

McBain Middle School
2026-2027 Handbook



6th - 8th Grades

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 Ramblers we believe in the WHEEL and being:

Welcoming
Honest
Engaged
Empathetic
Leaders

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

This handbook is intended for use by students, parents, and staff as a guide to the rules, procedures, and general information about the District. The use of the word “parent” in this handbook means a student’s natural or adoptive parent or legal guardian. Students and their parents are responsible for familiarizing themselves with this handbook, and parents should use the handbook as a resource to assist their students with following its rules and procedures.

Students must comply with all school policies, regulations, rules, and expectations. The use of the word “Policy” in this handbook includes bylaws or policies adopted by the Board of Education. Although the information in this handbook is comprehensive, it is not intended to address every situation that may arise during a school day or school year. This handbook does not create a contract between the District and parents, students, or staff. The administration is responsible for interpreting the rules contained in the handbook to ensure the implementation of the school’s educational program and well-being of all students. If a situation arises that is not specifically addressed by this handbook, the administration may respond based on applicable law and policy.

The rules and information provided in this handbook may be supplemented or amended by the administration at any time, consistent with applicable law and policy.

MISSION OF THE SCHOOL

The Mission of McBain Middle School is to prepare our students to develop skills necessary to become responsible, lifelong learners in a changing society, by challenging them with quality instruction through a caring educational community.

Table of Contents

IMPORTANT INFORMATION	6
2026-2027 DISTRICT CALENDAR	8
2026-20276 DAILY SCHEDULE	9
EMERGENCY SCHOOL CLOSING PROCEDURES	10
NOTICE OF NON-DISCRIMINATION	11
Examples of Unlawful Harassment	12
SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES	13
Attendance	13
Absences due to illness	14
Planned absences	14
Students are expected to:	15
Books and Supplies	15
Bulletin Boards	15
Bullying	15
Cell Phone Use	15
Cheating, Plagiarism, and Academic Dishonesty	17
Children's Protective Services Investigations	18
Classroom Behavior	18
Closed Campus	18
Communicable Diseases	18
Damage to School Property	19
Dress and Grooming	19
Dress Code	19
Emergency Contact Information	20
Fees	20
Food Services	20
Field Trips	20
Quarterly Rewards	21
First Aid, Illness, or Injury at School	21
Head Lice	22
Homeless Children and Youth	22
Immunizations	22
Law Enforcement Interviews	23
Limited English Proficiency	23
Locker Use	23
Lost and Found	23
Media Center	23
Medication	23
Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers	24
Parties	24
Playground/Recess Rules	24
Protection of Pupil Rights	25
Public Display of Affection	25
Rights of Custodial and Non-Custodial Parents	25
Search and Seizure	25

Student Education Records	26
Right to Request Explanation or Interpretation	26
Right to Request Amendment of Education Records	26
Directory Information	26
Address Confidentiality Program	27
Technology	27
Threat Assessment and Response	27
Transportation Services	28
School Vehicle Rules	28
School Vehicle Misconduct Consequences	29
Different Route Requests	29
Video Surveillance and Photographs	29
Withdrawal From School	29
SECTION II: ACADEMICS	30
Honor Roll	30
Grades	30
Homework	30
Placement	30
Students with Disabilities	30
Work Permits	31
SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS	32
Extracurricular Activities	32
Student-Initiated Non-Curricular Clubs	32
Transportation To/From Extracurricular Activities	32
SECTION IV: DISCIPLINE AND CODE OF CONDUCT	33
Discipline Generally	33
Forms of School Discipline & Applicable Due Process	33
Lunch and After-School Detention	33
In-School Suspension	33
Snap Suspension - Suspension from Class, Subject, or Activity by Teacher	34
Removal for 10 or Fewer School Days	34
Removal for More than 10 and Fewer than 60 School Days	34
Removal for 60 or More School Days	35
Student Code of Conduct	35
SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES	40
APPENDIX A: NON-DISCRIMINATION, ANTI-HARASSMENT, AND NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN CIVIL RIGHTS ACT)	42
APPENDIX B: ANTI-BULLYING	43
APPENDIX C: PROTECTION OF PUPIL RIGHTS	44
APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM	45
APPENDIX E: ACCEPTABLE USE AGREEMENT	47
APPENDIX F: ATHLETIC CODE OF CONDUCT	52
APPENDIX G: ADDRESSING CONCERNS ACADEMIC AND ATHLETIC	55
Appendix H: Handbook Acknowledgement Form	57

IMPORTANT INFORMATION

District Website

www.mcbain.org

Board Policies

Board Policies are available at: www.mcbain.org

Addresses

McBain High School

107 E. Maple St.

McBain, MI 49657

Contact Information

Main Office: 231-825-2165, terry.kennedy@mcbain.org, troy.finstrom@mcbain.org

Fax: 231-825-8343

Special Education: 231-825-2412, becky.rodenbaugh@mcbain.org

Transportation: 231-825-2491, russ.rodenbaugh@mcbain.org

Athletics: 231-825-8023, shaun.mulder@mcbain.org

Administration

Superintendent: Mr. Scott Akom, 231-825-2165, scott.akom@mcbain.org

Special Education Director: Mrs. Becky Rodenbaugh

Athletic Director: Mr. Shaun Mulder

Transportation Director: Mr. Russ Rodenbaugh

High School Principal: Mrs. Becky Rodenbaugh

Middle School Principal: Mr. Troy Finstrom

Elementary School Principal: Mr. David Wissner

McBain Middle School Staff

Jaime Kirt	Administrative Assistant
Chantel Zuiderveen	Social Worker

Middle School Teaching Staff

Jillian Bronkema	STEM
Jennifer Logan	Band
Jill Nevereth	Choir
Elizabeth Mills	Art
Erin Koetje	Physical Education
Bobbie Moomey	World Languages
Anne Thomas	Special Education
Dallas Milligan	English
Monica Cook	English
Daniella Fredin	English
Gretchen Rycenga-Guernsey	Science
Mike VanderVelde	Science
Dan VerBerkmoes	Social Studies
Renee Mayle	Social Studies
Dawn VerBerkmoes	Math
Trevor Zonnefeld	Math
Kelli O'Keefe	Math
Patrick Maloney	Algebra

MISSION OF THE SCHOOL

The Mission of McBain Middle School is to prepare our students to develop skills necessary to become responsible, lifelong learners in a changing society, by challenging them with quality instruction through a caring educational community.

