

Shelby Middle School
Student and Parent Handbook
and
Code of Conduct
2020-2021

Welcome to Shelby Middle School.
The members of our faculty and staff are pleased
to have you as a student.
We will do our best to help make your experience
productive and successful.

Tim Reeves, Superintendent of Schools

Mark Olmstead, Principal

Laura Sly, Guidance Counselor

Mary Rapes, Administrative Assistant

Chuck Persenaire, Athletic Director

Shelby Middle School
525 N. State Street
Shelby, Michigan 49455
(231) 861-4521

BOARD OF EDUCATION

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Mr. Jairo Coronado.....Math/Spanish
Ms. Shellie Dorman.....Special Education
Mrs. Melissa Dyer History / Social Studies
Mr. Scott Emelander Vocal Music
Mrs. Jeanne FurmanHealth
Mrs. Andrea Glamzi Mathematics
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Mr. Curt IsaksonBand
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Mrs. Teresa Rademacher.....Special Education
Ms. Shannon Ramso Science
Mr. Chris Rapes.....Science
Ms. Gladis Salinas.....Special Education
Mrs. Maria Salisbury.....Mathematics
Mrs. Brenda Schuchardt Social Studies
Mr. Wade Sikkema Physical Education
Ms. Katherine Stiffler..... Art
Mrs. Debbie WallLanguage Arts
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Mr. Tom Weirich.....Industrial Arts
Mrs. Sarah Woller.....Language Arts
Ms. Meghan Zoerhoff.....Language Arts

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Persons with a hearing or speech impairment may contact the district by dialing the Michigan Relay Center at: 711 or 1-800-649-3777

FOREWORD

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the board's policies and the school's rules as of June 30, 2017. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2017 the language in the most current policy or administrative guideline prevails.

MISSION OF THE SCHOOL

Shelby Middle School, in partnership with families, ensures students will become responsible, productive and academically successful.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that she or he has been discriminated against on the basis of his or her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the school district's compliance officer listed below.

Tim Reeves, Superintendent
525 N. State Street
Shelby, MI 49455
231-861-5211

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

PARENT INVOLVEMENT

The board of education recognizes and values parents and families as children's first teachers and decision-makers in education. The board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. The term "families" is used in order to include children's primary caregivers who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the board directs the establishment of a Parent Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the district. The plan must encompass parent participation, through meetings and other forms of communication. The Parent Involvement Plan shall reflect the board's commitment to the following:

A. Relationships with Families

1. cultivating school environments that are welcoming, supportive, and student-centered;
2. providing professional development for school staff that helps build partnerships between families and schools;
3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;

4. providing coordination, technical support and other support to assist schools in planning and implementing family involvement activities.

B. Effective Communication

1. providing information to families to support the proper health, safety, and well-being of their children;
2. providing information to families about school policies, procedures, programs, and activities;
3. promoting regular and open communication between school personnel and students' family members;
4. communicating with families in a format and language that is understandable, to the extent practicable;
5. providing information and involving families in monitoring student progress;
6. providing families with timely and meaningful information regarding Michigan's academic standards, state and local assessments, and pertinent legal provisions;
7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. Volunteer Opportunities

1. providing volunteer opportunities for families to support their children's school activities;
2. supporting other needs to enable families to participate in school-sponsored family involvement events.

D. Learning at Home

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;
2. working with families to establish learning goals and help their children accomplish these goals;
3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. Involving Families in Decision Making and Advocacy

1. involving families as partners in the process of school review and continuous improvement planning;
2. involving families in the development of its district-wide parent involvement policy and plan, and distributing the policy and plan to families.

F. Collaborating with the Community

1. building constructive partnerships and connecting families with community-based programs and other community resources;
2. coordinating and integrating family involvement programs and activities with district initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

Implementation

The superintendent will provide for a comprehensive plan to encourage parents, families, and community members in a partnership in support of each student's academic achievement, the district's continuous improvement, and individual school improvement plans. The plan will be distributed to all parents and students through suitable publication. The plan will provide for annual evaluation, with the involvement of parents and families, of the plan's effectiveness and identification of barriers to participation by parents and families. Evaluation findings will be used in the annual review of the Parent and Family Involvement policy and to improve the effectiveness of the district plan.

SCHOOL DAY

The school office is open during the school year from 7:30 a.m. until 3:30 p.m. Classes begin at 8:00 a.m. and run until dismissal at 2:57 p.m.

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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

STUDENT WELL-BEING

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

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

Students with specific health care needs should deliver written notice about such needs, along with proper documentation from a licensed medical provider, to the school office.

