

Blissfield Community Schools Mission Statement

Blissfield Community Schools will provide a learning environment that will challenge students to become life-long learners and productive citizens.

Blissfield Middle School

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Mr. Scott D. Moellenberndt
Superintendent

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Principal

Blissfield Middle School Mission Statement

The Blissfield Middle School is dedicated to creating a respectful environment where individuals learn and succeed by developing character, intellect, wellness, and a desire for life long learning.

Blissfield Middle School Core Character Values

Positive Attitude	Integrity
Respect	Work Ethic
Responsibility	Compassion

INTRODUCTION

Welcome to Blissfield Middle School! The faculty and administration are excited about the upcoming school year and are committed to provide the best quality of education possible. We hope you will take advantage of the many educational opportunities available to you, and that the 2008-2009 school year will be a rewarding and enjoyable one for you.

ATTENDANCE / TRUANCY

Absences will be considered excused for illness, hospitalization, attendance at funerals, family emergencies, and some family trips. In the event you are absent from school, you must have a parent or guardian telephone 486-4420 or bring a note to the school office by 1:30pm the day of return, to excuse your absence. The building Principal, or a designee, shall determine whether the absence warrants an excused, or an unexcused absence. You will then be allowed to make up all work and tests missed for each excused absence. One day will be granted for make-up work for each day of absence except in cases of end of the year work requiring special arrangements. It is your responsibility to approach your teachers to make up missed assignments.

Absences will be considered unexcused, if the reason for your absence does not conform to the above definition and/or you fail to notify the school office as indicated above.

In the event that the absence is unexcused the student will receive zeros (0s) for all assignments missed on the unexcused day.

If you are going to be absent for several days, you may have your absences prearranged. A prearranged absence may be obtained by filling out a form which is available in the office. If the form is filled out and signed by your parent/guardian and returned to the office three (3) days prior to your absence, this will fulfill the daily parental obligation to inform the school of your absence. Teachers are not expected to plan work ahead for students going on vacation.

Because school attendance is important for a student's success, a student may be absent no more than nine (9) days per semester per class.

Excessive absences beyond the limit of nine (9), "truancy" or "skipping", will generally be handled in the following manner:

- Students under the age of sixteen (16) will be referred to the Truancy Officer and/or the Police Department for action. Either the parent(s) or legal guardian(s) or both, and the student can be petitioned into the Lenawee County Juvenile Court for violations of State Laws concerning truancy.

In all truancy cases, the school administration may exercise its discretion on what remedies to take, what referrals should be forwarded, or what action would be made to correct the truancy. The administration may make referrals to official agencies in all cases of excessive absences.

A.A.A. PROGRAM

The A.A.A. Program was developed to recognize and improve student performance in the areas of:

Attendance * Academics * Attitude

Attendance

Any student achieving no absences, no suspensions and no tardies for a nine-week marking period will receive a gold card. Any student achieving no absences, no suspensions and no tardies for a semester will be invited to a luncheon held during the school day away from school grounds.

Academics

Blissfield Community Schools recognizes students who achieve a 3.5 grade point average or higher during a nine-week marking period as having achieved Honor Roll status. The Improvement Honor Roll is intended to reward students who improve their grade point average by 0.5 from one marking period to the next.

Attitude

Gold Card - This program is intended to reward students for charitable acts (assisting others, picking up litter, holding the door, etc.). Teachers will have a supply of gold cards, which they hand out when they observe a good deed. The Gold Card may be used as \$.50 credit at a school activity or towards a food purchase in the cafetorium.

BICYCLES

Students may ride bicycles to school. Bicycles are not to be ridden during the school day. Bicycles should be secured by a padlock and must be kept in the parking rack. Skateboards and roller blades are not allowed on school property.

BULLYING, HARRASSMENT AND OTHER AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student that cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building administration, or the Superintendent's Office at 486-2205. Complaints will be thoroughly investigated. If the investigation finds that aggressive behavior occurred, it will result in prompt and appropriate remedial action. Consequences for students who commit acts of violence, including but not limited to harassment and/or bullying, shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Consequences will be consistent with the Board of Education's approved "Code of Student Conduct." Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the behavior, and protect the victim of the act.

Confidentiality: every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Retaliation against any person for complaining about aggressive behavior, or participating in an aggressive behavior investigation, is prohibited. Suspected retaliation should be reported in the same manner as the alleged aggressive behavior. Intentionally false reports of

aggressive behavior, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reporting may result in disciplinary action as indicated above.

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

"Bullying" or "Harassment" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, cell phone, personal digital assistant (pda), or wireless hand held device) that is reasonably perceived as being motivated either by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression; or a mental, physical, or sensory disability or impairment; or by another distinguishing characteristic.

Harassment or bullying is conduct that meets all of the following:

- Is directed at one or more students;
- Substantially interferes with educational opportunities, benefits, or programs of one or more students;
- Adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities because the conduct, as reasonably perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect; and
- Is based on a student's actual or perceived distinguishing characteristic (see above), or is based on an association with another person who has or is perceived to have any of these characteristics.

Sexual Harassment, may include, but is not limited to:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, cartoons, etc.;
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

Note: Any administrator, teacher, coach, other school authority that engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L.A. 722.621 et. seq.

“**Hazing**” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm regardless of the person’s willingness to participate.

Student Action

When a student is a victim of bullying, harassment or other aggressive behavior, s/he is encouraged to tell a staff person. It is acceptable for students to inform any staff person. It is the staff member’s responsibility to report the complaint to the appropriate school personnel. Confidentiality will be upheld when a student is questioned.

