting with the Principal and a health referral, if appropriate.
3. **15 or more** absences: “Legal Notice to Parents or Guardians of Non-Attendance of Children in School” sent to parent by certified mail and referral to local agency and ISD truancy representative.
4. If there is not an improvement in attendance, then the ISD will file truancy with the local judicial system.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make-up work that has been missed. The student should contact Terry Kennedy as soon as possible to obtain assignments.

Make-up work due to excused absence must be completed within 3 days after returning to school.

If a student misses a teacher's test due to excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the principal and testing coordinator to arrange for taking the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your continued support as we work together to provide a successful educational experience for your child.

CODE OF CONDUCT

A major component of the educational program at McBain Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Each student shall be expected to:

- abide by national, State, and local laws as well as the rules of the school;
- respect the civil rights of others;
- act courteously to adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive;
- act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Would I interview for a job in this outfit? (yes)
- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)

While expressing their individuality, students should make respectful and conscientious decisions concerning their clothes. It is expected that both males and females will do their best to cover their bodies and dress appropriately for the weather. They should consider the school setting and the appropriateness of their garments when coming to school. Some garments are more suited for other settings, and students should exercise responsibility when making their choices.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Slogans advertising profanity, alcohol, drugs, tobacco, or vulgarity

- Bare feet or footwear that will damage the floors
- Chains or spiked jewelry
- A garment that fails to properly cover a person's body
- A garment that forces a student to modify their movements to remain covered or exposes a student when they sit down, bend over, etc.

Students who are representing McBain Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Hats are allowed to be worn in common areas and must be removed upon entering the classroom or office. Failure to do so will result in a loss of privileges to wear hats.

Care of Property

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

All policies of the Board of Education can be found on our website for the most current policy.

Possession of Wireless Communication Devices (WCDs)

Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

A student may possess a wireless communication devices (WCDs) or other electronic communication devices (ECDs) and electronic storage devices (ESDs) in school, on school property, at after school activities, and at school related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or

distracting to the educational process, the scheduled activity, or other participants, provided that the WCD or other ECD/ESD remains off. During school hours, the device shall be placed in the office or remain in a student's locker.

Except as authorized under Board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a three day suspension, loss of privileges, and may be recommended for expulsion.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will fail the exam and receive 1 day of In-School Suspension or be suspended. S/He also faces automatic withdrawal from the class depending on the severity of the incident. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students whose distance from the school makes this service necessary within the limitations established by State law and the regulations of the State Board of Education. The transportation schedule and routes are available by contacting the Scott Dunham at 825-2491.

Transportation between home and school will be provided for each resident child attending a State-approved, nonpublic school within the District. Transportation shall also be provided to a State-approved, nonpublic school outside the District on the same basis that the District transports any District students who attend a public school outside the District.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from parent stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. The bus will not wait. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school vehicle at all times;
- not litter in the school vehicle or throw anything from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEOTAPES ON SCHOOL BUSES

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.