

COLUMBIA MIDDLE SCHOOL

STUDENT HANDBOOK 2008 - 2009

Greg Meschke
PRINCIPAL

Mission Statement

Columbia Middle School provides safe, enjoyable opportunities and successful educational experience for all students, staff, parents, and community.

VISION

The Columbia School District's purpose is to prepare students to contribute and compete in a global society.

We are greatly honored that you have chosen to attend Columbia Middle School. You have my personal commitment that we will do everything we can to make your educational experience pleasurable and meaningful; our exemplary staff, innovative academic programs, extensive extracurricular offerings, and authentic concern for the success of each individual student are designed to provide a successful transition from the elementary to the high school. Preparing students academically, socially, and emotionally, for the next educational level is our greatest concern.

As with all successful organizations, we do have rules and regulations that must be adhered to. These are designed to best serve the interest of all, and will be enforced. We feel that a positive educational experience is the result of team effort. Students, parents, teachers, administrators, and support personnel should all work together to provide the best learning environment possible. Please join us and be a positive influence on this environment.

Sincerely,
Greg Meschke Principal

24 - HOUR CALL IN ABSENCES

We want you to be here every day. If you must be absent, please have parents leave a message on the voice mail at **592-7979**. The voice mail can be used 24 hours a day. We ask that you call prior to 9:30 a.m., the same day as the absence. This is to be done each day the student is absent, unless a prolonged illness or injury can determine the number of days the student will not be in attendance. In reporting absences by phone, parents are advised to make their conversation brief, as there are others waiting to call.

Upon return to school from an absence, students must report to the office. The office will then give the student an excused slip. If the parents fail to notify the office concerning their child's absence within the given time limits, an unexcused absence will be issued. The student will have teachers in each of his/her classes sign the slip. Students may not be admitted to classes without an absence slip, either excused or unexcused.

Whenever a pre-planned request for absence from school is made, the student should report to the office and pick up an **Advance Absence Form** to be filled out by the parent and teachers. Upon completion, this form is to be returned to the office. When such absences occur, class assignments are to be made up by the student and turned in to the teacher within a reasonable amount of time. It must also be understood that there are certain assignments and class activities that require the student to be present to complete.

ABSENCES DUE TO VACATIONS

Although we discourage parents from taking students out of school for lengthy periods of time for reasons other than illness or a family tragedy, it is understood that sometimes it is unavoidable. In such cases, students must obtain the **proper form** from the office and hand carry it to each of his/her teachers at least one (1) week in advance. At that time, make-up work may be assigned.

COMPULSORY ATTENDANCE

School attendance is compulsory by law. Therefore, the school has the responsibility of keeping complete attendance records and making sure that all students in the school system are in attendance whenever possible.

When a student has accumulated seven unexcused absences, a warning letter will be sent home. When ten unexcused absences are accumulated a Truancy report will be filed with Jackson County Intermediate School District Truancy Department. If truancy continues after 15 days, they will be referred/petitioned to the court system.

Excused absences will be a written physicians excuse or administrator excused (professional discretion days)

i.e. – funerals and extenuation circumstances beyond anyone’s control.

ACCIDENTS

All student accidents should be reported as soon as possible to the teacher and the office. If you are in a physical education class, report the accident to the instructor.

AFTER SCHOOL ACTIVITIES

After-school activities require full commitment from students and parents. Eligibility rules for continued participation include satisfactory evaluations, attendance, citizenship and a positive attitude. The activity sponsor will issue basic rules and procedures to those students who plan to participate in advance. Anytime a student or group of students meets in the building after school hours, there must be a teacher or responsible adult supervising the activity. No students are to enter the school building at night or on weekends unless supervised by a staff member. Students should leave the building within fifteen (15) minutes after their dismissal from their last supervised middle school activity.