When a student has witnessed an act such as bullying or harassment, s/he is encouraged to act as a responsible bystander by reporting to a staff person. Reporting violence when it occurs helps break the code of silence. Student bystanders are encouraged to speak out immediately against the violence when it occurs.

Parent Action

If a child has told their parent the s/he has been the victim of bullying, harassment or other aggressive behavior, the parent should encourage the child to report the incident to a staff member. If the child cannot or will not do so, the parent should inform the school authorities. If possible, a written record of the incident (who, what, when, where, how often, any witnesses) should be brought to school. **Parents should never condone retaliation.** Parents should also inform the school of any cases of suspected violence.

BUS PICK-UP / DROP-OFF GUIDELINES

It is the policy of the Transportation Department to work within our means to facilitate the needs of students and the many working parents of our district. We will pick up or deliver students to the residence of a baby-sitter providing the stop is on an existing bus route. Therefore, the following policy will be invoked:

Students that have a consistent pattern (but beyond normal pickup and delivery to their home) regarding bus transportation during the entire school year are to fill out a Transportation Request Form. This form will specify the address that is to be used for pick up, and the address that is to be used for drop off. A copy of the form must be filled out for each driver involved, the school building involved, and the Transportation Department.

Any diversion from the norm will require a bright orange bus pass authorized by the office of the school building involved. This pass will require a note from home and may only be issued if there is room on the bus. The school office will issue the pass. Students without a bus pass or that are not covered under a transportation request form will not be allowed to ride a bus other than that assigned to them.

BUS REGULATIONS

The following rules and regulations have been adopted by

Blissfield Community Schools to insure the safe and efficient transportation of Blissfield students to and from school:

- Students should expect to walk some distance as required by state regulations and should arrive at their bus stop 10 minutes early.
- Be on time at designated bus stops. Students will be picked up and/or dropped off only at their designated bus stops, unless given permission from the building administrator or Transportation Supervisor.
- While waiting for the bus, stay at least 15 feet off the roadway when possible.
- Students should wait until the bus has come to a complete stop before attempting to enter or leave the bus. They should enter or leave the bus using only the front door (except in case of an emergency) and remain seated while the bus is in motion.
- Cross in front of the bus when crossing the road after the driver clearly signals that it is safe to cross.
- Occupy the seat assigned by the driver and expect to sit three in a seat when necessary.
- Students should keep their head, arms and hands inside the bus when riding.
- Any objects carried on the bus (musical instruments, back packs, etc.) should be small enough to be held on the student’s laps, or placed under the seat.
- School dress codes are in effect on the school bus.
- Students are not to carry materials on the bus that may be potentially hazardous to others.
- No food or drink is allowed.
- Portable electronic devices (cell phones, mp3 players, PDA’s) may be brought on the bus with driver permission. Use will be restricted if they create distractions that could compromise safety.
- Students should report all damage to the bus immediately to the driver. Intentional vandalism may result in restitution and suspension from the bus and/or school.
- In general, the rules of good conduct that apply in the school building, apply on the bus also.

BUS CONDUCT

Riding the school bus is a privilege provided by the school district. All school rules and expectations apply while riding the school bus. In addition, the Transportation Department has developed expectations for student behavior on the school bus.

BUS DISCIPLINE PROCEDURE

- FIRST OFFENSE: The bus driver will communicate to the student(s) the inappropriate behavior(s) and initiate some type of intervention such as an assigned seat. With-in 24 hours the driver must make parental contact. Bus Conduct Report must be used to document driver intervention.
- SECOND OFFENSE: Three (3) day bus suspension and

THIRD OFFENSE: parent notification by the driver. Five (5) to ten (10) day bus suspension and parent notification by the driver.

FOURTH OFFENSE: Mandatory meeting between driver, parents, administrator, and transportation personnel for long-term suspension, eleven (11) days or more.

CAFETORIUM / FOOD SERVICE

The cleanliness of the cafetorium is everyone's responsibility. You are expected to display your best behavior. You should remain seated unless you are throwing your trash away or purchasing food. You are expected to keep your table and floor area clean of litter, and to return trays and deposit all waste in the receptacles before leaving.

If you need to leave the lunchroom area, you must obtain permission from the supervisor prior to doing so. It is expected that all food be consumed while in the cafetorium or deposited in the waste receptacle prior to your departure. Students may purchase their lunch/breakfast by the week, month or even the whole year. Students will utilize an automated system which will record the food selection made each day. The safest way to send money to school is by check. Charging school lunches is not an option. Cost of meals is published each year. If a child forgets their lunch money, they will be provided with a substitute lunch on an emergency basis. For more information on free and reduced lunch applications, online lunch deposits, menus and prices along with other cafeteria information, please visit www.blissfieldschools.us.

CHEATING / PLAGIARISM

Plagiarism is a serious infraction of the student discipline code. A student found guilty of cheating/plagiarism, will be given a zero for the assignment and the teacher will set up a conference with the student, parents and the administration. A second infraction of this nature during a student's tenure at B.M.S. will result in a zero for the assignment and suspension from school. Any further infractions of this code will result in a failing grade for the marking period.

CLOSED CAMPUS

No student will be allowed to leave the school once they have started the first period class without signing out in the office. Office personnel must also get permission from a parent or guardian before the student is allowed to leave. Students are not permitted to leave the building for lunch under this policy.

DAILY SCHEDULE

School begins each morning at 7:40am and concludes at 2:44pm. During half days, school will dismiss at 10:53am.

Walkers – Students who walk to school should not arrive before 7:20am unless coming for breakfast, which begins at 7:10am.