2026-2027 McBain Rural Agricultural School Calendar

August 2026						
S	M	T	W	T	F	S
						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					

September 2026						
S	M	T	W	T	F	S
		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			

October 2026						
S	M	T	W	T	F	S
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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

November 2026						
S	M	T	W	T	F	S
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					

December 2026						
S	M	T	W	T	F	S
		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		

January 2027						
S	M	T	W	T	F	S
					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						



February 2027						
S	M	T	W	T	F	S
	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						

March 2027						
S	M	T	W	T	F	S
	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			

April 2027						
S	M	T	W	T	F	S
				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	

May 2027						
S	M	T	W	T	F	S
						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					

June 2027						
S	M	T	W	T	F	S
		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			

Aug 17 - 19	Staff Professional Development
Aug 18	Open House
Aug 25	First Day of School
Sept 4 - Sept 7	No School - Labor Day Weekend
Sep 21	Delayed Start
Oct 16	End of 1st Marking Period
Oct 19	Delayed Start
Oct 22	Half Day - Conferences
Oct 23	Half Day
Nov 2	No School - Professional Development
Nov 16	Delayed Start
Nov 25	Half Day
Nov 26 & 27	No School - Thanksgiving Break
Dec 17 & 18	Half Day - Exams
Dec 18	End of 2nd Marking Period
Dec 21- Jan 1	No School - Winter Break
Jan 4	School Resumes
Jan 18	No School - Martin Luther King, Jr. Day
Feb 11	Half Day - Conferences
Feb 12	No School - Professional Development
Feb 15	No School - Presidents Day
Mar 12	End of 3rd Marking Period
Mar 15	Delayed Start
Mar 19	Half Day
Mar 22 - Mar 26	No School - Spring Break
Mar 29	School Resumes
Apr 19	Delayed Start
May 17	Delayed Start
May 21	Seniors Last Day
May 28	Graduation
May 31	No School - Memorial Day
June 3	Half Day - Exams
June 4	Half Day - Last Day of School

School Times

Normal School Day (Elementary)	7:55am - 3:02pm
Normal School Day (MS/HS)	8:01am - 3:02pm
Delayed Start	9:55am - 3:02pm
Half Day (Elementary)	7:55am - 11:35am
Half Day (MS/HS)	8:01am - 11:35am

*Note: Calendar Subject to Change



No School

Special Day

Middle School Schedule

1st Hour	8:01 - 8:55
2nd Hour	8:58 - 9:51
3rd Hour	9:54 - 10:47

--- Lunch (10:50-11:22) ---

7th & 8th Eat 10:50 - 11:10
6th Recess 10:50 - 11:05

Recess 11:10 - 11:25
Eat 11:05 - 11:25

4th Hour	11:25 - 12:18
5th Hour	12:21 - 1:13
6th Hour	1:16 - 2:08
7th Hour	2:11 - 3:02

School staff will supervise students on school grounds 20 minutes before the school day begins. Middle School Students are allowed to be in the Middle School Gym, Lobby and Middle School Hall. Food is not permitted in the Middle School Gym. **Unless students are participating in a school activity, students will be required to leave school grounds at dismissal.**

EMERGENCY SCHOOL CLOSING PROCEDURES

In the event of an emergency school closure, such as a bad weather day or when school is unexpectedly closed early, the District will notify students, parents, and the general public about the closure in the following manner:

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify families via robocall or text. Local television stations will also be alerted. Parents and students are responsible for knowing about emergency closings and delays.

NOTICE OF NON-DISCRIMINATION

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex (including gender identity or expression, sexual orientation, pregnancy, childbirth, or a related condition), age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment.

Inquiries about unlawful discrimination, including unlawful harassment and retaliation, may be referred to the District's applicable Coordinator and/or an agency with jurisdiction, such as the U.S. Department of Education's Office for Civil Rights, the Michigan Department of Civil Rights, the Equal Employment Opportunity Commission, or the Department of Justice.

Designated Title IX Coordinator
Becky Rodenbaugh/High School Principal
107 E. Maple St. McBain, MI 49657
231-825-2412

becky.rodenbaugh@mcbain.org

Second Title IX Coordinator
Mr. Scott Akom/Superintendent
107 E. Maple St McBain, MI 49657
231-825-2165

scott.akom@mcbain.org

Designated Section 504 Coordinator
Becky Rodenbaugh/High School Principal
107 E. Maple St. McBain, MI 49657
231-825-2412

becky.rodenbaugh@mcbain.org

Designated Civil Rights Coordinator/Employment Compliance Officer
Mr. Scott Akom/Superintendent
107 E. Maple St McBain, MI 49657
231-825-2165

scott.akom@mcbain.org

The District's Non-discrimination, Anti-Harassment, and Non-Retaliation Policy and Grievance Procedures is available at www.mcbain.org.

To report information about conduct that may constitute unlawful discrimination, including unlawful harassment and retaliation, or make a complaint of such conduct, please contact the applicable Coordinator listed above.

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the Grievance Process described by Policy.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with Policy 5206.

The District provides equal access to the Boy Scouts and other designated youth groups as required by law.

Examples of Unlawful Harassment

"Unlawful harassment" is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person's membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person's ability to benefit from the District's educational programs or activities.

- **Race, color, and national origin harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- **Disability harassment** can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- **Sex-based harassment** can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policy 3115A. Policies 3115-3115H are attached to this handbook as Appendix A.

SECTION I: DISTRICT-WIDE POLICIES AND PROCEDURES

Attendance

Students are expected to attend school every day school is in session. Students are to arrive before the first class and stay until the scheduled end of their school day. If a student is unable to attend school, the student or parent must report that absence to **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 a record of them.

If a student arrives late, the student must sign in at the office. A student may only leave school early if the student's parent notifies the office or the student is an emancipated minor or 18 years old.

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent:

- verified medical appointments for the student;
- death or serious illness of the student's family member;
- attendance at a funeral
- appearance at court or for other legal matters;
- observance of religious holidays of the student's own faith;
- verified college planning visits;

Tardiness

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they must report to the school office before proceeding to the first assigned location. Any student who is late **up to ten (10) minutes** shall be marked tardy for that class by the teacher. Students who are **more than ten (10) minutes** late will be considered absent for that instructional period.

The McBain Middle School Tardy Policy is that students are to be in their room preparing to learn by the time the passing bell rings. If a student needs to use the restroom or get a drink during passing time, they are to check in with their next hour teacher prior to going. If a student goes directly from their previous class to their next class to check in, it will not be marked as tardy. Students that spend passing time socializing in the hall and then request to go, will be marked tardy.

Total tardies will accumulate for the marking period and will reset at the beginning of the next marking period.

Students will be allowed 5 tardies per marking period without consequences.

Once a student has received their 6th tardy, they will receive a detention and will continue to receive a detention for each additional tardy through their 10th tardy.

Once a student has received their 11th tardy, they will receive an after school detention and will continue to receive an after school detention for each additional tardy through their 15th tardy.

Once a student has received their 16th tardy, students will receive In-School Suspension and will continue to receive In-School Suspensions for additional tardies.

Students who are chronically tardy may also be placed on a behavior plan to address their constant tardiness. assignments because the student was unable to participate in the required class activities.

Skiping

Any student who misses a class and the absence is considered unauthorized will be considered skipping class. This will be an unexcused absence and no make-up of class work will be permitted.

Disciplinary action will follow:

1st Offense	Detention and communication home.
2nd or more Offenses	In School Suspension and communication home.

Absences due to illness

The school will contact parents if a student becomes ill at school and may ask that the parent pick up the student. Students who are marked as an excused absence will be given the number of days of the excused absence within which to make-up work. For example, if a student is absent (excused) for two days - the student will be given two days to complete their missed work. If a student misses a teacher's test due to excused absence, they may make arrangements with the teacher to take the test. If they miss a State mandated test or other standardized test, the student should consult with the high school office, or testing coordinator for a make-up date.

Planned absences

Parents who know in advance that a student will be absent must contact the school at the earliest possible date. Students who will be absent for reasons that can be anticipated, such as routine medical appointments and school activities, must complete any work required by the teacher before the absence unless alternative arrangements

are approved by the teacher in advance. Parents should make every attempt to schedule medical and other appointments outside of school hours.