APPOINTMENTS

Whenever a student must leave for an appointment (doctor, dentist, child guidance, etc.), they must check in and out at the main office. Students should bring a note from their parents to the main office prior to the start of school in order to receive a pass. Even when the note is sent, a parent or guardian must come into the office to sign out their child. If it becomes necessary for a parent to remove a child from school during the day for appointments, etc., the student must present a note from the parents to the office.

If there is an established frequency of required medical/dental appointments, only one written notification is needed and

the student signs in and out in the office. Whoever is responsible for picking up the student from school must sign the appropriate form in the office. This rule is strictly for the protection of the student.

ARRIVING AT SCHOOL

It would be appreciated if students did not arrive at school prior to 7:30 a.m. We do not have supervision in the halls prior to that time. The building is **not open** until 7:30 a.m.

In the morning and immediately after school, please use the west parking lot. **Because of bus traffic flow and to insure student's safety.** Dropping students off in front or back of the building is not permitted.

ATHLETICS

Interscholastic athletic competition is conducted for both boys and girls in grades seven and eight. All participants **must** have a physical examination on file in the athletic director's office before they participate in a practice.

This privilege may be denied due to academic or behavior failure.

A student must be in attendance in school four (4) hours to participate in any activity and other programs. You must attend school on the day of the activity to participate. The building administrators will decide exceptions to the rule.

BACKPACKS/BOOK-BAGS

Backpacks/book-bags are not to be brought to class, except for gym when approved by the teacher.

BICYCLES

Students, with parent authorization, may ride bicycles to and from school. Bikes should be locked and placed in the bicycle rack provided on the West side of the

school. Students are not authorized to ride bicycles during school hours.

BUS INFORMATION

Questions regarding a bus problem should be directed to the transportation department at 592-6449. Columbia students are expected to follow all rules of conduct for proper bus behavior as listed in the student code of conduct. The bus driver is the authority in regards to the safety and welfare of all students on the bus and at the bus stops.

The bus driver, principal, and transportation supervisor handle all bus-related problems. Failure to follow the bus rules can result in forfeiture of bus-riding privileges. Students will be expected to go home each day via their regular bus and bus stop. Any requested change in this procedure should be preceded by a request from the student's parent. Only in the most unusual circumstances will a secondary student be allowed to ride an elementary bus.

CAFETERIA POLICY

Hot lunches are provided at a reasonable cost. It is expected that while in the lunchroom, students will conduct themselves as ladies and gentlemen. All students are responsible for cleaning up after themselves. No food may be taken from the cafeteria. Pop and juice machines are only used during lunch and after school. All cans and bottles are to be sealed when transporting them through the hallways. Students are NOT to leave lunch without permission. Restrooms should only be used before or after lunch period. Teachers will dismiss students by tables, **ONLY AFTER:**

- A) Tabletop is clean.
- B) Debris around table has been picked up.

Confine all food to the cafeteria area; eating is not permitted in any other part of the building without teacher permission.

CARE OF SCHOOL PROPERTY

Since all of us take pride in our school building, each person is expected to treat the building and its contents with respect. Everyone needs to exert effort to keep our school neat and clean. Please remember these simple guidelines:

1. All trash and "throw-aways" should be discarded in the containers provided.
2. Do not mark on desks, walls or lockers.
3. Keep your feet off furniture.
4. Take care of all school equipment.
5. Any student who intentionally damage, deface, or destroy school property or the property of others will face disciplinary action.

CHANGE OF ADDRESS

In the event that you have a change of address or change of telephone number, please notify the office.

CHEATING

The middle school staff is very concerned about students cheating on work. Any form of cheating, for example; copying another student's assignments is considered stealing from another student and is depriving that student of an important educational lesson. **First offense** - lowering of marking period grade by one grade plus a zero on the assignment or test. **Second offense** - A "zero" for the marking period in that class. In either case the student will not be eligible for the honor roll.