Student Drop Off / Pick Up – Parents who drive their students to school are asked to follow the posted signs and cones and drop their students off on the sidewalk at the northwest entrance of the school building. This is for the safety of our students. Students may be picked up after all of the buses have left the parking lot for the afternoon.

DANGEROUS ITEMS

The possession of weapons is strictly prohibited. In addition, the use of an object to threaten, harm, or harass another is also prohibited. A pupil who possesses a weapon or uses an object to threaten, harm, or harass another person is subject to expulsion unless School District officials, in their discretion, impose a lesser penalty. The prohibition against possession of weapons and the use of an object to threaten, harm, or harass another person applies to incidents which occur on School District property, in vehicles used by the School District to transport students, at School District sponsored functions, events or activities, on property adjacent to School District property and while students are enroute to or from school or School District functions, events and activities.

"Weapon" includes: a firearm; gun; revolver; pistol; dagger, dirk; stiletto; knife; iron bar; brass knuckles; any explosive, incendiary, or poisonous gas, including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. "Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by and explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun and pellet gun are considered to be a "firearm".

Although the use of an object to threaten, harm, or harass another person is prohibited, it is not possible to identify all of the objects that could be used for such purposes in violation of this prohibition. Examples include, but are not limited to, padlocks, pens, pencils, laser pointers, scissors, jewelry, and other objects, which do not constitute dangerous weapons.

DISTRACTING / CONFISCATABLE ITEMS

Items that pose a threat to other students or may distract the learning environment are inappropriate in a school setting, and will be confiscated. Such items include, but are not limited to weapons, beepers, radios, cellular phones, mp3 and ipod players, CD or cassette players, electronic games, and trading cards. Although some of these items may be permitted while on the school bus, they must be placed in the student's book bag to be kept in the student's locker before entering the school. Except for health or other unusual reasons approved by the school district, students shall not carry a pocket pager, beeper, an electronic or other personal communication device(s) in school. The administration will hold any items that are confiscated for a

minimum of 24 hours and will only be returned to a parent/guardian. In addition, all gym and book bags shall be stored in the student's locker.

DRESS CODE

All students are expected to dress in a manner that contributes to a safe and orderly learning environment.

Personal appearance of students is expected to be neat, clean, modest, and appropriate to the school environment. Students who fail to comply with the following guidelines will be asked to change into appropriate clothing before being allowed to continue attending classes.

- Foot apparel must be worn at all times. For health and safety reasons cleats and spikes are not permitted. For physical education classes appropriate footwear is required.
- All shirts and/or blouses must cover the shoulders and midriff.
- Shorts and skirts may be no shorter than arm's length above the knee. Pants/shorts and skirts must be in good repair.
- Miniskirts, pajama/leisure attire, sweat pants, running pants, wind pants, warm up pants, and cut off pants or shirts are not acceptable. Sagging pants or shorts are not acceptable. Garments containing holes are not acceptable.
- Flip-flops and shorts of appropriate length may be worn prior to Thanksgiving and after Spring Break.
- All hats and hoods shall be removed upon entering the building.
- Sunglasses are to be worn outside only.
- All clothing/jewelry shall avoid drug, alcohol, tobacco, sex, obscene, or cult/gang related print/slogans/designs.
- Jackets and coats are to remain in your locker during the school day unless authorized to be worn by school personnel.
- Wallet chains, apparel with spikes or studs or any accessories with sharp objects are not school appropriate.
- Anything worn that could be distracting to the learning environment is not school appropriate.
- Hair that is dyed or highlighted must be of natural color.

EMERGENCY DRILLS

Periodic fire, tornado, and lockdown drills will be conducted. Each classroom is directed to assigned areas where students will be expected to remain quiet and orderly throughout. The Honeywell Instant Alert System will be used to communicate with all parents and guardians on an emergency basis only.

EQUAL EDUCATION OPPORTUNITY / NONDISCRIMINATION POLICY

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, or any other legally protected characteristics, in its programs and activities, including employment opportunities.

If any person believes that the Blissfield Community School District or any of the district's staff has inadequately applied the principles and/or regulations of Title II, Title VI, and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, The Age Act and The Americans with Disabilities Act, s/he may bring forward a complaint to the district's Civil Rights Coordinator, Daniel Garno, Chief Financial Officer, Blissfield Community Schools, 630 South Lane Street, Blissfield, Michigan 49228 (517-486-2205).

GRIEVANCE PROCEDURES

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five business days.

Step 2

If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, Plaza Nine Building, Room 300, 55 Erieview Plaza, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The local Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.

STUDENT RECORDS

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use of information about individual students. Simultaneously, the Board recognizes the need to safeguard

student's privacy and restrict access to student's personally identifiable information.

The Board of Education is responsible for maintaining records of all students attending schools in this District. Only records mandated by the State or Federal government and/or necessary and relevant to the function of the School District or specifically permitted by this Board will be compiled by Board employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests
 - 2. vocational preference inventories
 - 3. achievement tests
 - 4. standardized intelligence tests
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the parent or student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. custodial arrangements

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, and designated school officials and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law. The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" refers to a student who is eighteen (18) years of age or older or a student of any age who is enrolled in a postsecondary institution.

In situations in which a student has both a custodial and a noncustodial parent, both shall have access to the student's educational records unless stipulated otherwise by court order. In the case of eligible students, parents will be allowed access to the records without the student's consent, provided the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the District.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student

achieve one or more of the educational goals of the District" or if the record is necessary in order for the school official to perform an administrative, supervisory or instructional task or to perform a service or benefit for the student or the student's family.