INJURY AND ILLNESS

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

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

Homebound Instruction

The district shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building principal. The district will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a medical provider licensed to practice in this state, parent, student, or other caregiver. A licensed medical provider must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, state law requires students to enroll in the school district in which their parent or legal guardian resides, unless enrolling under the district's open enrollment policy.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency, and
- D. proof of immunizations.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

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

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

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance 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.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or an authorized person whose signature is on file in the school office or the parent/guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian. In emergency situations, verbal permission by custodial parent/guardian may be given over the phone.

TRANSFER OUT OF THE DISTRICT

Parents must notify the principal about plans to transfer their child to another school. If a student plans to transfer from Shelby Middle School, the parent must notify the principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the middle school office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

IMMUNIZATIONS

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

EMERGENCY MEDICAL AUTHORIZATION

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

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

USE OF MEDICATIONS

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

- A. Parents should, with their medical provider's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form 5330 F1, F1a, F1b, and F1c must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or otherwise arranged by parent with the school office. A two to four-week supply of medication is recommended.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
- G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the medical provider's written instructions and the parent's written permission release.

Asthma Inhalers and Epi-pens

Students, with appropriate written permission from the medical provider and parent, may possess and use a metered-dose inhaler or dry-powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

Non-prescribed (Over the Counter) Medications

Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A medical provider does not have to authorize such medication. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, he or she will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include; conjunctivitis, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments.

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

CONTROL OF NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his or her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual-contact communicable diseases include sexually-transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the state board of health.

As required by federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by federal (IDEA) and state law. Contact the school office at 861-4521 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the district. It is, therefore, the policy of this district that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the district. Parents should contact the school office at 861-4521 to inquire about evaluation procedures and programs offered by the district.

STUDENT RECORDS

The school district maintains many student records including both directory information and confidential information.

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

Directory information includes:

- A. A student's name;
- B. Participation in officially recognized activities and sports;
- C. Height and weight, if member of a team;
- D. Date of graduation;
- E. Awards received;
- F. Honor rolls;
- G. Scholarships, and
- H. School photographs or videos of students participating in school activities, events, or programs.

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

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the

prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

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

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

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:
FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Shelby Middle School charges specific fees for the following non-curricular activities and programs: Pay-to-Participate Athletic Fees. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to school property. The school and staff do not make a profit.

The district will provide all basic supplies needed to complete the required course curriculum. The student and/or his or her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

The Athletic Pay-to-Participate fee is a \$40 flat fee for middle school sports with a \$200 maximum charge per family for all student/athletes.

Scholarships may be available in situations where there is financial hardship. See the athletic director for details by calling 861-4452 x 4130.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others.

Failure to pay fines, fees, or charges may result in the withholding of grades.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund-raisers.

- A. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
- B. Students must not participate in a fund-raising activity for a group in which they are not members without the approval of the student's counselor.
- C. Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.
- D. Students may not engage in house-to-house canvassing for any fund-raising activity.
- E. Students who engage in fund-raisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for", will be monitored by a staff member in order to prevent a student from over-extending himself/herself to the point of potential harm.
- F. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the principal.

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.

LOCKERS

Lockers are the property of the school; they are loaned to the students. Each student is assigned a locker, which should be kept clean, neat, and securely closed. Students should not share lockers or change lockers unless reassigned by the office. The principal is in charge of lockers and it should be kept in mind that the principal, or any staff member delegated by him or her, has the right to inspect the locker at any time, including using such means as a canine unit, to detect illegal substances. Students who vandalize lockers or use them for the storage of illegal or prohibited substances will be denied the use of locker space. The school is not responsible for possessions stored in the lockers or the replacement of such items. Valuables may be checked in to the office for safekeeping. All lockers must be closed and latched. **Because lockers are provided for each student, backpacks and book bags are not permitted in the classrooms.**

All items in lockers must be removed by the end of the last day of school. Items left in lockers after this date are not the school's responsibility and will be given to a charitable organization.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent/guardian who wish to review materials or observe instruction must contact the principal prior to coming to the school. Parents'/guardians' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

MEAL SERVICE

The board of education believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the district alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved should contact Mary Rose Vanas, Food Service Director, at 861-0317.

FIRE, LOCK DOWN AND TORNADO DRILLS

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

Tornado drills will be conducted using the procedures provided by the state. Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify parents using the school instant alert system and the following radio and television stations: WZZM 13, WOOD TV 8, WWTW 9 & 10, WMUS 106.9, WKLA 106.3, and WTOM TV 7 & 4.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

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

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. Any visitor found in the building without authorization shall be reported to the principal. If a person wishes to confer with a member of the

staff, he or she should call for an appointment prior to coming to the school in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the principal.

USE OF THE LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out in accordance with procedures. Speak with the librarian to check out other materials.

Late fees will be charged for overdue or damaged materials.

USE OF SCHOOL EQUIPMENT AND FACILITIES

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

LOST AND FOUND

The lost and found area is in the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this may lead to disciplinary action.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal.