Students are expected to:

- Complete all class work in advance for any absence that can be anticipated or make alternative arrangements with their teacher in advance of the absence.
- Sign out of school at the office if leaving school during the school day.
- Make up all work that is assigned by teachers for the instructional time that has been missed.

For more information, see Policy 5301.

Books and Supplies

The District will provide free instruction to all students and will not charge a fee for materials necessary to complete required or elective courses. Students and parents may purchase additional supplies at their own expense. The District may charge a reasonable and refundable deposit to cover damage to textbooks and supplies. A teacher may provide a list of suggested materials that students and parents may purchase. Purchasing materials is voluntary and not required for curricular activities.

Students must take care of books and other supplies provided by the District. The District may assess fees to repair or replace District property that is lost, damaged, stolen, returned in a different condition, or not returned on time.

Bulletin Boards

Space may be provided within school buildings or on school electronic media for students and student organizations to post notices about student groups. Rules for posting on bulletin boards are found in Policy 5503.

Bullying

All types of student-on-student bullying, including cyberbullying, without regard to subject matter or motivation, are prohibited. The District's Anti-Bullying Policy is attached to this handbook as Appendix B.

Cell Phone Use

Students may not use Wireless Communications Devices on school grounds during school hours, except as otherwise provided in this Policy.

"Wireless Communications Device" is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.

"Instructional time" is defined as the start of the school day when instruction begins until dismissal at the end of the school day.

“School grounds” means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school. School grounds does not include a building used primarily for adult education or college extension courses.

Students may use Wireless Communications Devices on school grounds during school hours, including during instructional time, if the Wireless Communications Device is:

- medically necessary for a student to monitor a health issue;
 - required by a student’s Section 504 Plan or IEP;
 - a District-owned device;
 - designated by the District to be used for instructional purposes;
 - permitted by a classroom teacher for lesson-specific academic assignments;
- or
- used during an emergency situation in accordance with the District’s emergency operations plan under Policy 3402, so long as it does not interfere with school emergency protocols or first responders or endanger students or staff.

Wireless Communications Devices must be stored in the student’s locker or other designated storage area during school hours if a student chooses to bring them to school, except as otherwise provided in this Policy. Students are personally and solely responsible for the security of their Wireless Communications Devices. The District is not responsible for theft, loss, or damage of any Wireless Communications Device.

Taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal photographs, video, audio, or other similar data, whether by electronic data transfer or otherwise (including via cell phone or other electronic device), may constitute a crime under state or federal law. A student engaged in any of these activities at school, at a school event, or on school-provided transportation, may be subject to discipline pursuant to this Policy and the student code of conduct. A student engaged in any of these activities outside of school may be disciplined if the student’s activities substantially disrupt the school environment.

School administrators and teachers may confiscate a student’s Wireless Communications Device if the student’s use or possession of the Wireless Communications Device violates this Policy, the student code of conduct, or any applicable building or classroom rule. The building principal or designee may require a meeting with the student’s Parent to discuss the rule violation before returning the Wireless Communications Device.

Students who violate this Policy are subject to corrective or disciplinary action, consistent with Policy and the student code of conduct.

If a student is found to have a cell phone or other electronic device during school hours, they will be asked to turn it into the office till the end of the day, parents will be notified of the action. If a student is found to have a cell phone or other electronic device during school hours more than one time, the device will be securely stored in the office until parents or guardians pick it up.

Emergency Wireless Device Protocol:

During an active critical incident (e.g., Lockdown, Secure, Evacuate), student use of wireless communication devices is governed by the immediate safety needs of first responders.

Instruction to Stow: Upon the announcement of an emergency, students must immediately stow or silence their devices unless otherwise directed by staff to preserve building stealth and safety.

Emergency Exceptions: Under specific life-safety circumstances (e.g., a student is trapped, injured, or has critical medical information to report to 911), device use for direct emergency communication is permitted.

Reunification Communications: During a prolonged incident or evacuation, students may be instructed to use their devices solely to notify parents/guardians of their safety or to coordinate parent-student reunification locations, as directed by the Incident Commander.

Parental Warning: Parents will be notified of an emergency via the district's emergency broadcast system. Parents are instructed not to call or text students during an active lockdown, as ringing phones and data usage can compromise student safety and interfere with police operations.

Cheating, Plagiarism, and Academic Dishonesty

Students may not cheat, plagiarize, or otherwise participate in academic dishonesty in any form. Unless specifically authorized by a teacher, prohibited behavior may include, but is not limited to:

- Obtaining, attempting to obtain, or aiding another person in obtaining credit for work by any dishonest or deceptive means.
- Copying another person's work or answers.

- Discussing with other students the answers or questions on a test or assignment before the test or assignment has been submitted for a grade.
- Taking or receiving copies of a test.
- Using or displaying notes, “cheat sheets,” or other sources of unauthorized information.
- Using the ideas or work of another person as if they were your own without giving proper credit to the source.
- Using artificial intelligence to assist or complete an assignment or test.
- Submitting work or any portion of work completed by another person.

A student who cheats, plagiarizes, or otherwise participates in any academic dishonesty may receive no credit on that assignment or class and will be subject to discipline, up to and including expulsion.

Children’s Protective Services Investigations

The District will cooperate with Children’s Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent if CPS determines access is necessary to complete the investigation or prevent abuse or neglect. As a matter of law, the identity of an individual who makes a report of suspected child abuse or neglect is confidential and will not be disclosed.

Classroom Behavior

Teachers may establish classroom conduct rules that students must follow.

Closed Campus

The school campus is a closed campus. All students must remain on campus during school hours. Students who leave campus without authorization are subject to disciplinary action.

Communicable Diseases

The District, in conjunction with local health department officials, may exclude students who:

- Are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk; or
- Lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions

indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

Damage to School Property

Students who damage school property either intentionally or unintentionally may be subject to discipline and required to pay to replace or restore the property.

Dress and Grooming

In general, clothing should be clean and appropriate for the climate and the situation. Student dress, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, Policy 5101, or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action.

The final decision in any situation involving inappropriate attire rests with building administrators.

Hats and hoods are permitted in the building during school hours (8:00 a.m. to 3:00 p.m.) - however, due to safety and/or academic concerns any staff or administration may ask any student to remove a hat or hood at any time. Hats and hoods are not to be worn while in the classroom. All outdoor coats and jackets are to be placed in lockers and not to be worn in class.

Because some individuals or groups are representing the school (e.g. performing musical groups, athletic teams, cheerleaders, etc.) the school reserves the right to establish more definitive dress policies for these groups. All teaching staff have the authority to decide if student dress is inappropriate. **The administration reserves the right to make final interpretations regarding proper attire of students. Students with inappropriate clothing on will be asked to change or call home to have other clothing brought to school.**

Students who are dressed inappropriately will be asked to change clothing immediately. If necessary, parents will be called to bring appropriate clothing, students can use extra clothing provided by the District, or the student may be sent home to change. Repeated dress code violations may result in more severe consequences.

Dress Code

Tops must have straps or sleeves and must cover the student's entire torso from armpit to armpit. Pants, shorts, and skirts must have an inseam at least 4 inches in length. Clothing may not display material that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;

- Promotes the use of or advertises illegal substances, including but not limited to substances illegal for minors;
- Incites violence;
- Contains “fighting words”;
- Constitutes a true threat of violence;
- Demonstrates hate group association/affiliation or uses hate speech targeting groups based on their membership in a protected class; or
- Displays nipples, genitals, or buttocks.