The Board authorizes the administration to:

- A. forward student records, including any suspension and expulsion action against the student, on request to a school or school district in which a student of this District seeks or intends to enroll upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record;
- B. provide "personally-identifiable" information not appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
- B. report a crime committed by a child with or without a disability to appropriate authorities and to transmit copies of the student's special education records and disciplinary records including any suspension and expulsion action against the student to the authorities and school officials for their consideration;
- C. request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information;
- D. the Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is an eligible student, the written consent of the student, except those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

The Board shall exempt from disclosure directory information, as requested for the purpose of surveys, marketing, or solicitation, unless the Board determines that the use is consistent with the educational mission of the Board and beneficial to the affected students. The Board may take steps to ensure that directory information disclosed shall not be used, rented, or sold for the purpose of surveys, marketing, or solicitations. Before disclosing the directory information, the Board may require the requester to execute an affidavit stating that directory information provided shall

not be used, rented, or sold for the purpose of surveys, marketing, or solicitation.

DIRECTORY INFORMATION

Each year the Superintendent shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information": a student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, scholarships.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) days after receipt of the District's public notice.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION

The Board of Education respects the privacy rights of parents and their children. No student shall be required as a part of the school program or the District's curriculum, without prior written consent of the student, (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The district is to notify parents of any surveys, analyses, or evaluations, which may reveal any of the information, as identified above, in a timely manner, and which allows parents to request an opportunity to inspect the survey, analysis, or evaluation. Policy allows the parent the option of excluding their student from the activity. The reporting of collected data will be in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational

curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

HEALTH CARE

Blissfield Community Schools are committed to assist parents with their child's health concerns. Questions regarding health matters including the distribution of prescribed medications may be directed through the attendance office at 486-4420.

COMMUNICABLE ILLNESSES

All cases of communicable or contagious disease must be reported to the school office or the school nurse. Certain diseases are reported weekly to the local health department. These include measles, mumps, rubella, hepatitis, pertussis, meningitis, scarlet fever and strep throat. The length of time children should remain home from school for specific illnesses is as follows:

Chicken Pox – All lesions must be crusted over, usually five to seven days from onset of illness.

Head lice – If lice are found on a student's head, the parent will be contacted to pick up the student. The child must be treated and all nits and lice must be removed to prevent reinfestation. If, upon returning to school, lice are found and/or the problem has not been addressed, the child will be sent home. In cases where a student in a classroom is found with head lice, parents of the other students in that classroom will receive a handout so they may inspect their children's heads.

FIRST AID

Each building is equipped to handle emergency situations. However, the school is not able to provide long-term sick care. Children who are unable to attend class will be sent home after contacting a parent/guardian. Therefore, it is essential that work phone numbers and emergency contact information be kept current.

ILLNESS AT SCHOOL

If you become ill at school, report to the office so school personnel can make appropriate arrangements for you. Your parent or guardian may then be notified to pick you up. It is necessary that your parent/guardian sign you out prior to leaving the building. You are never to leave the building to go home without permission. If your illness requires you to go directly to the restroom, notify someone so they may immediately report your illness to the office or your teacher.

IMMUNIZATIONS

A parent/guardian, or person in loco parentis applying to have a child registered for the first time in a school in the State of Michigan shall present to school officials, at the time of registration or no later than the first day of school, a

certificate of immunization or statement of exemption under Section 9215. New entrants must have at least four (4) DPT, three (3) doses of polio vaccine and two (2) MMR or laboratory evidence of immunity to measles, mumps and rubella, Hepatitis B series as well as the Varicella vaccine or date of disease (chicken pox).

MEDICATION

Medications will be given at school only if students are unable to attend classes without a dosage during school hours. Students are forbidden to possess, use, or transfer any over-the-counter or prescription medication. All medicines will be kept in a designated locked area and administered by authorized school personnel. Medications to be given at school, including over the counter medication (Tylenol, cough syrup, etc.), must be accompanied by a signed physician's order and written permission of parents. These instructions must be renewed every school year. Medications must be in the original container.

All medications must be delivered to the office by a parent or legal guardian, unless special arrangements have been made with the principal. *Failure to do so may result in the student being viewed as being in possession of a controlled substance and/or drugs.*

VISION SCREENING

Vision screening is provided annually for Middle School students referred for evaluation.

HOMework

1. Homework will be assigned on a regular basis.
2. All homework will be meaningful and provide reinforcement activities as well as enrichment activities. The teacher will make every effort to make sure homework assignments are clear and due dates understood.
3. All homework assignments are due the following day or upon the day of return in the event of school cancellation, or personal illness or any other legitimate excuse. Each teacher will determine the legitimacy of excuses. Extended assignments will be due at a date established by the teacher.
4. Homework must be ready to be presented by the student at the beginning of the class for which it is required.
5. Under certain circumstances, the teacher may require a student to stay after school to complete an assignment.
6. Homework will be marked and/or graded, but under certain circumstances a teacher may decide not to grade a particular homework assignment in the appropriate grading period. Please remember that homework will be figured into the marking period grade.
7. Extra credit may/may not be accepted. This will be determined by the teacher.
8. Teachers assign homework to meet your child's educational needs. Homework, which is not returned, is a violation of our policy.

D.R.I.V.E. / ACADEMIC ACADEMY

In an effort to improve student academic success, Blissfield Middle School has adopted the D.R.I.V.E. Program

(Developing Responsibility Is Vitaly Essential.) Blissfield High School has adopted the Academic Academy Program for 9th and 10th grade courses. These programs serve to offer students an incentive to complete their assignments in a timely manner and with high quality standards in mind. Students also have the opportunity for free tutoring every night after school with these programs.