SECTION II - ACADEMICS

COURSE OFFERINGS

Course guides are available through the guidance office. Students make course requests for each school year during the second semester of the previous year.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular programs. No student may participate in any school-sponsored trip without parent or guardian consent.

GRADES

Shelby Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, student grades will be determined using a variety of activities such as class work, various kinds of assessments and test results, projects, written assignments and homework. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his or her grade will be determined, he or she should ask the teacher.

The school uses the following grading system:
90% to 100% = A = Excellent achievement
80% to 89% = B = Good achievement
70% to 79% = C = Satisfactory achievement
60% to 69% = D = Minimum-acceptable achievement
0% to 59% = F = Failure

Incomplete grades can be registered for marking period grades in certain circumstances approved by the principal. In such cases students will be given a definitive period of time in which to make up work to improve their standing in a particular class. Such cases will be unique and not common. For example, a student might be out of school for an extended illness or surgery. Where appropriate, students will be given ample time to complete course work and earn a marking period grade reflective of their ability as demonstrated by work accomplished.

Grading Periods

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that marking period. Progress reports will be issued to every student approximately half way through each marking period.

PROMOTION, PLACEMENT, AND RETENTION

Promotion to the next grade is based on the following criteria:

1. current level of achievement
2. potential for success at the next level
3. emotional, physical, and / or social maturity

HIGH SCHOOL GRADUATION REQUIREMENTS

Middle school students prepare to be successful in high school. High school students must pass the following courses in order to graduate. Students need four years each of English and mathematics, three years each of science and social studies, one year of health/physical education, and several electives, some of which are actually required by the State of Michigan. Middle school students are reminded of the importance of doing their best academically in order to prepare for being successful in high school and beyond.

The high school graduation requirements noted above are explained in detail to students during the second semester of their eighth grade year. Several educational options are available to high school students beginning in their ninth grade year. One of those options—dual enrollment—is explained just below.

POSTSECONDARY (DUAL) ENROLLMENT OPTIONS PROGRAM

Any student in 9th, 10th, 11th, or 12th grade may enroll in a postsecondary (dual) enrollment program providing he or she meets the requirements established by law and by the district. Any interested student should contact the guidance office to obtain the necessary information.

PARENT-TEACHER CONFERENCES

Conferences are held during the first semester to permit parents to visit school to discuss each student's progress with the teachers. Students are urged to alert their parents to these conferences and encourage them to attend. Through the information gained in such conferences the school becomes better enabled to meet the needs of each individual student. Parents are encouraged to contact school any time they need up-to-date information from teachers.

RECOGNITION OF STUDENT ACHIEVEMENT AND CONTRIBUTIONS

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to scholarship, citizenship and exemplary attendance. Recognition for such activities is initiated by the staff and coordinated by the guidance office. An honor roll is published each marking period.

HOMWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including assignments completed outside of class. Homework is part of the student's preparation for successful completion of his or her classes as well as demonstrating proficiency on the Michigan Student Test of Educational Progress.

Shelby Public Schools view homework as an important learning tool. We believe in the educational value of out-of-school assignments when they are used as extensions of the instructional program. Homework, when properly planned and supervised, assists in the development of responsible and organized students.

We believe that homework is a cooperative endeavor between the school and the parents. Parents will provide the environment and time for homework and the teachers will provide the content. Communication between the teachers and parents is encouraged and expected.

Therefore, homework will be assigned at the teacher's discretion as appropriate for specific grade/course requirements. Homework will include practice of learned concepts and skills, preview of assignments, extension of assignments, make-up work due to absences, and creative activities that integrate many concepts and skills.

Grades will be determined using a variety of activities such as class work, assessments, projects, written assignments and homework (as described above).

Homework will not generally be used for disciplinary reasons but only to enhance the student's learning.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may take advantage of the school's computer network and the internet, he or she and his or her parents/guardians must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the school district's SUN Agreement and the requisite student and parent agreement will be distributed through the school office.

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

STUDENT ASSESSMENT

The Michigan Department of Education's Office of Standards and Assessment developed a new assessment system, the Michigan Student Test of Educational Progress (M-STEP), for use beginning in the school year 2014 - 15. This assessment program replaced the MEAP test that we were all familiar with. The M-STEP calls for students in grades six through eight to be tested each year. Every student is assessed in English language arts and mathematics each year. The following assessments are also scheduled: science in grade 7 and social studies in grade eight. All students are expected to take the M-STEP.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Shelby Middle School provides students the opportunity to broaden their learning through curricular-related activities. The school authorizes many student groups to function. It is the district's policy that each student group be sponsored by a staff member and approved by the principal. All students are permitted to participate in activities of their choosing as long as they meet eligibility requirements.