CLOSED CAMPUS

Columbia Middle School is a closed campus. Students are not allowed to leave the school grounds at any time during the school day without written permission from their parents and approval of the principal or supervising person. This includes extra curricular activities such as dances.

CODE OF CONDUCT

Rules for student behavior at school and in the classroom have been established to protect the rights, safety and well-being of and to further the academic achievement of each student. All students at CMS observe all rules.

1. Students are expected to be prepared for class, having with them their books, completed assignments, pens and pencils, agenda, and any other items required for each class.
2. When students are absent from class, it is their responsibility to find out what the class work has been and to complete that work according to the teacher's instructions.
3. Students in our school consistently demonstrate respect for our teachers and other adult personnel. Students understand that rude, disrespectful behavior is unacceptable.
4. Students in our school treat each other with courtesy and respect. We appreciate the individual differences that exist among us, and we do not attempt to "put others down".
5. Students arrive to each class on time. If, for any reason, a student arrives late, he/she **MUST** present a late pass to the teacher.
6. Students must **walk**, not run, in the hallways. Audio-visual equipment, custodial equipment, open doors, blind corners, and other conditions, which could result in injury due to running, necessitate that this rule be followed at all times!
7. Students in our school do not fight, steal, smoke or use abusive language. Students also do not interfere with the rights of others.
8. Students in our school respect school property, the property of others, and one's own belongings at all times.
9. Assemblies and special programs are frequently arranged for students by their teachers. Students attending these programs demonstrate appropriate

behavior and show respect to all performers and/or presenters. Students who demonstrate inappropriate behavior at these enrichment events will lose the privilege of attending.

10. Students in our school do not throw snowballs, rocks, sticks or other items that might cause injury. This applies in school and on school grounds.
11. Students who participate in after school activities, clubs, dances, field trips, evening programs and sporting events, conduct themselves in the same respectful, well disciplined manner in which they behave during the school day. If a student behaves inappropriately, he/she may be excluded from after school/evening activities or field trips.
12. Students in our school understand that their parents will be notified if they do not consistently behave appropriately and follow the school rules for conduct.

CORRIDOR COURTESY

Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups. Pass through corridors quietly. Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

DANCES AND PARTIES

We have a number of dances during the year for our middle school students only. All middle school dances shall end by 9:00 p.m. or earlier. *School dress standards apply to all school activities.* Students who have been suspended and those with excessive discipline referrals will not be allowed to attend.

DANGEROUS/DISTRACTING ITEMS

Students may not bring dangerous and distracting items to school. If these are brought to school they will be taken away. These items will be held by the Principal

for the rest of the school year or until a parent or guardian comes to school to pick them up.

Radios, CD players, video cameras, phones, lasers, beepers, and electronic games are not appropriate in school and not allowed since they may be lost, stolen, or create a disturbance. The above items may be stored in lockers for after school use. **The school is not responsible if items are lost, damaged, or stolen.**

Arrangements may be made with individual teachers to bring unusual items to school for special times or projects, but students will be expected not to use them outside that situation. Section 1303 of the School Codes states: The board of a school district shall not permit any pupil to carry a pocket pager, cell phone, or any electronic communication device to school except for health or other unusual reasons approved by the board, and may develop penalties that are considered appropriate for a pupil who violates this prohibition.

Pets and other animals are **not** allowed in school.

Fireworks and Explosives

No student shall possess, sell, transfer or ignite any explosive device at school, or at school activities. Since the health and safety of others is involved, the school will take a strong stand against offenders.

DISCIPLINE

One of the most important lessons that education should teach is discipline. While it does not appear as a subject, it underlines the entire educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

Discipline will be progressive for repeated offenses and parents will be notified of all

major infractions. Each team will make students aware of their infraction policy.

The possible loss of credit or removal from school could have life long effects.

Please consider the consequences of your actions now. ANY VIOLENT OR CRIMINAL ACTION (i.e.: DRUGS, THREATS, WEAPONS, OR SEXUAL HARASSMENT) SUBSTANTIATES CAUSE FOR RECOMMENDATION FOR SUSPENSION OR EXPULSION AND REMOVAL.