PLACEMENT / RETENTION

The following considerations are the guidelines for placement of students in specific classrooms:

1. Learning Style of students.
2. Recommendation of current teacher.
3. Prevention of possible personality conflicts.
4. Parental requests.
5. Approximate equal number of boys and girls.
6. Approximate equal number of students in each room.

Written requests by parents for specific, student placement must be submitted during the designated request period each spring. Please include the reasons for the request. When class lists are developed, consideration will be given to such requests. A limited number of requests will be accepted for each classroom. Phone requests will not be accepted. Final decision for placement is made by the building administrator.

RETENTION GUIDELINES / CRITERIA

A student may be retained only once.

1. Lack of maturity level (behavior, social interaction, and responsibility.)
2. Not meeting grade objectives (attendance, study skills, credits, non-completion of work.)
3. Repeating the same grade will benefit the student.
4. The Building Principal must agree with this course of action.
5. All the listed factors will be considered when making a decision to retain.

LOCKERS

Students will be provided locker space to store their belongings and will be expected to adhere to the following expectations:

- Only one student is permitted to use a locker.
- Any damage to the lockers may require payment for replacement.
- You are expected to keep the locker clean. Please deposit trash in the receptacles.
- Glass or other breakable items shall not be stored in your locker.
- *Items stored in locker are the responsibility of the student. Lockers are for books and garments only.*
- Neither the Blissfield Community Schools nor any of its personnel will be responsible for any loss or damage to property stored in a locker by a student.

LOST AND FOUND

Articles found should be turned into the office. Failure to do so may be considered theft. If you have lost an article, you can check in the Lost and Found box to see if it has

been turned in. Unclaimed items will be donated to charity every two weeks.

PETS

Pets are not allowed at school.

REQUIRED DOCUMENTS

All students must have a certified copy of a birth certificate or an affidavit explaining the lack of birth certificate along with immunization records. Record of any disability (including allergies) should be reported.

It is imperative that your child’s current address and phone number are on file. **If you change employers or if any of the contact numbers are altered, please notify the school.** There are times when the Emergency Forms become extremely important. It is much easier if they are accurate, up to date and completely filled out. Any name listed on the Emergency Form may be notified in the event of an emergency if the primary person cannot be contacted.

In the event of divorce, separation, or legal custody is established, the parents should notify the school in writing. In order to enforce any court order, a copy of that court order must be on file with the school. Students and student records are available to both parents unless otherwise specified by court order.

SCHOLASTIC RATING

Report cards are issued every nine weeks. Report cards will be sent home on the Friday following the end of each nine-week period. If a student owes money for library fines, lost books, lunch charges, etc. the report card will be held in the office until those fees are paid. Grade point averages are figured on the following basis:

- A Excellent (4.0)
- B Good (3.0)
- C Average (2.0)
- D Poor (1.0)
- F Failing (0.0)

Honor Roll

The following Scale will be used to determine the Honor Roll each marking period: 3.0 – 3.49 ...Honorable Mention
3.5 -3.99...Honor Roll
4.0...Principals List Honor Roll

SCHOOL CLOSING

If school is to be closed due to inclement weather, parents will be notified through the Honeywell Instant Alert System. Announcements will also occur on local radio stations and TV stations. These announcements are official so it is not necessary to call the school.

- WABJ – 1490 AM
- WTOL TV – Ch. 13
- WQTE – 95.3 FM
- WTVG TV – Ch. 11
- WLEN – 103.9 FM

**SCHOOL ISSUED
TEXTBOOKS / EQUIPMENT**

Students are issued textbooks and other related equipment

during the school year. It is the responsibility of the student to care for this material and ensure that it is returned at appropriate times in satisfactory condition. Failure to return school items or items returned in damaged condition will result in fines assessed to the student.

LIBRARY MATERIALS

Blissfield Middle School has an excellent library to which the students are given ready access. Most of the materials are available to be checked out and taken home. Parents are requested to help see that the children return these items by the due date. Students will be charged the replacement cost for any items lost or damaged. There will be no reimbursement after fines are paid. Student report cards will be held in the school office for unpaid lost book charges.

SEARCH AND SEIZURE

To maintain a safe learning environment for students and school personnel, school authorities may search a student and/or their belongings under the circumstances outlined below. School authorities may seize any illegal, unauthorized, or contraband materials discovered in the search. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

The term “unauthorized material” as used above, includes any item which is dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as unauthorized in school rules available beforehand to the student.

A student’s failure to permit searches and seizures as provided in the policy will be considered grounds for disciplinary action.

PERSONAL SEARCHES

A student’s person and/or personal effects, may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student’s person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible.

If a school official has reasonable suspicion to believe that the student has on his or her person an item imminently dangerous to the student or to others, a more intrusive search of the student’s person may be conducted. Such a search may only be conducted in private by a school official of the same sex with an adult witness present, and only upon the prior approval of the Superintendent, unless, the health or safety of students will be endangered by the delay which might be caused by following these procedures.

USE OF CANINES

Blissfield Community Schools and its administration are authorized to utilize canines to aid in the search for contraband in or on school owned property and automobiles parked on school property. Canines shall not be used to search students, unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his or her person. The

canine must be accompanied by a qualified and authorized trainer or individual that will be responsible for the dog's actions. An indication by the dog that contraband is present on school property or an automobile shall be reasonable suspicion for a further search by school officials.

SOLICITING

Students are not to solicit, sell, or distribute items on school property without permission from the office. Distribution of invitations during school hours is prohibited. Solicitation outside of school should not occur without adult supervision.