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical

reasons may meet during non-instructional hours. The application for permission can be obtained from the school office. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

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

ATHLETICS

Shelby Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation.

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

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Important learning result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high-quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his or her dependability in coming to work every day and on time. This is a habit the school wants to help students develop as early as possible in their school careers.

Truancy: As Outlined in the Oceana Truancy Reduction Initiative

Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. After ten days of truancy in any school year, a student will be considered a "habitual truant" which will result in a referral to the county truancy officer. This referral can lead to a hearing before a judge in a court of law and a report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests: illness, recovery from accident, required court attendance, professional appointments, death in the immediate family, observation or celebration of a bona fide religious holiday, or such other good cause as may be acceptable to the superintendent.

Students with a health condition that causes repeated absence are to provide the school office with an explanation of the condition from a licensed medical provider.

Parents/guardians must provide an explanation for their child's absence by no later than 9:00 a.m. on the day of the absence. They are to call the office and explain the reason for the absence. Students must bring a note upon their return to school providing a written explanation for their absence. If the absence can be foreseen and the "good cause" must be approved by the principal, the parent and student should fill out a request for a pre-planned absence as early as possible before the absence will occur.

Students who are excusably absent for more than ten (10) days, regardless of the reasons, will be considered "frequently absent." If there is a pattern of frequent absence for "illness," the parents will be required to

provide a statement from a licensed medical provider describing the health condition that is causing the frequent illness and the treatment that is being provided to rectify the condition. Without such a statement, the student's absences may be considered unexcused and / or result in truancy and a referral to the county truancy officer.

Suspension from School

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

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

Excusable, Non-approved Absence

If a student is absent from school because of suspension or vacation, the absence will not be considered a truancy, and he or she may be given the opportunity to make up the school work that is missed.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his or her parents shall be subject to the truancy laws of the State of Michigan. If a student is truant for more than ten (10) days he or she will be considered a "habitual" truant and will be reported to the county truancy officer as described above.

Notification of Absence

If a student is going to be absent, the parents must contact the school by 9 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

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

Tardiness

Each student is expected to be in his or her assigned location throughout the school day. If a student is late in arriving at school, he or she is to report to the school office before proceeding to his or her first assigned location. Students who are more than ten minutes late will be considered absent for that instructional period.

Vacations during the School Year

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the principal and the student's teacher(s) to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

Make-up of Tests and Other School Work

Students who are excusably absent from school or who have been suspended shall be given the opportunity to make up work that has been missed. The student should contact the office as soon as possible to obtain assignments. Make-up work due to suspension must be completed within two days after returning to school, unless additional time is granted through the classroom teacher.

If a student misses a teacher's test due to excused absence, he or she may make arrangements with the teacher to take the test.

STUDENT ATTENDANCE AT SCHOOL EVENTS

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

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

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

CODE OF CONDUCT

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

Expectations for Learning and Behavior are High

Shelby Middle School has a long history of providing a safe and orderly environment. Our students, with the full support of their parents, teachers and school staff, are expected to maintain the highest standards of behavior. In the few instances where that does not happen, the administration reserves the right to assign short-term suspensions for up to ten (10) school days and to recommend long-term suspensions or permanent removal from school through the expulsion hearing process.

Students will be given every opportunity to engage appropriately in school. They must, however, be aware that setting down significant disciplinary consequences is sometimes necessary to protect the learning environment that we all value. Students are subject to the full range of consequences prescribed in the Michigan Revised School Code, Shelby Public Schools Board Policy and the Shelby Middle School Code of Conduct. Students who do not meet our high expectations will be subject to the following clauses regarding persistent disobedience, progressive discipline and gross misbehavior.

Persistent Disobedience

Students who are not able to conform to the behavioral expectations of the school may be put on a behavior contract. Students who are persistently disobedient or who are persistently in violation of the code of conduct are subject to up to ten (10) days of in-school or out-of-school suspension and / or an expulsion recommendation.

Progressive Discipline

The discipline policy at Shelby Middle School is a progressive discipline policy. This means that consequences will escalate if a student has multiple violations of the Code of Conduct. Students and parents are hereby notified that the consequence set down for an individual event may seem out of proportion to the behavior in question for an individual event. The intent of the Progressive Discipline Policy is to clarify for all that the school will implement disciplinary measures as necessary and appropriate to maintain a safe and orderly environment. Students will be subject to suspension for up to ten school days by the authority of the principal.

Gross Misbehavior

The administration reserves the right to adjust the disciplinary action taken for any offense if warranted by the seriousness of the behavior. It is not possible, nor is it intended, to identify in these pages all the infractions that may occur under the Code of Conduct.