Students who represent the District at an official or school-sponsored function or public event (e.g., athletic teams, bands, choirs, and other groups) may be required to follow specific dress requirements as a condition of participation or attendance.

Emergency Contact Information

Parents must provide emergency information for each student enrolled in the District. The information should include the family physician’s name, contact information for parents or a responsible adult, and any necessary emergency instructions. Parents must promptly inform the school if this contact information changes.

Fees

The District will not charge students a fee to participate in curricular activities. The District may charge students a fee to participate in extracurricular and noncurricular activities to cover the District’s reasonable costs. The District may require students to furnish specialized equipment and clothing required for participation in extracurricular and noncurricular activities or may charge a reasonable fee for the use of District-owned equipment or clothing. The activity’s coach or sponsor will provide students with information about the fees charged and the equipment or clothing required.

Food Services

All students are eligible for Free Breakfast and Lunch. Additional items are available for purchase.

Field Trips

Classes occasionally take field trips off school property for educational enrichment. Each student must submit a completed permission form signed by the student’s parent before being allowed to attend a field trip.

A student’s failure to comply with Board Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while on a field trip may result in disciplinary action and removal or exclusion from the trip or future field trips.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips.

Quarterly Reward Activities

Quarterly Reward Activities are an incentive for Middle School Students to do what is expected behaviorally and to academically succeed. Quarterly Reward Activities are something that the students should strive for. Students have a chance every quarter to earn the reward activity. These guidelines only apply to reward Activities and do not exclude students from participating in academic field trips or activities.

Expectations for attending a quarterly reward activity:

1. Students are expected to have a passing grade above and E in all of their classes.
2. Students are expected to have 5 or less Minor Behavior Referrals.. A Minor Behavior Referral is defined as being handled by the teacher or supervising adult at the time. Consequences for these behaviors typically include one or more of the following, but are not limited to: parent contact, detention (during or after school), or loss of privilege.
3. Students are expected to not have any Major Office Referrals. A Major Office Referral is defined as being reported to and handled by office staff or the school safety officer. Consequences for these behaviors typically include one or more of the following, but are not limited to: parent contact, detentions, community service at the school, suspensions (In or Out of School), or expulsion from school.
4. Students are expected to be in class and on time, having less than 10 tardies in a quarter.

All students are given a fresh start at the beginning of each academic quarter to earn towards an activity.

Students who are not eligible for a Quarterly Reward Activity will be supervised at school by staff members for the duration of the Quarterly Reward Activity.

First Aid, Illness, or Injury at School

Students who feel ill or are hurt while at school should seek immediate assistance from their classroom teacher or the nearest staff member.

When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent or other designated responsible adult when reasonably possible. If contact cannot be made, the building

principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

Students showing symptoms of a communicable disease may be sent home. The District may require a statement from a licensed physician or local health official before allowing the student to return to school.

Head Lice

A student with nits within $\frac{1}{4}$ inch of the scalp or live lice may remain at school. The student will be restricted from activities that involve close head-to-head contact or sharing of personal items. The District will notify the student's parent and provide educational materials on head lice prevention and treatment.

District personnel will not ostracize or embarrass a student with lice or nits and will maintain student confidentiality.

If a student has a persistent infestation after 6 weeks or 3 separate cases within 1 school year, the District will form a team that may include the student's parents, teacher, social workers, or administrators to determine the best approach to resolve the issue.

Homeless Children and Youth

The District will provide a free public education to homeless children and youth who are in the District and will afford them the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent in a homeless situation who requires assistance should contact the District's homeless liaison:

Mrs. Megan Watkins, High School Guidance Counselor
107 E. Maple St. McBain MI 49657
231-825-2412
megan.watkins@mcbain.org

For detailed information about Homeless Children and Youth, see Policy 5307.

Immunizations

For a student entering the District for the first time and entering 7th grade, a parent must provide the building principal or designee with a certificate stating that the student has received at least 1 dose of an immunizing agent against each disease specified by the Michigan Department of Health and Human Services (MDHHS) or other responsible agency or documentation of an applicable approved exemption.

The student's parent must provide the certificate or documentation at the time of registration, or no later than the first day of school. A parent of a student who has not received all doses of any required immunizing agent must provide the District an updated immunization certificate demonstrating that the immunizations have been

completed as required by the MDHHS. The updated certificate must be provided within 4 months of the student entering the District for the first time or upon entering 7th grade. The District will not permit a student to attend school unless the parent provides evidence of immunizations or exemptions consistent with Policy 5713 and state law.

Law Enforcement Interviews

Law enforcement officers may be called to the school at the request of school administration. Students may be questioned by law enforcement consistent with Policy 5201. Students may be questioned by school officials at any time, without parent notice or consent, consistent with the District's obligation to maintain a safe and orderly learning environment.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to a student's equal participation in the District's instructional or extracurricular programs. Those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular programs offered by the District.

Locker Use

Pursuant to Policy 5102, lockers are District property and may be made available for student use. Lockers are assigned to students on a temporary basis, and District administration may revoke a student's locker assignment at any time. The District retains ownership of lockers notwithstanding student use.

Students have no expectation of privacy in their lockers. The building principal or designee may inspect lockers without any particularized suspicion or reasonable cause and without advance notice. Upon the request of the building principal or designee, law enforcement may assist with searching lockers.

During a locker search, student privacy rights will be respected for any items that are not illegal or violate Board Policy or building rules.

Students are permitted to use a lock for Lockerroom Lockers only. Locks are issued through the Athletic Department or Physical Education teacher. These locks are property of the school.

Lost and Found

All lost and found items are to be taken to the Middle School Office. Students may claim lost articles there. Unclaimed items may be donated to a local charity or otherwise disposed of at the conclusion of each semester.

Media Center

Students must check out materials from the media specialist or designee on duty. Each borrower is responsible for all materials checked out in the borrower's name.

Medication

Whenever possible, parents should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

- The student's parent must annually submit a written request and consent form as required by the District.
- A building principal or designee must request that the parent supply medications in the exact dosage required whenever feasible.
- The building principal or designee will notify the student's parent of any observed adverse reaction to medication.
- All medications must be in the original container.

For additional information and requirements, see Policy 5703.

Asthma Inhalers and Epinephrine Auto-Injectors/Inhalers

A student may possess and use an asthma inhaler or epinephrine auto-injector or inhaler with written approval from the student's healthcare provider and consistent with Policy 5703. A minor student must also have written permission from the student's parent. The required documentation must be submitted to the building principal or designee. If a student is authorized to self-possess or self-administer an asthma inhaler or epinephrine auto-injector or inhaler, the building principal or designee will notify the student's teachers and other staff as appropriate.

Additionally, the school must maintain a written emergency care plan drafted by a physician in collaboration with the student's parent. The emergency care plan will contain specific instructions related to the student's needs. The physician and parent should update the emergency care plan as necessary to address any changes in the student's medical circumstances.

Parties

Classes may have seasonal or curriculum-related parties during the year. Students must follow all expectations and rules established by the teacher or other relevant staff during the party. Invitations for private parties and non-school-sponsored events may not be distributed in the classroom.