DISTRIBUTION OF PRINTED MATERIALS

Prior permission by the administration must be obtained before printed materials may be distributed on or near school property. Permission will be denied if the materials are found to be libelous, obscene, or containing expressions advocating illegal action or the disobeying of published school rules.

DRESS STANDARDS

Applies To All School Activities

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

If a staff member or principal deems one's dress to be disruptive or inappropriate, he/she may be removed from the educational setting. Students should consider the following questions when dressing for school:

- Does my clothing expose too much?
- Does my clothing advertise something that is prohibited to minors?
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?

- Is my clothing too suggestive?
- Am I dressed appropriately for the weather?
- Do I feel comfortable with my appearance?
- Is my appearance disruptive to the learning process?

Guidelines for dress during the school day are concerned with the following areas:

- Safety: As demanded by the classroom situation. For example, no ties are to be worn in industrial arts class.
- Cleanliness and Health: Students must wear shoes. Personal hygiene should meet reasonable health standards.
- Dyed non-natural hair colors or hair colors deemed to be distracting to the educational process are not permitted.
- Students are not encouraged to have tattoos. If a student has a tattoo, the tattoo must remain completely covered.
- Students will not be allowed to display any facial piercing jewelry. Only modest/safe ear jewelry may be worn. Students will be asked to remove any jewelry that causes a disruption or presents a possible health hazard, including possibly being used as a weapon.
- Tank shirts, spaghetti straps, and strapless shirts are not to be worn. No backless shirts are to be worn. Please, all shirts must have sleeves.
- No midriffs, the mid section of the body is to be covered.
- Shorts should be at least fingertip length when standing at a relaxed position with hands to the sides.
- Coats, hats, and dew rags are not to be worn in the classroom.
- Pajamas, slippers, and "flip flops" are not to be worn in school.

Students who violate the dress standards will be asked to change or call home for other clothing. Repeat offenders may be suspended with a parent visitation.

STUDENT IDENTIFICATION

In following District policy, Columbia Middle School students will be required to wear their school ID. This procedure relates to our District's commitment to the Safe Schools guidelines.

Each student will wear his or her ID each day. This will assist us with in identifying our students. Students not wearing their ID will follow building discipline procedures. Parent cooperation is needed to assist the school with this mandate.

DUE PROCESS

Every effort shall be made by the administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.

A student must be given an opportunity for a hearing with the appropriate school administrator if the student or his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parents or guardian to contest the facts which may lead to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or if the student and his/her parent or guardian allege prejudice or unfairness. If the student or parent feels the disciplinary action taken is inappropriate, an appeal may be made to the Columbia Board of Education.

EMERGENCY INFORMATION

It is imperative that the office has up-to-date, accurate information on who can be contacted in case of an emergency. Your cooperation in completing the emergency data card and returning it to our office will be appreciated. Please notify our office whenever this information changes.

FIGHTING/BULLYING

Intimidation or harassment of others is totally unacceptable behavior. Any fighting and/or physical conflict between students will be dealt with firmly by the school administration. Fighting will result in suspensions, and assaults may require expulsion.

Bullying of students is strictly prohibited. Bullying is intentional harmful behavior initiated by one or more students resulting in a negative impact on a student's education, physical or emotional well being. Intimidation of others by acts of bullying includes but are not limited to:

- Threatened or actual physical harm
- Unwelcome physical contact
- Threatening or taunting verbal, written or electronic communication
- Taking, destroying or damaging another person's property
- Blocking or impeding student movement
- Harassment based on the legally protected characteristics such as sex, race, color, national origin, religion, height, weight, marital status or disability.

The following BULLYING RESPONSE RUBRIC (2007) will be followed. Please communicate acts of bullying to a school authority. Contact any associated school personnel such as, but not limited to: bus driver, staff member, and teacher or school administrator.