PERMISSION FOR PHOTOGRAPING/VIDEO TAPING

Reproductions of photographs/video tapes may be used by the administration for the purpose of school publicity unless parents indicate on the student registration form in writing that this information not be release

SPORTS

Blissfield Middle School competes interscholastically in the following sports: football, basketball, wrestling, track, volleyball, and cheerleading. A nonrefundable participation fee is charged for each sport. Eligibility for sports is based on eligibility reports from the faculty. Players must be passing six academic classes to participate. A copy of the athletic code is available in the athletic office. Any questions concerning athletic procedures or policies can be addressed to the athletic director.

STUDENT SERVICES

PSYCHOLOGIST

A school psychologist from the Lenawee Intermediate School District is available for testing of children suspected of a learning disability.

SPECIAL EDUCATION

Services are available to all students who qualify under state guidelines.

STANDARDIZED TESTS

Michigan Educational Assessment Program – Students enrolled in grades 6-9 will participate in the Michigan Educational Assessment Program - MEAP testing. Students in 11th grade will be tested on the Michigan Merit Exam. Assessments will conducted at various grade levels in Mathematics, Reading, Science, Social Studies, and Writing.

TARDINESS TO CLASS

A tardy occurs anytime a student reports to class late. Students arriving 10 minutes after the start of any class are considered absent. In all cases, the student must report to the office for a pass in order to enter the classroom. Tardies

are tabulated throughout the semester. Students are expected to be prepared and on time to class, prior to the end of the passing period. Students will be considered tardy if they fail to be prompt to class. Below are procedures regarding how tardies will be handled per semester:

1 st and 2 nd tardy	Verbal warning
3 rd tardy:	A.M. Detention
4 th tardy:	A.M. Detention
5 th tardy:	Saturday Detention
6 th tardy:	In-School Restriction

SCHOOL TELEPHONE USAGE

Students are allowed to use the office telephones for emergency purposes. Students must secure prior approval from the office personnel to use the phone. Students may also use the pay phone when class is not in session. Office personnel will not issue students a pass to class for using the telephone.

VISITORS

All Incoming Visitors

All visitors coming into the building are to report to the office. The Lenawee County School Protection Ordinance will be strictly enforced. In part, the Lenawee County School Protection Ordinance orders that: "No unauthorized persons shall enter and remain in any school building or upon any school property whether public, private or parochial for any reason whatever unless such person has received written consent from the Principal to be in any such public, private or parochial school building or upon such school property.

Any unauthorized person shall mean any person who is not a regularly enrolled student in the school building or school grounds entered, or a parent or guardian of such student, or a teacher or other employee in such school building.

Any person who shall violate any provision of this ordinance shall, upon conviction, be punished by a fine of not more than five hundred dollars or by imprisonment for not more than ninety days or by both such fine and imprisonment."

Student Visitors

All visitors entering any Blissfield Community Schools building must report to the building office. If a student wishes to bring a guest to school, then the following guidelines must be met. The guest must:

- Be of school age in the attending building.
- Not be absent from their home school in order to attend.
- Have authorization from the building principal prior to the visit.
- Secure a visitor pass from the office when they arrive.

CODE OF CONDUCT

One of education's most important lessons is discipline. While it does not appear as a subject, it is under the entire educational environment. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. All students at Blissfield Community Schools are expected to consider the rights, safety, property, and feelings of others. If a student has a behavior problem, it will be dealt with directly and in a timely manner. Each situation

will be assessed individually.

It is expected that students will obey these primary rules. Students will:

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

When a student is sent to the principal for disciplinary action, the following has occurred:

1. The teacher has dealt with the problem for a period of time and is not getting the desired result, or the trip to the principal's office is the next step in a prearranged corrective discipline plan which has been approved by the principal, or the infraction is serious enough to warrant immediate and serious disciplinary action.
2. The student knows why s/he is being sent to the office.
3. Background information will be sent to the office with the student. This information is a description of the infraction is necessary for the principal to deal effectively and intelligently with the problem.

The following consequences for student behavior are not designed as punishment, but as a method to encourage students to see that their choice of behaviors have consequences. Positive behaviors have positive consequences and negative behaviors have negative consequences.

The primary objective of student discipline is to promote a learning environment in which complete attention may be directed to the teaching/learning activities. Therefore, the Blissfield Community Schools Board of Education adopted the Blissfield Community Schools Code of Conduct. The following guidelines will be followed:

- The listed consequences are a possible range of choices. The administration has the autonomy to invoke any disciplinary measure necessary to insure the positive operation of the school. Referrals to police and juvenile authorities will be made, when appropriate.
- Regulations covered in this handbook are in effect at school and at any school approved activity, whether on or off the school premises. All penalties must be served prior to the student being readmitted to school.
- Students serving in-school restriction shall practice but not compete or perform. Students serving out of school suspension shall not attend, practice, or compete in any extra-curricular activities on or off student grounds.
- The building Principal may recommend expulsion

proceedings against a student whenever, in his/her judgement, the documented behavior pattern of the individual or the seriousness of the offense is opposed to the process of formal education within the Blissfield Community Schools.

SATURDAY DETENTION

The following expectations will be in effect while attending Saturday Detention:

- Saturday detention is held each Saturday from 8:00 a.m. to 12:00 p.m. in room #209 at the Middle School. Transportation to Saturday detention is the parent/guardian's responsibility.
- All rules as stated in the parent/student handbook will be in effect.
- Students are to be in their seats by 8:00 a.m. or they will be considered absent.
- Students must bring their own course work and related reading material to study.
- Students are allowed one bathroom break in the morning.
- If a student becomes ill while s/he is in Saturday detention and needs to go home, the time spent will not count and s/he will be required to make up the entire morning the following Saturday.
- Students are expected to comply with the behavior standards of the detention room. Failure to comply with these standards will result in additional Saturday detention being assigned, along with the possibility of in-school suspension.
- Students are not allowed to talk or interact unless they are given permission by the supervisor.
- Students may not eat, drink, or use electronic devices.
- The dress code, as defined in the student/parent handbook, shall be followed while serving time.
- Writing on the walls or the desk will result in an additional Saturday detention.
- Students are allowed to accumulate three (3) negative behavior points per day. A behavior point is given for each incident of talking, sound, noise, head on desk, sleeping, action or behavior the supervisor deems inappropriate including leaving their seat without permission. When students receive four (4) behavior points, they will be assigned one additional Saturday detention to be served on the following Saturday.