Playground/Recess Rules

Students must follow these rules during recess or while using the playground or lunch Recess:

Keeping your hands to yourself.

Treat others with kindness, respect, and care.

Stay in designated areas as outlined by administration and staff.

Use equipment safely and appropriately.

Students who violate these rules may be disciplined.

Staff will supervise students when the students use the playground or recess area during the school day or as part of a school activity. At all other times and circumstances, the District does not provide supervision of its playgrounds, equipment, or surrounding areas.

Protection of Pupil Rights

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment is attached as Appendix C.

Public Display of Affection

Students may not engage in public display of affection that are disruptive to the school environment or distracting to others.

Rights of Custodial and Non-Custodial Parents

Unless a parent has provided the building principal or designee with a court order that provides otherwise, District personnel will treat each parent, regardless of custody or visitation rights, the same as to accessing student records, meeting and conferring with District personnel, visiting a child at school, and transporting a child to or from school. District personnel are not responsible for enforcing visitation or parenting time orders.

Parents, regardless of custodial status, will be provided information about conference times so both parents may attend a single conference. The District is not required to schedule separate conferences if both parents have been previously informed of scheduled conference times.

If either or both parents' behavior is disruptive, staff may terminate a conference and reschedule it with appropriate modifications or expectations.

Search and Seizure

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. As noted in "Locker Use," student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent.

School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement or stored in a secure place at school until a disciplinary hearing.

Student Education Records

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

Right to Request Explanation or Interpretation

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

Right to Request Amendment of Education Records

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in Policy 5309.

Directory Information

The District designates the following information as directory information:

- student names, address, and telephone numbers;
- photographs and videos depicting a student's participation in school-related activities and classes;
- date and place of birth;
- major field of study;
- grade level;
- enrollment status (e.g., full-time or part-time);
- dates of attendance (e.g., 2023-2027)
- participation in officially recognized activities and sports;
- weight and height of athletic team members;

- degrees, honors, and awards received; and
- the most recent educational agency or institution attended.

School officials may disclose “directory information” without the prior written consent of a parent or eligible student unless the parent or eligible student specifically notifies the District that the parent or eligible student does not consent to the disclosure of the student’s directory information for 1 or more of the uses for which the District would commonly disclose the information.

A Directory Information Opt Out Form is attached to this handbook as Appendix D. This form allows the parent or eligible student to elect not to have the student’s directory information disclosed for 1 or more of the listed uses. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student’s directory information for any of the uses selected on the form.

Address Confidentiality Program

The District will not disclose a student’s or parent’s phone number or address or the parent’s employment address to another person who is the subject of a court order that prohibits disclosure of the information if the District has received a copy of the order. The District will not disclose a confidential address, phone number, or email address in violation of the Address Confidentiality Program Act if the student or the student’s parent notifies the District that the student or the student’s parent has obtained a participation card issued by the department of attorney general.

Technology

Use of District technology resources is a privilege, not a right. Students are expected to use computers, the Internet, and other District technology resources for school-related educational purposes only. Students and their parents are required to sign and return the Acceptable Use Agreement attached as Appendix E before they may use or access District technology resources. Students who violate the District’s Acceptable Use Agreement may have technology privileges terminated or suspended and may be subject to discipline, up to and including expulsion.

Threat Assessment and Response

The Board of Education is committed to providing a safe environment for all members of the school community. Our commitment to security includes creating and maintaining a safe school climate and supportive culture as a foundation for preventing violence and mitigating risk.

Students are encouraged to report any threat immediately. Threats may be reported to any District employee in-person, by e-mail, or by telephone. Students may also report threats through the OK2SAY program.

The District’s Threat Assessment and Response is found in Policy 5714.

Transportation Services

School Vehicle Rules

Riding in school vehicles is a privilege, not a right. Students must comply with the following rules and all school conduct rules and directives while riding in school vehicles. In addition, students must comply with the Student Code of Conduct while in school vehicles.

When in school vehicles, the following rules apply:

1. Students must promptly comply with any directive given by the driver.
2. Students must wait in a safe place for the vehicle to arrive, clear of traffic and away from where the vehicle stops.
3. Students may not fight or engage in bullying, harassment, or horseplay while riding or waiting for school vehicles.
4. Students must enter the vehicle without crowding or disturbing others and go directly to a seat.
5. Students must remain seated and keep aisles and exits clear while the vehicle is moving.
6. Students may not throw or pass objects on, from, or into vehicles.
7. Students may not use profane language, obscene gestures, tobacco, alcohol, drugs, or any other controlled substance on the vehicles.
8. Students may not carry weapons, look-a-like weapons, hazardous materials, nuisance items, or animals onto the vehicle.
9. Students may converse in ordinary tones and volumes but may not be loud or boisterous and should avoid talking to the driver while the vehicle is moving. Students must be absolutely quiet when the vehicle approaches a railroad crossing and any time the driver calls for quiet.
10. Students may not open windows without the driver's permission. Students may not dangle body parts or other items (e.g., legs, arms, backpacks) out of the windows.
11. Students must secure any item(s) that could break or cause injury if tossed about the inside of the vehicle if the vehicle were involved in an accident.
12. Students must respect the rights and safety of others at all times.
13. Students must help keep the vehicle clean, sanitary, and orderly. Students must remove all personal items and trash upon exiting.
14. Students may not vandalize or intentionally cause damage to the vehicle.

15. Students may not leave or board the vehicle at locations other than the assigned stops at home or school unless approved prior to departure by the superintendent or designee.

16. Students may not consume food in the vehicle.

Video cameras may be placed on vehicles and buses to monitor student behavior on the vehicle/bus. Exceptions or modifications to these rules may be made as necessary to accommodate a student with a disability.

School Vehicle Misconduct Consequences

Students who violate the school vehicle rules will be referred to the building principal for discipline. Disciplinary consequences may include parent notification, suspension of vehicle/bus riding privileges, exclusion from extracurricular activities, in-school suspension, and suspension or expulsion.

These consequences are not progressive and school officials have discretion to impose any listed consequence they deem appropriate in accordance with state and federal law and board policy.

Records of vehicle misconduct will be forwarded to the appropriate building principal and will be maintained in the same manner as other student discipline records. Reports of serious misconduct may be reported to law enforcement.

Different Route Requests

Students who are not regular route riders may not ride the bus with a friend, unless the parent of the non-route student presents written permission to the bus driver ahead of time. The written permission must include the date, the non-route rider's name, the signature of the non-route rider's parent, and the place approved for drop off. District administration reserves the right to deny any request for non-route riders.

Video Surveillance and Photographs

The District may monitor any District building, facility, property, bus, or vehicle with video recording equipment other than areas where a person has a legally recognized and reasonable expectation of privacy (e.g., restrooms and locker rooms). Except in those school areas, a person has no expectation of privacy.

The District may use video recordings for any lawful purpose, including student discipline, assisting law enforcement, or investigations.

Students may not make recordings: on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event unless otherwise authorized by Policies 5210 or 5805, applicable law, or a District employee.

Withdrawal From School

Students who are transferring from the District must submit written notice to the building principal at least 1 week before the withdrawal.

SECTION II: ACADEMICS

To encourage students and parents to stay apprised of student academic information, grades, attendance, and other information can be accessed via PowerSchool.

To register for PowerSchool, contact the Tech Dech at 231-825-3817 or email techhelp@mcbain.org.