Expected Behaviors

Each student shall be expected to abide by national, state, and local laws as well as the rules of the school; respect the civil rights of others; act courteously to adults and fellow students; be prompt to school and attentive in class; work cooperatively with others when involved in accomplishing a common goal, regardless

of the other's ability, gender, race, religion, height, weight, disability, or ethnic background; complete assigned tasks on time and as directed; help maintain a school environment that is safe, friendly, and productive; act at all times in a manner that reflects pride in self, family, and in the school.

Dress and Grooming

While fashion change, the reasons for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited. Any type of dress that is disruptive to classes, is immodest or unsanitary, or deviates from the accepted standards of our schools and community is prohibited. Students improperly dressed will be asked to change or may be removed from class or dismissed and considered unexcused until they return in proper attire. Hats, sunglasses and spike- or chain-style jewelry may not be worn in school. Kerchiefs, bandanas, "do-rags," and other head gear that cover the top of the head are not permitted under the hat rule (religious exception). Any student wearing clothing with sexual connotations or inappropriate language will be asked to change. Any clothing that advertises alcohol, tobacco, drugs, or promotes violence is inappropriate and not allowed. Spaghetti-strap tops and/or dresses are not permitted. All tops must be long enough to be tucked in. Bras, bare shoulders, or cleavage are not allowed to be exposed. Sleeveless tops must be three fingers in width. Bare midriffs, bare backs, or underwear is not allowed to be exposed. Skirts and shorts must be mid-thigh or fingertip length while the student's shoulders are in a relaxed position. All students are required to wear appropriate footwear (no slippers). Clothing and / or paraphernalia that may appear to be gang-related are not allowed. Pants hanging excessively off the waist line are not allowed. Pants with holes above fingertip length that expose skin are not permitted. Pajama pants are prohibited. Chains are prohibited. Undergarments must be completely covered. Any situation that is deemed a distraction or potential distraction for class or school activity will be dealt with and a change of clothing will need to take place. Repeated acts of abusing the dress code will turn into disciplinary situation. Remember if it is disruptive to class it is unacceptable.

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

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well-being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and / or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified by the building principal.

Care of Property

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

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

ATHLETIC CODE OF CONDUCT

RULES OF ELIGIBILITY

Every student who participates in athletics has the responsibility of knowing and abiding by all rules set forth by the state association as participation is a privilege, not a right. Listed below are a few of these rules. For further information see your coach or athletic director.

Shelby Middle School provides a variety of athletic activities for which membership is an honor and a privilege providing that eligibility requirements are met. Participation of such membership may be extended or withdrawn at the discretion of school officials. Applicability of this Code extends for the current school year.

ATHLETIC CODE AND ELIGIBILITY RULES

Enrollment

You must have been enrolled in Shelby Middle School no later than Monday of the 4th week of the present semester.

Age

A sixth (6th), seventh (7th) or eighth (8th) grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age respectively, except that a student who reaches that birthday on or after September 1st of the current school year is eligible for the balance of that school year.

Athletic Eligibility (adopted 1993/94)

In order for a student to participate in athletics in middle school or high school, athletes must be passing all classes at all times. This means that students must be passing their classes cumulatively for the semester and be passing during the current marking period. Regularly-scheduled eligibility checks will be made every three (3) weeks. Students are expected to adhere firmly to Shelby Middle School athletic codes and, accordingly, to the eligibility rules and their interpretations found in the MHSAA Handbook.

If a student is not passing all classes at the regularly-scheduled eligibility check, the athlete will be placed on academic probation for one week. During the probationary week, the student is eligible to practice and participate in contests. On Friday of the probationary week, the student will be checked again. If the student still is not passing all classes, both cumulatively and within the current marking period, the athlete will be ineligible until the next regularly scheduled eligibility week. Ineligibility means the student may practice but not participate in any contest during this time. If the athlete is passing all classes after the probationary week the athlete may participate as usual. A week, for eligibility purposes, begins on Monday and ends on Sunday. If at the end of the semester a student does not pass all classes, the athlete will be ineligible until the first regularly scheduled eligibility check of the new semester.

Attendance

The student must be in attendance at school on the day of an athletic event for half of the day unless the student has obtained a pre-planned absence for that day.

Awards

Students may not accept any award for athletic performance other than an emblematic award. The value of such an award may not exceed \$15. You may not accept any merchandise, memberships, privileges, or money for athletic performance.

Outside Competition

Students may not participate in any outside competition in a sport during the season after the athlete has represented his or her school in that sport.

Letter

All athletes and their parents or guardians must sign a letter acknowledging that they have read and understand the athletic training rules and will abide by them before being permitted to participate in athletics.

Sports Offered

Shelby Middle School offers football, basketball, wrestling, volleyball, cheerleading, cross country, and track.