RESTRICTION/SUSPENSION

In-School Restriction (ISR) is held in Room #209 at the middle school. If the student is late for ISR, s/he must report to the office and request a Tardy Slip. The atmosphere in the In School Restriction room is very structured. The student remains in the restriction room the entire day and has an assigned seat. Students are expected to do school and/related work. *Each student's daily assignments will be delivered to the child's teacher for an opportunity to earn those days' academic credits in all subjects.* Hot lunch can be purchased or the student may carry a sack lunch. All rules as stated in the parent/student handbook will be in effect. In addition, the students will be

given a copy of the following ISR rules daily:

- All regular school rules apply.
- No talking without permission.
- Students must sit in assigned seats and may not leave them without permission.
- No sleeping.
- Students are to report on time and be seated.
- Students are allowed one bathroom break in the morning and one in the afternoon.
- Students will be allowed three (3) negative behavior points per day. A behavior point will be given for each incident of talking, noise, sound, action, or behavior the supervisor deems inappropriate including leaving a seat without permission. Two behavior points will be given for an unexcused tardy. Students who receive four (4) behavior points will be assigned to the restriction room for one (1) additional day.
- Absences will not count as restriction room time. If a student is absent anytime during the restriction period, that time will be made up in the restriction room.
- Students are expected to complete all work assigned to them each day.
- Failure to comply with the above rules and/or refusal to attend will result in an Out of School Suspension (OSS) for the length of the original suspension or such other penalty as the administration may deem appropriate.

Out of School Suspension (OSS), is when a student is suspended from school without an opportunity to attend the In-School Restriction (ISR) program. In addition, the student will have no opportunity to make up missed assignments and/or tests. Therefore the student will receive a "0" grade in all subjects for the days served out of school. Students serving in-school restriction shall practice but not compete or perform. Students serving out of school suspension shall not attend, participate or compete in any extra curricular activities on or off school grounds.

Students serving in-school restriction or out of school suspension will be held accountable for the total number of days of consequence assigned even if weather causes a school cancellation.

VIOLATIONS AND CONSEQUENCES

- | | |
|--|---|
| 1. <i>Cheating/Plagiarism</i> | Failure on test/assignment and parent/administration notification |
| Copying, using, or representing another individuals work as one's own. Allowing other's to copy is also cheating. | Failure on test/assignment and suspension
Failure on test/assignment and failing quarter grade |
| 2. <i>Use of profane/obscene language</i> in verbal or written form, in pictures, caricatures, and/or gestures. | Detention(s)
Saturday detention
ISR
OSS |
| 3. <i>Use of obscene/profane</i> | ISR |

language in verbal or written form in pictures, caricatures, gestures directed at school personnel.

- | | |
|--|---|
| 4. <i>Insubordination</i> , refusal to comply with a reasonable request of school authorities, or disrespect. Failure to report for classroom detention | Detention(s)
Saturday detention
ISR
OSS |
| 5. <i>Fighting</i> , physical contact in which two or more students are active participants which does or could cause bodily harm. Hitting, shoving, pushing, tripping, pinching or spitting. | ISR
OSS
Recommended Expulsion |
| 6. <i>Excessive Tardiness</i> (Per Semester)
1 st – 2 nd Tardy
3 rd Tardy
4 th Tardy
5 th Tardy
6 th Tardy | Verbal warning
A.M.Detention
A.M.Detention
Saturday detention
ISR |
| 7. <i>Failure to serve detention/consequence</i> | Additional detentions
ISR
OSS |
| 8. <i>Failure to attend Saturday detention</i> | Reassign Saturday
ISR
OSS |
| 9. <i>Horseplay</i> | Detention
Saturday detention
ISR
OSS |
| 10. <i>Threatening/Dangerous Behavior</i>
Verbal harassment, incitement to fight, or actions which place other students in danger. | Detention(s)
Saturday detention
ISR
OSS
Recommended Expulsion |
| 11. <i>Truancy/Skipping School</i> | Detention(s)
Saturday detention
ISR
Truancy officer notified |
| 12. <i>Physical Assault</i>
Different from fighting because it does not involve at least two active participants. Macing a person is | ISR
OSS
Recommended expulsion |