Honor Roll

At the end of each nine-week marking period, recognition is given to those students who do outstanding work in school. Students who have a "B" average or better for the marking period will appear on the Scholastic Honor Roll. To be eligible for the Scholastic Honor Roll, a student must have a 3.00 average and no "E" grades.

Grades

Report cards will be issued at least once each quarter. Grades are calculated using the following grading scale:

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

Homework

Classroom teachers may assign homework. Parents who have questions about homework or concerns about class work should contact their student's teacher.

Each student is expected to spend time preparing for classes outside of school hours. The amount of time that is needed will depend upon each student and each class.

Placement

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. The District may consider parent requests that a student be placed in a particular classroom, building, educational program, or grade. The District's placement decision is final.

Students with Disabilities

Eligible students with disabilities under the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act are entitled to a free appropriate public

education. The District will follow state and federal law and applicable rules and regulations in identifying, locating, evaluating, and educating students with disabilities.

A parent who believes their student is eligible for special education or accommodations due to a disability or suspected disability should contact the Middle School Principal.

Work Permits

Information about work permits is available at the High School Office.

SECTION III: STUDENT CLUBS, ACTIVITIES, AND ATHLETICS

Students are encouraged to participate in the various student clubs, activities, and athletics offered by the District.

A student's failure to comply with Policy, the Student Code of Conduct, or any other applicable rules or behavioral expectations while participating in or attending a student club, activity, or athletic competition, meeting, event, or practice, may result in disciplinary action.

Extracurricular Activities

Participation in extracurricular activities is a privilege, not a right. Students are encouraged to participate in extracurricular activities. Participation is open to students who meet the eligibility requirements established by the District and any applicable governing body.

The District has exclusive control over extracurricular activities including, but not limited to, formation, naming, structure, operation, financing, and discontinuance.

Student athletes are also subject to the Athletic Code of Conduct (see Appendix F) and any applicable team rules.

For more information, see Policy 5507.

Student-Initiated Non-Curricular Clubs

Students may voluntarily form clubs that are not directly related to the school curriculum. Membership in a student-initiated, non-curricular club must be open to all interested and eligible District students, and the club may not refuse membership to a student based on any protected classification under state or federal law.

For more information about student-initiated non-curricular clubs, including how to form a club, see Policy 5510.

Transportation To/From Extracurricular Activities

The District may provide transportation to students who participate in school-sponsored events. If District-provided transportation is available, students must ride to and from those events in a school vehicle unless otherwise excused by the activity sponsor.

SECTION IV: DISCIPLINE AND CODE OF CONDUCT

Discipline Generally

The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school.

The District will take steps to effectively discipline students in a manner that appropriately minimizes out-of-school suspensions and expulsions. The District will comply with applicable laws related to student discipline, including the consideration of specific factors and possible use of restorative practices.

If an administrator determines that an emergency requires the immediate removal of a student from school, the administrator may contact the student's parent or local law enforcement or take other measures to have the student safely removed from school.

Students who are involved in extracurricular activities and engage in misconduct may face consequences related to the activity in addition to the consequences provided in this handbook.

The District reserves the right to refer to an appropriate non-school agency any act or conduct which may constitute a crime. The District will cooperate with those agencies in their investigations as permitted by law.

The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

Forms of School Discipline & Applicable Due Process

Lunch and After-School Detention

Teachers and administrators may require students to stay after school to serve a detention or during their lunch period when the student violates any of the rules contained in this handbook or violates classroom-specific conduct rules set by individual teachers.

Students who ride the bus home from school will be given a 24-hour notice of a detention so that parents may make transportation arrangements for the student the following day.

Students serving Lunch Detention will get their lunch and go to an alternate location in the building to be supervised by staff.

In-School Suspension

The building administrator may require a student to serve in-school suspension, during which students follow strict rules and must work on assignments the entire time, except for short breaks. Students not completing their In-School Suspension will face further disciplinary action.

Snap Suspension - Suspension from Class, Subject, or Activity by Teacher

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity; or
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

Removal for 10 or Fewer School Days

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

Removal for More than 10 and Fewer than 60 School Days

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

A parent or student may appeal the Superintendent's or designee's decision to the Board. The appeal must be submitted to the Board within 3 calendar days of the decision. The Board will hear the appeal at its next regularly scheduled meeting. The Board's decision is final. The student's suspension will run while the appeal is pending.

Removal for 60 or More School Days

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

Student Code of Conduct

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board.

Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. Nothing in the following table limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following factors:

1. the student's age;
2. the student's disciplinary history;

3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

The District will also comply with Policy 5206 Section I for victims of an alleged sexual assault.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this table. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

Prohibited Conduct	Potential Consequence(s)
Illegal Substances or Paraphernalia, including Alcohol: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Tobacco/Nicotine: possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Disruptive Behavior or Insubordination: disrupting the learning environment or school activity or violating a school rule or directive.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Dangerous Weapon Possession: firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral

Other Weapons and Look-Alike Weapons Possession: an object that is not a “dangerous weapon,” including but not limited to a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Use of an Object as a Weapon: any object used to threaten or harm another, regardless of whether injury results.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion • Police Referral
Arson: purposefully, intentionally, or maliciously setting a fire on school property.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Physical Assault (Student to Student): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Expulsion up to 180 school days • Police Referral
Physical Assault (Student to Employee, Volunteer, or Contractor): causing or attempting to cause physical harm to another through intentional use of force or violence.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Verbal or Written Threat, including Bomb or Similar Threat: statement that constitutes a threat against a student, employee, other person, or school property.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Plagiarism, Cheating, or other Falsification of Schoolwork: submitting work that is not your own, including copying from others' work, or unauthorized use of AI.	• Restorative Practices • Credit Loss or Grade Reduction • Parent Notification • Suspension or Expulsion
Discrimination, Harassment (including Sexual Harassment), and Bullying: violating Board Policy addressing anti-discrimination, anti-harassment, and anti-bullying.	• Restorative Practices • Parent Notification • Suspension or Expulsion
Criminal Sexual Conduct: commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.	• Restorative Practices • Parent Notification • Suspension or Permanent Expulsion from all Michigan public schools • Police Referral
Fighting, Inciting Violence, Filming a Fight or Assault, Distributing or Publishing a Fight or Assault Video	• Restorative Practices • Parent Notification • Suspension or Expulsion
Sexting: distribution or publication of lewd, pornographic, or sexually suggestive videos or photographs of students or staff.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral
Misuse of District Technology: violating the District's acceptable use policies and agreement.	• Restorative Practices • Parent Notification • Suspension or Expulsion • Police Referral

Illegal Substances or Paraphernalia, including alcohol and tobacco/nicotine Consequences

Offense	Consequence
1st Violation	3-day school suspension, mandatory parent contact, report to School Resource Officer (SRO), referral to substance abuse education program
2nd Violation	5-day suspension, possible law enforcement notification, potential loss of extracurricular privileges, referral to substance abuse education program
3rd Violation	7-day suspension, possible law enforcement notification, potential loss of extracurricular privileges, referral to substance abuse education program, placement on behavior contract, parent and student meeting with Superintendent
4th Violation	10-day suspension and/or recommendation for expulsion, formal law enforcement referral, potential loss of extracurricular privileges
Distribution / Sale	Immediate 10-day suspension + recommendation for expulsion, police referral, possible criminal charges

Note: If THC or other controlled substances are detected, stricter consequences may apply

SECTION V: BUILDING-SPECIFIC RULES AND PROCEDURES

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 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.