GRADES

Report cards will be issued four times per year at the end of each marking period. Please contact your child's teaching team for information regarding progress reports.

HARRASSMENT

Conduct constituting harassment may take different forms, including, but not limited

to the following: sexual harassment; verbal, nonverbal or physical contact and any form of gender, ethnic, religious, disability, height, or weight harassment. Any student who believes that he/she is the victim of any of the actions or has observed such actions toward another student should report these actions immediately to the counselor or responsible adult. Students are protected by law, any reporting will be investigated. If the report is found to be supported by evidence, the student will face punitive actions. **This applies to both male and female students.**

HEALTH/MEDICAL PROBLEMS

All students taking physical education are expected to dress and participate in class activities unless there is a health or medical problem. A note from a parent is needed to excuse students from P.E. for health problems. If the problem extends beyond two days, a doctor's excuse will be required.

SPECIAL HEALTH PROBLEMS

Please make the school aware of any health problems concerning your child. We will be happy to cooperate with you in arriving at the best methods for aiding these students.

HOMEWORK

We encourage each student to select a "buddy" from which to seek homework assignments in case of absence. If your child is going to be absent for more than three days, we will attempt, through the office, to honor your request for homework within a day.

HOURS

Classes for students begin at 7:45 a.m. Afternoon dismissal is at 2:29 p.m. Students are allowed to enter the building at 7:30 a.m. and must leave school and go directly home after dismissal unless they are involved in a special after-school activity. If students are involved in after-

school activities, they should leave the building no later than fifteen (15) minutes after the scheduled conclusion of the activity. The school office is open from 7:30 a.m. to 3:30 p.m. on school days. The middle school office is often open past the normal closing time.

ILLNESS/INJURY AT SCHOOL

When a student becomes ill or injured at school, we will do our best to contact parents. Students will be encouraged to stay in school if the illness or injury is minor.

IMMUNIZATIONS

Vaccine-preventable diseases are still with us. In many cases, they cause disability or death. Immunizations are one of our most cost effective measures to protect children from harmful disease. A high proportion of children must be immunized to prevent outbreaks of disease in school settings and other places where children work and play closely together.

Sections 9208 and 9211 of the Michigan Public Health Code require that a parent or guardian, registering a child for the first time in a Michigan school, shall present to the school at the time of registration or not later than the first day of school enrollment, a certificate of immunization verifying that the child has been vaccinated against diphtheria, tetanus, pertussis, measles, mumps, rubella, and poliomyelitis. Vaccination for hemophilus influenza type b is also required for pre-school-aged children. Students are required to have the chicken pox vaccination if they have not had chicken pox. Hepatitis vaccinations (three shot series) are also required. A parent or guardian wishing to exempt his or her child from a particular vaccination on the basis of religious or philosophical grounds, must complete a health form and sign it in the presence of an official of the school. A child who has been exempted

from a vaccination is considered susceptible to the disease or diseases for which the vaccination offers protection. That child will be subject to exclusion from the school program if an outbreak of a vaccine preventable disease, to which he or she is susceptible, occurs.

INFORMATION/COMPLAINTS

There may be times when you have a question, problem, or concern. Please let us know so we can help. It is hard to solve a situation without knowing about it. If it concerns a specific classroom, start by checking with the classroom teacher. If more help is needed, or the problem is more out-of-class in nature, please call and ask for assistance from the counselor or principal.

INSURANCE

Students' accident insurance is available to students. It is not required.

LOANING MONEY

Students are advised not to loan money. If a student does loan money, the collection of the repayment is the responsibility of the students involved and should not disrupt the normal school environment. The school is not responsible for any money that is loaned and not paid back.