TRAINING RULES

1. Medical evidence proves that the use of alcohol and illegal substances are injurious to health and detrimental to the physical growth of youth. Therefore, "any athlete caught drinking alcoholic beverages or apprehended for the possession of alcoholic beverages shall be suspended from that sport for the remainder of the season." He/she will then be on probation for a period of nine school months. If he / she is guilty of a second infraction during a probationary period (whether participating in athletics or not), he/she will be suspended from all athletics for nine school months from the date of the second infraction.
 - a. First infraction probation time and second infraction suspension time may be reduced if the violator participates in a school-approved rehabilitation program.
2. Medical evidence has shown that the use of tobacco is injurious to health and detrimental to the physical growth of youth. Therefore: "any athlete caught in the act of smoking or having the possession of tobacco on his or her person shall be suspended from that sport for the remainder of the season." He / she will then be on probation for a period of nine school months. If he/she is guilty of a second infraction during the probationary period (whether participating in athletics or not) will be suspended from participating in athletics for a period of nine school months from the date of the second infraction.
 - a. First infraction probation time and second infraction suspension time may be reduced if the violator participates in a school-approved rehabilitation program.
3. Any athlete caught using or possessing an illegal drug will be removed from participating in all athletics for a period of nine school months. He/she will then be placed on probation for a period of nine school months. If he/she is found guilty of a second offense, he/she will be ineligible for the remainder of his or her school career.
 - a. First infraction suspension time may be reduced if the violator participates in a school-approved rehabilitation program.
4. Good conduct is expected of athletes in and out of season in their relationships with teachers, classmates, opponents and adults. Therefore, conduct considered unbecoming an athlete and deemed detrimental to the team, school and/or the community shall be considered a violation of this code and the penalty will be determined by the athletic director and principal, with the most severe discipline being removal from the team for the remainder of the sport and probation for nine school months. If guilty of a second offense, he/she could be suspended from participation for a period of nine school months from the date of the second infraction.
5. Any athlete charged with a violation of the law may be removed from participation until determination of the case. The principal and athletic director, after determination of the case, will decide if further discipline is necessary. All athletes and parents must sign a statement supporting these training rules before an athlete may participate.

*All infractions are subject to the code of conduct located in this handbook.

Appeal Procedure

Any student or parent may appeal a decision made by the coach or athletic director relating to the athletic policy.

1. The appeal must be in writing and submitted within ten days to the principal or athletic director, whichever one has not been involved in the decision being appealed.
2. The principal or athletic director will reach a decision within five days.
3. A written appeal may be made to the superintendent if the complainant remains unsatisfied with the decision of the principal or athletic director.
4. A written appeal may be made to the board of education after a decision of the superintendent.

STUDENT DISCIPLINE CODE OF CONDUCT

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

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

Depending on the severity and frequency of the following behaviors, students may serve detention, in-school suspension up to ten days or out-of school suspension up to ten days. Consequences will be implemented at the discretion of the administrator and may vary due to severity, circumstance, frequency of misbehavior and/or patterns of misbehavior.

Consequences beyond ten consecutive days of in-school or out-of-school suspension may be imposed by the superintendent or the board of education. Due process procedures will be followed.

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

Each of the behaviors described below may subject the student to disciplinary action including suspension and / or expulsion from school.

1. Use of drugs

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation. The Department of Community Health periodically distributes to the district the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs and drug paraphernalia is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the distribution or transference of over-the-counter medication to another student.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like. Many drug-abuse offenses are also felonies. Sale also includes the distribution or transference of over-the-counter medication to another student.

2. Use of Breath-Test Instruments

The principal may arrange for a breath test for blood alcohol to be conducted on a student whenever he or she has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, he or she will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

3. Use of Tobacco/Nicotine

Smoking tobacco or other using methods to inhale nicotine are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco, vaping device, electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia such as lighters or tobacco products on one's person is also prohibited by this policy.

4. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is need to organize some form of demonstration, he or she is encouraged to contact the principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

5. Possession of a weapon

A weapon includes, but is not limited to, firearms (guns of any type whatsoever including air and gas-powered guns, whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his or her knowledge. If it can be confirmed that a weapon was brought on district property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement, if he or she brings onto or has in his or her possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary device, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

6. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and / or a cause for civil action. This violation may subject a student to expulsion.

7. Knowledge of dangerous weapons or threats of violence

Because the board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

8. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Possession of instruments that create fire such as a lighter are prohibited at school and will not be tolerated. Arson is a felony and will subject the student to expulsion.

9. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a district employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to possible expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

9a. Physical assaults against school personnel

Physical assault at school against a district employee, volunteer, or contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event, which may or may not cause injury, may result in charges being filed and subject the student to expulsion. The board may permanently expel a student in Grade 6 or above if the student commits a physical assault. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence." (MCLA 380.1310 [3] [b]).