	viewed as an assault.		
13.	Possession or use of dangerous weapons, look alike weapons or use of any object which may cause bodily harm or which may be used as a weapon which could inflict bodily harm.	ISR/confiscation OSS/confiscation Recommended expulsion	
14.	Laser Pens	Confiscation and/or ISR OSS	
15.	Inappropriate behavior in school, behavior and/or conduct and/or incitement to action which results in disruption of the learning process or endangers the safety of the school, students, and/or personnel.	Detention(s) Saturday detention ISR OSS	
16.	Possession of property belonging to others, i.e. theft.	ISR/restitution OSS/restitution	
17.	Willful destruction or defacement of school property, either intentionally or as a result of inappropriate behavior.	ISR/OSS and full payment of labor and replacement cost of items.	
	18. Alcohol/Marijuana, illegal drugs, and other controlled substances.		
a.	Possession/Use Under Influence	Confiscation and OSS/confiscation Recommended expulsion	
b.	Transfer	Confiscation and Recommended expulsion	
c.	Paraphernalia	Confiscation and ISR/OSS	
19.	Tobacco Possession/Use	Confiscation and ISR OSS	
20.	Students are forbidden to possess, use or transfer any over-the-counter medication. This includes but is not limited to diet aids, look-alike drugs, counterfeit drugs, prescription drugs, or inhalants.		
a.	Possession/Use/ Under Influence	Confiscation and OSS/confiscation Recommended expulsion	
b.	Transfer	Confiscation OSS/confiscation Recommended expulsion	
21.	Possession or use of fireworks or other noxious substances.	ISR/confiscation OSS/confiscation Recommended expulsion	
22.	Arson	Recommended expulsion	
23.	False fire alarm and/or bomb threat.	Recommended expulsion	
24.	Throwing foreign objects at school employees, students, guests in or at the building.	Detention(s) Saturday detention ISR OSS	
25.	Throwing food in the cafeteria.	Detention(s) ISR OSS	
26.	The intentional or deliberate act of pushing, shoving or striking a teacher, school employee or other guest lawfully permitted to be in the building.	Recommended expulsion	
27.	Threatening school personnel.	OSS Recommended expulsion	
28.	Forgery of school documents.	Detention(s) Saturday detention ISR OSS	
29.	Degrading another student. This includes but is not limited to disgraced, shamed, dishonored, slandered, disrespect, put down, humiliated and/or ridiculed.	Detention(s) Saturday detention ISR OSS	
30.	Sexual Harassment	ISR/OSS and/or Recommended expulsion	
31.	Persistent Disobedience	ISR/OSS and/or Recommended expulsion	

BUILDING RULES

Students will:

1. walk in the hallways and classrooms.
2. use the gym only while under the supervision of a staff member. Bouncing or playing ball shall be limited to the gymnasium.
3. not loiter in the restrooms.
4. use a soft voice when talking.
5. keep their hands to themselves at all times – fighting, pushing, or hitting will not be tolerated.
6. leave personal property not related to education at home.

7. leave clothing intended for outside wear in the locker during class time.
8. follow all individual classroom rules.
9. Use of the pop machines not found in the cafeteria should occur after school only. Pop machines located in the cafeteria are to be used during lunch or mid-morning break.

DETENTION

Students may be required to attend detention(s) as a result of misbehavior. Detentions will take precedence over all other school activities. Detentions must be served for the days assigned. Failure to attend will result in additional consequences.

DUE PROCESS PROCEDURES

A. Preliminary Hearing

No student may be suspended without a hearing unless a clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing shall follow as soon as practicable:

The Principal or designee shall provide the student with an oral or written notice of the charges against her/him and shall provide a hearing for the student before a suspension is ordered so that the student has a full opportunity to state why s/he should not be suspended. This preliminary hearing shall be an informal one in which the student is given a chance to respond to the charges. The student's parent(s) may be informed of the charges and the preliminary hearing if the Principal so chooses. The hearing shall be held on the day of the alleged infraction or as soon thereafter as possible if any emergency prohibits an immediate hearing.

A. Suspension

The Principal may impose a suspension of up to ten days duration, but shall notify the student's parent(s) / guardian(s) of the suspension by telephone or by regular mail.

1. Sending a student home: Unless the student is an immediate threat to the safety of the school, s/he should remain in school until class is dismissed for the day. If the situation indicates that the student should be removed from the premises, the principal shall attempt to reach the student's parents to request they pick up their child. If they are unable to do so, the student should remain in the office or in In-School-Suspension until school is dismissed. The Principal may forego the previous provision in the event of mass violation of school rules or where it is not possible to keep the students on school grounds and restore order or protect people on school property. In such an emergency situation, the Principal shall contact the Superintendent.
2. Responsibility for schoolwork: No credit will be given for work missed as a result of suspension out-of-school.
3. Student's Records: A record of the student's offense will be kept but may not be made part of the permanent record. Days of absence shall be noted

in the student's permanent attendance record.

B. Appeal

Suspension of one school day or less will not be subject to appeal. Suspension of more than one school day but not more than ten school days may be appealed in writing to the Principal within two school days of the parent's receipt of the written suspension notice. The written appeal must contain the reasons that the suspension is being appealed.

APPEAL PROCEDURES

For Student Suspension

- A. Parents may request a conference with the Principal. Such requests shall be made within the period of separation or suspension. The Principal shall affirm or modify the terms of his action within three (3) school days from the date of the conference.
- B. Within three (3) school days from the Principal's decision concerning suspension, the parent(s), or legal guardian(s) may appeal such decision to the Superintendent of Schools or his designee. The Superintendent shall affirm or modify the decision of the appeal. For suspensions of ten (10) days or less, the Superintendent's decision is final.
- C. The Principal within three (3) school days from hearing for suspensions greater than ten (10) days, the Superintendent's decision may be appealed to the Board of Education within three (3) school days of such decision.
- D. The Board of Education shall schedule a hearing as soon as practicable, but not later than the next regularly scheduled Board of Education Meeting and shall notify the parents that said hearing be conducted under the following rules and procedures:
 1. Written notice shall be given of the time, date and place of the hearing.
 2. His parent, guardian, or other adult advisor of their choosing should represent the student.
 3. Witnesses may be presented at the hearing and the student or his representative may question witnesses.
 4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
 5. There may be present at the hearing the Principal, the Board of Education's attorney and such resource persons as the President of the Board of Education deems essential to the proper adjudication of the case.
 6. The Board of Education shall render a written opinion of its determination within three (3) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.