LOCKERS

Each student is assigned an individual hall locker. The combination should be kept secret and no one else should share the locker, unless assigned. Locker combinations are not to be shared with anyone else. Valuables should not be kept in this locker. The school cannot assume responsibility for loss of personal property from the lockers. Any damage done to student assigned locker could result in disciplinary action and/or monetary restitution.

LOCKER/GYM LOCKER SEARCH POLICY

Students possess the right to privacy and

freedom from unreasonable search and seizure of property guaranteed by the Fourth Amendment of the United States Constitution. Student lockers and desks, however, are the property of the School District. As such, a student does not have a reasonable or legitimate expectation of privacy in a locker or desk. Thus, student lockers and desks, as well as their contents, shall be subject to search by school officials at any time.

LOST AND FOUND

Lost and found items are turned in to the office. Gym clothing is turned in to the gym lost and found. Anyone wanting to offer a reward for lost items may do so by asking to place the information in the daily announcements.

MEDIA CENTER

We are all very excited with our media center. You will find that it offers some unique advantages. A Computer Use Policy signed by parent/guardian and student is **required** to be on file in the media center. To protect the school's expensive equipment, we ask students **not to** chew gum, eat, or drink in the media center. During school hours teachers will have access to the center for either individual students or for an entire class. With advance notice the media center can be made available for students to use after school.

MEDICATION DURING SCHOOL

Medication shall not be brought to school unless it is essential to the health of the student. The dispensing of all medication by school personnel shall be made in accordance to, Michigan law and school board policy #5330, with the following procedures: Medication to be taken in school must be administered by certified school personnel in the presence of another adult.

Parents must bring the medication to the school office in the original container and file a written statement.

No student at any time is to have any medication in his or her possession during school or any school related activities.

Medications to be administered regularly each day are not to be given in school unless specifically ordered by a physician. We ask that medication be clearly labeled with student's name, date, doctor's name, and complete instructions for administration.

Aspirin is not available from the school office.

PARENT/TEACHER CONFERENCES

Fall Parent Teacher Conferences are held for parents to visit school and confer with staff. Dates will be made known as early as possible so that parents can plan to attend. We encourage individual parent-teacher conferences. We also encourage teachers to contact parents by phone with reports of progress or lack of progress. Parents should feel free to contact the counselor, the office, or teaching team to arrange for an individual conference time when they feel it is appropriate.

PHONE USAGE

Students should only use phones in the morning before the beginning of classes, during lunch, and after school.

PHYSICAL EDUCATION

Each student is to provide his own gym shoes, shorts, top, and lock for their gym locker.

PHYSICAL EXAM

Any student participating in interscholastic sports needs a physical exam on file. Forms for this purpose are available in the office. Students enrolling

for the first time in Columbia will be required to show a stamped birth certificate or proof of guardianship and proof of immunization - without this proof, students will not be allowed to attend school after a specified exclusion date.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection are in poor taste for a school environment and will not be tolerated. The school grounds are not the place to display these types of actions and students are asked to control their emotions.

RESPONSIBILITY

All students are responsible for what they **say and do**.

SCHOOL TRIPS

School trips are a privilege and students are reminded that they are representing CMS and should behave accordingly. Students attending school trips should have on file, in the school office, a form signed by a parent giving the student permission to participate in school activities.

SEVERE AND HAZARDOUS WEATHER

Parents can call our school closing line (592-7979) to check on days our schools are closed for any reason. Procedures for actions during tornado and fire conditions are placed in every classroom. It is the responsibility of the student to know where he/she must go during such conditions while students are in school. If such hazardous weather conditions occur before school begins students are to listen to the local radio station that is listed for appropriate school information. Detroit - WJR, Jackson - WKHM. While no formally adopted policy exists, a wind-chill factor guideline of 30 below or lower is generally the point for canceling school. Our source of information is usually the

Jackson County Airport. If students are released from school due to hazardous weather, the superintendent will make the final decision and regular bus routes will be used.

SKATEBOARDS

Students are not permitted to have skateboards on school property at any time.