9b. Physical assaults against other students

The board shall expel a student in grade 6 or above for up to 180 days if the student commits a physical assault, as defined by MCL 380.130 [3] [b] 1, against another student on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event. The board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, “physical assault” shall be defined as: A one-sided attack on another person which causes great bodily harm.

10. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a district employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

Any student in grade 6 or above who commits a verbal assault at school against a district employee, volunteer, or contractor on school property, on a school bus or other school related vehicle, or at a school-sponsored activity may be expelled by the board for up to 180 days. The board may modify the expulsion period on a case-by-case basis. Making bomb threats or similar threats directed at a school building, property, or a school-related activity will be considered verbal assault.

For the purpose of this policy, “verbal assault” shall be defined as: Any willful verbal threat to inflict injury upon another person, under such circumstances which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

11. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

12. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

13. Falsification of school work, identification, forgery

Forgery of hall / bus passes and excuses as well as false I.D.'s are forms of lying and are not acceptable. Cheating is any form of academic dishonesty or act that involves trickery or fraud. It occurs when one uses and takes credit for the work of another person, whether the material be directly copied or superficially disguised. Cheating also includes the divulgence of the contents of a graded evaluation.

- A. Plagiarism is the act of using and passing off the ideas or writing from another as one's own.
- B. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action.
- C. Violations of this rule could result in suspension or expulsion. Parents will be contacted by the teacher or the principal.

14. False alarms, false reports, and bomb threats

A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

15. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

16. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. In addition, students may not trespass onto school property at unauthorized

times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

17. Theft

When a student is caught stealing school or someone's property, he or she will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the office. The school is not responsible for personal property. Theft may result in suspension or expulsion.

18. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience may result in expulsion.

19. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

20. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

21. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in suspension or expulsion.

22. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

23. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

24. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

25. Possession of Wireless Communication Devices (WCDs)

A student may **possess** a wireless communication device (WCD) or other electronic communication device (ECD) and electronic storage devices (ESD) in school, on school property, at after school activities, and at school-related functions provided that during school hours, school events, and on a school vehicle its use is not disruptive or distracting to the educational process, the scheduled activity, or other participants. Teacher permission to use the WCD must be granted prior to use within the classroom setting.

Cell phones are to be turned off and locked in school lockers during the school day. Except as authorized under board policy, use of WCDs and electronic storage devices in school, on school property, at after school activities and at school-related functions will be subject to disciplinary action.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take

or transmit images will face disciplinary action up to and including a long-term suspension, loss of privileges, and may be recommended for expulsion.

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

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

First Offense: Cell phone or ECD confiscated by staff member. Device returned to parent. Detention may be assigned.

Second Offense: Cell phone or ECD confiscated by staff member. Device returned to parent. **Time out and resulting progressive discipline** will be assigned.

Third Offense: Cell phone or ECD confiscated by staff member. Device returned to parent. **In school** suspension assigned.

26. Violation of individual school / classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

27. Violation of bus rules

Please refer to Section V on transportation for bus rules or please refer to bus rules provided at registration.

28. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

29. Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, board members, parents, guests, contractors, vendors and volunteers. It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school-sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical or emotional well-being. This would include harassment based on any of the legally-protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. Harassment through any means, including electronically-transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand-held device), may be subject to district disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes she or he has been or is currently the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal, or may report it directly to the superintendent. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment has occurred, it will result in prompt and appropriate remedial action. This may include discipline up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports 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 harassment, regardless of whether it fits a particular definition, he or she should report it and allow the administration to determine the appropriate course of action.

Harassment

- A. submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the school district;
- B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the school district;
- C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

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

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.; suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety,;
- F. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and / or humiliation to another;
- G. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

29a. Hazing

The board of education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any district-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school-related activity, which involves conduct such as but not limited to illegal activity, such as drinking or drugs; physical punishment or infliction of pain; intentional humiliation or embarrassment; dangerous activity; activity likely to cause mental or psychological stress; forced detention or kidnapping; undressing or otherwise exposing initiates.

29b. Bullying and Other Aggressive Behavior

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying / aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

Notification

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

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

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

Implementation

The superintendent is responsible for implementation of this policy and may develop further guidelines not inconsistent with this policy.

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

Procedure

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

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

The principal or other designated administrator shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include discipline up to expulsion for students, up to discharge or employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position

and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

Non-Retaliation/False Reports

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

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

Definitions

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

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

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

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

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

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

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

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

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

“Staff” includes all school employees and board members.

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

For further definition and instances that could possibly be construed as:
Harassment, see Policy 5517; Hazing, see Policy 5516.

M.C.L.380.1310B (Matt'sSafeSchoolLaw,PA241of2011)Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

30. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with state law, the board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01)

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the principal's office.

31. Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this district is involved in crimes related to physical violence, gang-related acts, illegal possession of a controlled substance, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

32. Safety Concerns

Students may not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or district pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally-accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

33. Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community-held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, a student can be suspended from school transportation for infractions of school bus rules. Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

The principal has the authority to suspend students for up to ten (10) school days for violations of the code of conduct. The superintendent and/or the board of education reserve the right to suspend students for periods of time that exceed ten (10) days of school, when warranted, for violations of the code of conduct. The superintendent and/or the board of education reserve the right to expel students from school, when warranted, for violations of the code of conduct.

Two types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It includes: lunch-time and after-school detention, in-school restriction or suspension, and Saturday school.

Detentions

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his or her parents one (1) day's notice. The student or his or her parents are responsible for transportation. Detentions may also be assigned by the principal and may be scheduled before or after school or during lunch.

In-School Discipline

Saturday school will be in session, as needed, from 8:00 a.m. to 12:00 noon at the discretion of the principal. Students who violate the Code of Conduct may be assigned to Saturday school at the discretion of the principal.

Assigned students will attend a continuous four (4) hour period during which time they will be permitted one (1) ten (10) minute break at 10:00 a.m. Each student shall arrive with sufficient educational materials to remain busy during this four (4) hour study period.

Failure to timely serve in-school restriction or suspension or Saturday school assignment(s) may lead to a suspension from school for a period not to exceed two (2) days. Any such suspension shall be in accordance with district guidelines on suspension and expulsion.

The following rules shall apply to both in-school restriction and suspension and to Saturday school: students are required to have class assignments with them; students are not to communicate with each other unless given special permission to do so; students are to remain in their designated seats at all times unless permission is granted to do otherwise; students shall not be allowed to put their heads down or sleep; no radios, cards, magazines, or other recreational articles shall be allowed in the room; no food or beverages shall be consumed.

Transportation to and from Saturday school shall be the responsibility of the student.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, suspension for up to ten (10) school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to present a defense.

If a student is suspended, the parents may appeal the suspension, in writing, to the superintendent and a formal appeal hearing will be held.

When a student is being considered for expulsion, a formal hearing is scheduled with the board of education and the parents will be given written notice of the hearing and will be expected to attend. The superintendent then takes testimony and determines if a recommendation to expel is to be made to the board of education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and usually results in a loss of credit. Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, he or she may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime).

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his or her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, he or she and his or her parents will be notified, in writing within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co-curricular and extra-curricular activities may not be appealed.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student shall be immediately removed under the Emergency Removal Procedure.

The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the board of education, the hearing is governed by the Open Meetings Act. Under the Open Meetings Act, the hearing must be public unless the parents request that the meeting be conducted in a closed session.

When a student is suspended, he or she may make-up work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- * the charge and related evidence;
- * the time and place of the board meeting;
- * the length of the recommended suspension or a recommendation for expulsion;
- * a brief description of the hearing procedure;
- * a statement that the student may bring parents, guardians, and counsel;
- * a statement that the student and/or parent may bring a translator or request a translator for hearing impaired students or parents;
- * a statement that the student may give testimony, present evidence, and provide a defense;
- * a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction;
- * the ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the superintendent during whom the student may be represented by his or her parents, legal counsel, and/or by a person of his or her choice.

Within five (5) days after notification of long-term suspension or expulsion, the long-term suspension or expulsion may be appealed, in writing, to the board of education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the board of education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

Shelby Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the building principal.

SEARCH AND SEIZURE

Search of a student and his or her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the board of education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the district are the district's property and are to be used by students, where appropriate, solely for educational purposes. The district retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the district's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the district with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the district retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored,

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

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

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he or she should feel free to offer them. Written suggestions may be presented directly to the principal, counselor or any teacher.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal, counselor or any teacher.

A student may have the right to a hearing if the student believes he or she has been improperly denied participation in an activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students who live farther than the walking distance prescribed by the board of education. The transportation schedule and routes are available by contacting the transportation supervisor at 861-5171.

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

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

BUS CONDUCT

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

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

Students must comply with the following basic safety rules:

Previous to loading (on the road and at school)

Each student shall:

- A. be on time at the designated loading zone five (5) minutes prior to scheduled stop;
- B. stay off the road at all times while walking to and waiting for the school transportation;
- C. line up single file off the roadway to enter the bus;
- D. wait until the school transportation is completely stopped before moving forward to enter;
- E. refrain from crossing a highway until the driver signals it is safe to cross;
- F. go immediately to a seat and be seated.

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

During the trip

Each student shall:

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

Leaving the bus

Each student shall:

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

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

VIDEOTAPES ON SCHOOL BUSES

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

PENALTIES FOR INFRACTIONS

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