Student Fund-Raising

Only recognized school clubs and student organizations may conduct fundraising activities. All fundraising must be approved by the administration.

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.

Student Assessment

All students will complete NWEA Testing as a district assessment to see their progression through state standards.

6th and 7th Grade students will complete the MSTEP assessment in Reading and Mathematics.

8th Grade students will complete MSTEP assessment in Science and Social Studies and PSAT for Reading and Mathematics.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

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.

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 visitor badge. 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 permission from the Principal.

Caffeinated Drinks

Students are not permitted to have or consume caffeinated beverages during the school day. Students are encouraged to bring and consume water (can be flavored), bottle refill stations are available to students.

**APPENDIX A:
NON-DISCRIMINATION, ANTI- HARASSMENT, AND
NON-RETALIATION (INCLUDING TITLE IX AND ELLIOTT-LARSEN
CIVIL RIGHTS ACT)**

3115-F(1)	<u>Non-Discrimination, Anti-Harassment, and Non-Retaliation</u>
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3115A	<u>Definitions for 3115 Series</u>
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3115B	<u>Designation of Coordinators</u>
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3115C	<u>Supportive Measures</u>
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3115D	<u>Informal Resolution</u>
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3115E	<u>Grievance Procedure and Remedies</u>
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3115F	<u>Complaint Dismissal and Appeals</u>
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3115G	<u>Intentionally Left Blank</u>
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3115H	<u>Training Requirements, Recordkeeping, and Policy Notice</u>
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APPENDIX B: ANTI-BULLYING

5207

Anti-Bullying Policy



APPENDIX C: PROTECTION OF PUPIL RIGHTS

5308

Protection of Pupil Rights



APPENDIX D: DIRECTORY INFORMATION AND OPT OUT FORM



MCBAIN RURAL AGRICULTURAL SCHOOL

Home of the Ramblers

107 EAST MAPLE STREET, MCBAIN, MI 49657

☎ 231-825-2165
✉ INFO@MCBAIN.ORG
🌐 WWW.MCBAIN.ORG

5309-F-2 Directory Information and Opt-Out

Student's Name: _____

School: _____ Grade: _____

The Family Educational Rights and Privacy Act (FERPA) requires that McBain Rural Agricultural Schools obtain your written consent prior to the disclosure of personally identifiable information from your child's education records, unless certain conditions specified by FERPA are met. FERPA distinguishes between personally identifiable information and directory information, however, and the District may disclose appropriately designated "directory information" without your written consent, unless you have advised the District to the contrary.

If you *do not* want your student's directory information released for one or more of the purposes listed below, please complete this form and return it to your student's school office by September 8, 2025 .

If you fail to complete and return this form, the District will presume that you give permission to release your student's directory information for all the uses listed below.

Your Opt-Out request will be recorded in the student information system and kept on file in the school's office for 1 school year.

Directory information is the information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The Board designates the following as directory information:

- a. student names, addresses, and telephone numbers;
- b. photographs and videos depicting a student's participation in school-related activities and classes;
- c. date and place of birth;
- d. major field of study;
- e. grade level;
- f. enrollment status (e.g., full-time or part-time);
- g. dates of attendance (e.g., 2023-2027);
- h. participation in officially recognized activities and sports;
- i. weight and height of athletic team members;
- j. degrees, honors, and awards received; and
- k. the most recent educational agency or institution attended.

- l. The Board further designates District-assigned student email addresses as directory information for the limited purposes of: (1) facilitating the student's participation in and access to online learning platforms and applications; and (2) inclusion in internal school and District email address books.



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Please check the boxes next to the purpose(s) for which you *do not grant* the District permission to disclose your student's directory information, below.

McBain Rural Agricultural Schools *may not* disclose my student's directory information for the following purposes:

- ☐ For School or District publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- ☐ For School or District auto-dialer system to communicate School or District information.
- ☐ To news media outside the School or District.
- ☐ To the School PTO or District Parent organization.
- ☐ To other groups and entities outside of the School or District, including community, advocacy, and/or Parent organizations.
- ☐ On official school-related websites or social media accounts.
- ☐ On school employees' personal classroom websites or social media accounts.

Information to U.S. Military Recruiters and Institutions of Higher Education Recruiters

Federal law requires the District to release a secondary school student's name, address, and telephone number to U.S. Military recruiters and institutions of higher education upon their request. If you do not want your student's information released for one or both of those purposes, please check one or both of the boxes below:

- ☐ Do not release my student's name, address, or telephone number to U.S. Military recruiters without my prior written consent.
- ☐ Do not release my student's name, address, or telephone number to institutions of higher education recruiters without my prior written consent.

Parent/Eligible Student Signature

Date



APPENDIX E:
Agreement for Acceptable Use of Technology Resources
Middle School/High School

Grade _____

Student Name _____

This Agreement is entered into on: _____ 2025-2026 School Year

This Agreement is between _____ (Student Name)
and _____ McBain Rural Agricultural School _____.

The purpose of this Agreement is to grant access to and define acceptable use of the school's technology resources ("Technology Resources").

Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting any telephone, electronic, data, Internet, audio, video, or radio transmissions, signals, telecommunications, or services and include without limitation: (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the school's Technology Resources either at school or away from school, you understand and agree to the following:

- A. Your use of the school's Technology Resources is a privilege that may be revoked by the school at any time and for any reason.
- B. You have no expectation of privacy when using the school's Technology Resources. The school reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voicemail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The school also reserves the right to remove any material from the Technology Resources that the school, in its sole discretion, chooses to including, without limitation, any information that the school determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
- C. The Technology Resources do not provide you a "public forum." You may not use the Technology Resources for commercial purposes or for political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials provided you follow all other rules.
- D. The school's Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password. Likewise, using or accessing another person's account is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person whose account or password you used or accessed.

- E. You may not use the Technology Resources to engage in bullying, including cyberbullying. Bullying and cyberbullying are defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely, to harm one or more pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the school) to engage in bullying or cyberbullying may be grounds for discipline under the school's student code of conduct.

- F. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that: (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors includes all material described in Sections F.1 and F.2 of this Agreement.
4. Bullying and cyberbullying (as defined in paragraph E).
5. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
6. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of information belonging to others or information you are not authorized to access.
 8. Unauthorized copying or use of licenses or copyrighted software.
 9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
 10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
 11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
 12. Using or soliciting the use of or attempting to use or discover the account information or password of another user.
 13. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
 14. Misusing equipment or altering system software without permission.
 15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. You may contact a public official, however, to express an opinion on a topic of interest.
 16. Copying, recording, or sharing any information received or obtained via the school's Technology Resources that includes personally identifiable information about any other student including, without limitation, videos, audio, documents, or other records that identify another student by name, voice, or likeness.
 17. Using the Technology Resources in any way that violates any federal, state, or local law or rule, Policy, or the school's codes of conduct, or student handbooks.
- G. You must promptly disclose to your Parent or teacher any content you view or receive over the Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a school employee.
- H. It is the policy of the school, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are: (1) obscene, (2) child pornography, or (3) harmful to minors.
- I. It is the policy of the school to prohibit its minor students from: (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the school to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social

networking websites, chat rooms, by email, and other forms of direct electronic communications.