SMOKING - DRUGS – ALCOHOL

Any student caught or admitting to the possession, handling, or smoking of tobacco on school grounds or in any school-related area, activity, or function, will be automatically suspended for three (3) days. Any student caught (possessing look-alike paraphernalia) possessing, or under the influence of, or using alcohol or any other drug will be suspended and/or be required to participate in an assessment program with a local drug rehabilitation agency. The course of action will be determined after the parent(s) and principal have conferred.

SPECIAL NOTE In order for students to participate in school trips, activities, etc., they must meet the following criteria:

- 1.) Attend school regularly.
- 2.) Maintain an academic record in keeping with his or her ability.
- 3.) Behave in accordance with school standards of conduct.

STEALING

Stealing is a serious offense and will be dealt with firmly by the school administration.

STUDY TOOLS

Each student is required to bring to each class, pencils, pens, this agenda, and other necessary materials.

SUSPENSIONS, EXPULSIONS / RIGHTS & RESPONSIBILITIES

"Suspension"

The student shall be informed of the specific charges that could be the basis for disciplinary action to be taken against him. The student will have the right to present to the school administrator any relevant information that will support his/her defense. If the school administrator suspends the student, the administrator will: A) Notify the parents as soon as possible of the suspension, the reasons for it, and the steps necessary to expedite the student's return. B) Meet with parents or guardian, and the student to plan the satisfactory return of the student to the school setting.

"Expulsion"

The Board shall have authority to expel a student for persistent disobedience of school rules or for a malicious or willful violation of this policy whenever the Board determines such action to be necessary. In any such instance, the following procedures shall be followed prior to the effective date of such expulsion:

- A) The student and his/her parents or guardian shall be informed in writing of the alleged violation of this policy and of the fact that expulsion of the student is the discipline imposed.
- B) The Board shall so notify the student and his/her parent or guardian.
- C) Hearsay and other untrustworthy evidence shall not be the basis for decisions.
- D) An adequate record or summary of the hearing shall be maintained.
- E) The Board shall make a written decision within thirty days (30) of such hearing.
- F) A student and his/her parents or guardians may waive the right to such a hearing at any time.

TARDINESS TO SCHOOL

The students are reminded that being on time is of value not only in school, but

also later in life. Punctuality and dependability are two values that everyone should regard as important. If you are tardy to school, report to the office to receive an admission slip to your class. Excessive tardiness and absences to school will be handled by the **truant officer**.

TEAMWORK

Teamwork skills are an important part of our school's curriculum. All students are expected to demonstrate honesty, integrity and respect for others.

TELEPHONES

There is a public pay phone and nonpay phone (toll denied) provided for student use. These phones are located in the lobby outside the office, and may be used before and after school. Office phones are available under special circumstances.

TRUANCY

Skipping all or part of a class is considered truancy. This will be dealt with in accordance with school policy. Students are never to leave the school grounds without having a parent sign them out at the office.

UNAUTHORIZED SALES

Students are not to sell any items in school without the approval of the principal.

VISITORS Parents are welcome to visit school. **When you wish to visit, it is necessary to report to the office first.**

Visits by students from other schools, to be with a friend or relative, must be approved in advance.

WEAPONS/LOOK ALIKE WEAPONS

Students shall not carry, possess or use a dangerous weapon while on school property or at school activities. A dangerous weapon is defined as any instrument such as knife, club, gun, chain, B-B gun or replica gun, whether or not the

instrument can be used to inflict bodily injury to another person.

If a dangerous weapon is found in the possession of a student while in attendance at school or a school activity, or while the student is in route to or from school on a school bus, the district superintendent or his/her designee shall report the incident immediately to the student's parent/guardian and the local law enforcement agency. The building administrator will investigate each report in compliance with established procedures.

Under Michigan State law there is a zero ("0") tolerance for weapons. Possession could result in a 180-day expulsion from school.