- J. The school does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the school's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
- K. The school does not warrant or guarantee that its Technology Resources will meet any specific requirement or that they will be error free or uninterrupted; nor will the school be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
- L. You will return all Technology Resources to the school in good working order immediately on request.
- M. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

I agree to follow this Agreement and all rules and regulations that may be added from time to time by the school or its Internet Service Provider. I also agree to follow all rules in the applicable student code of conduct and handbook. As a condition of using the Technology Resources, I agree to release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the school monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Acceptable Use Agreement and agree to its terms.

Student Signature

Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the school and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the school and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the school's Technology Resources.

I authorize the school to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such consent under the Children's Online Privacy Protection Act.

I understand that data my child sends or receives over the Technology Resources is not private. I consent to having the school monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I agree that I will not copy, record, or share, or allow my child to copy, record, or share, any information sent to my child via the school's Technology Resources that includes personally identifiable information about any other child including, without limitation, videos, audio, or documents that identify another student by name, voice, or likeness.

I agree that my child will return all Technology Resources to the school in good working order immediately on request and that I am responsible for any damage to the Technology Resources beyond normal wear and tear.

I understand and agree that my child will not be able to use the school's Technology Resources until this Agreement has been signed by both my child and me.

I have read this Acceptable Use Agreement and agree to its terms.

Parent Signature

Date

APPENDIX F: ATHLETIC CODE OF CONDUCT

Participation in McBain High School's athletics is a privilege, not a right. Student athletes are students first. When participating in District athletics, student-athletes are District representatives and are held to the highest standards. Accordingly, this Athletic Code of Conduct applies 24 hours a day, 365 days a year. Student-athletes and parents should be familiar with this Athletic Code of Conduct. By participating on any school sponsored athletic team both student-athletes and parents agree to abide by these terms.

Athletic Director: Shaun Mulder

231-825-8023

shaun.mulder@mcbain.org

Available Sports

Cross Country, Football, Volleyball, Side line Cheer, Basketball, Wrestling, Competitive Cheer, Baseball, Softball, Golf, and Track

Communication Protocol

The District has full faith in its coaches to make decisions that are in the best interest of their teams. If parents have questions or concerns about their student-athletes' sports participation, use the following protocol:

1. Wait 24 hours before contacting the coach.
2. Schedule a time to speak with the coach, either via phone or in-person, at the coach's discretion.
3. If the issue is unresolved, schedule a time to speak with the Athletic Director, either via phone or in-person, at the Athletic Director's discretion.

Concussion Protocol

The District will comply with the concussion protocol in

Policy 5712. **Athletic Code of Conduct**

A student-athlete must:

1. Learn and understand the rules and regulations of your sport.
2. Unless otherwise approved by your coach, if school is in session, attend school for the full day to be eligible to practice or play in an event on the same day.
3. Comply with the law, Board Policy, the Student Code of Conduct, the Athletic

Code

of Conduct, and all team rules. Failure to comply with this provision may result in suspension or removal from a team.

4. Not possess, use, or consume alcohol, tobacco, cannabis, nicotine (including a vape), or controlled substances (other than those prescribed by a physician for the student-athlete).
5. Not engage in conduct that is unbecoming of student-athletes.
6. Maintain academic eligibility as required by the Michigan High School Athletic Association.
7. Notify your coach or District athletic trainer of any injury or medical condition that may affect your athletic participation.

If a student-athlete violates any provision of the Athletic Code of Conduct, practice, game, team, or complete athletic suspension may result. Any disciplinary consequences will be at the sole discretion of the Athletic Director or designee.

If a student-athlete is suspended or expelled from school, the student-athlete is prohibited from participating in any practice or game during the suspension or expulsion.

Eligibility

- A. All students must be eligible under the MHSAA regulations.
 1. Students must be passing 66+hours of class work (5-7 classes meeting 5 days per week.) This eligibility will be determined on the basis of the weekly check, will be ineligible for one week or until the state requirement is satisfied whichever is longer and ineligible for one semester if ineligible 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 contests until their eligibility is cleared through MHSAA regulations. These students may practice with the team.
 4. A student entering the 9th grade for the first time will be eligible regardless of their previous semester grades.
- B. All students must also be eligible according to the McBain High School eligibility standards.
 1. 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's eligibility will be based on an accumulative average of

the student's work from the beginning of each nine weeks marking period. Eligibility will be checked weekly.

2. An athlete who is absent from school a full day may not practice or play in a contest unless the absence was approved by the principal. A participant must be in school for at least one half day on the day of the contest to play in the contest. An athlete is to always consult their coach before missing practice or game.
3. Students must return to the athletic director the signed copy of the physical form before 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.
4. 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 these: skipped school, cheating, fighting, stealing, and destruction of school property, disrespect and poor citizenship.
5. The athletic policies shall be sent to the parents with an agreement to be signed by the parents and students that they have read the rules and agree to support them. This signed statement shall be returned before the student will be allowed to participate in sports.

APPENDIX G: Addressing Concerns

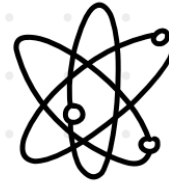
McBain Rural Agricultural School

Addressing Concerns in our District

In our district, we find the most effective way to resolve a student concern is to follow these steps.

Where to Start

At McBain Schools, we care about every student in our district. We also believe that open and honest communication between parents, teachers and administrators is key to student success. By following these steps, we can effectively help manage your concerns.



Teacher

First, talk to your child's teacher at school for assistance. Most concerns are resolved at the classroom level.

1



Student Success Worker

If concerns remain after speaking with the teacher, please contact the school's Student Success Worker or Social Worker.

2

Principal

If working with the teacher or social worker does not adequately address the concern, please contact the building principal.

3

Superintendent

If after following steps one through three, your concern has not been resolved to your satisfaction, please contact the district's Superintendent's office.

4



Wheels Up, Ramblers! Your Good to Great Journey Starts Here!

McBain Rural Agricultural School

Addressing Concerns in our District

In our district, we find the most effective way to resolve a student concern is to follow these steps.



Where to Start

At McBain Rural Agricultural School, we care about every student in our district. We also believe that open and honest communication between parents, teachers and administrators is key to student success. By following these steps, we can effectively help manage your concerns.



Coaches

First, talk to your child's coach. Most concerns are resolved at the coaching staff level.

1



2

Athletic Director

If working with your child's coach does not adequately address the concern, please contact the district's athletic director.



Principal

If working with the coach or athletic director does not adequately address the concern, please contact the building principal.

3

Superintendent

If after following steps one through three, your concern has not been resolved to your satisfaction, please contact the district's Superintendent's office.

4



APPENDIX H: Handbook Acknowledgement Form



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Dear Parent/Guardian and Student,

The District requests that students and parents sign and return this acknowledgement form to indicate receipt of the Student Handbook. Students are, however, bound by the terms of the Student Handbook regardless of whether they sign and return the acknowledgement.

By signing below, we acknowledge that we have received a copy of the McBain Rural Agricultural Schools Student Handbook and understand that we are responsible for reviewing and adhering to its policies and expectations.

Student Name (Printed): _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____ **Date:** _____

Please return this signed form to the school office.

If you have any questions regarding the contents of the handbook, please contact your building principal.