

**White Pine Middle School
2023-2024
Student/Family Handbook
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White Pine Administration

Principal

Brian Cole, Dean of Students

Sue A. Skulley, Assistant Principal

Joe Blaskowski, Assistant Principal

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

According to the Family Education Rights and Privacy Act, school districts are allowed to release student information to various associations, such as alumni groups, proprietary and/or trade schools, the military services, and others. Student information may include the following:

Name, Address, and Phone Number (unless unlisted)	Dates of School Attendance
Date and Place of Birth	Honors and Awards
Major Field of Study	Image or likeness on video or film
Participation in School Activities	Other Similar Information

This information may be released without securing prior written consent of the parent. If a parent wishes not to have this information released, he/she must present a written objection to the student’s counselor. Additionally, all student records, including disciplinary records, will be forwarded to a K-12 school upon a student’s transfer to that school.

NON-DISCRIMINATION POLICY

The Saginaw Township Community School District complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Saginaw Township Community School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. The Board of Education of Saginaw Township Community Schools reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ [2000d. et seq.](#); and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq. Inquiries or complaints by the public related to discrimination or any questions or concerns should be directed to:

Tony Skowronski, Director of Human Resources/Labor Relations
Saginaw Township Community Schools
3465 N Center Road
P.O. Box 6278
Saginaw, MI48608
Telephone: (989) 797-1800

Board of Education Members

Marianne C Bird Janice L Collison Jenean J Coughlin

Michele T DeShone Anthony J Duncan

David M Jaffe Arik J Smith

2 High School Representatives

Superintendent

Bruce Martin

STUDENT RIGHTS AND RESPONSIBILITIES

The Declaration of Students' Rights and Responsibilities applies to all students in grades 6-8 and is intended to outline the rights of students as they exist in law and not to grant new rights or supplement the rights which exist by law. Within every school, the Administration has the primary responsibility and authority for maintaining an orderly educational process. The Saginaw Township Board of Education guarantees the freedoms, allowed by law, provided these freedoms do not endanger the health, safety, and welfare of students and staff. The Board of Education through its employees recognizes and supports students' rights and responsibilities. Students who properly exercise their responsibility will continue to enjoy those rights guaranteed by law.

ACADEMIC EXPECTATIONS, CONDUCT AND EVALUATION

A student's classroom evaluation should reflect the teacher's best assessment of the student's academic achievement. It is the school's intent to maintain and encourage high standards including personal honesty, discipline, and integrity. Students are in school to do their own work. It is assumed that any schoolwork turned in for credit by a student is the result of that student's effort. Generally, academic misconduct occurs any time that a student turns in work completed by another person. Academic misconduct is a serious violation of the school Code of Conduct.

ATTENDANCE

School administrators have the responsibility, under State Law, to enforce compulsory school attendance. Students enrolled at White Pine Middle School have the responsibility to attend school as required under State Law.

STUDENT'S RESPONSIBILITIES

- To remain on school premises in accordance with building policy.
- To attend all classes daily and to be on time.
- To have parents call the school for an absence on the same day.
- To keep a record of all absence dates, including school related, excused and unexcused.
- To keep and provide copies of documentation of medical appointments, court summons, funerals, medical emergencies, and other unavoidable absences.
- To exit school buildings and leave school property within 30 minutes after the end of the scheduled school day if not involved in an organized, school sponsored activity.

STUDENT'S RIGHTS

- Receive school policies, which clearly define absences and tardiness.
- Appeal a decision concerning an absence.
- Leave school property only after they have received authorized permission from school authorities.
- Make an appointment with the attendance officer to review attendance record.

BEHAVIOR

Proper student behavior is closely identified with future good citizenship. Schools have long been institutions where good citizenship has not only been taught but also expected of the students.

STUDENT'S RESPONSIBILITIES

- Conduct themselves in such a manner as to promote a positive educational environment.

STUDENT'S RIGHTS

- Access to a professional staff and facilities, which allow personal growth through active participation in programs.

COUNSELING/STUDENT SERVICES

Personal needs or concerns can seriously threaten and interfere with the educational development of students. Parents and students have the responsibility to provide the school with information that may be useful in making intelligent educational decisions. Schools have the responsibility to make available such services (counseling, school social work, psychological evaluation) as it deems necessary under applicable circumstances to students, and to inform students of these services as well as services of outside agencies.

STUDENT'S RESPONSIBILITIES

- Inquire about available counseling services and to seek these services when deemed appropriate.

STUDENT'S RIGHTS

- Access to those counseling services that are made available by the school.

CURRICULUM DEVELOPMENT

Curriculum is designed for students. Therefore, student opinion can be extremely important and deserves careful analysis and full consideration.

STUDENT'S RESPONSIBILITIES

- Put forth their best efforts to meet classroom expectations.
- Comply with all curriculum requirements and seek clarification if needed from informed persons in the school.
- Maintain standards of performance according to student ability.
- Give reasonable effort to assignments. Generally, collaboration among students on such assignments as laboratory reports or daily mathematics assignments is acceptable. Copying of someone else's work, by any manner is never permissible.
- Complete and present assignments, when due, as required by the instructor.

STUDENT'S RIGHTS

- Be consulted in curriculum development to the extent that age, grade, and level of maturity demonstrate ability to participate in a responsible manner.
- Be provided a written copy of the teacher's grading system, policies and course requirements at the beginning of each class.
- Be provided an academic grade based on the teacher's grading system that reflects the student's achievement.
- Be provided appropriate notice of due dates for assignments and have appropriate notice of evaluation of performance on assignments.
- Be provided homework and other classroom assignments that are appropriate to the course of study.

FREE SPEECH/EXPRESSION

One of the basic purposes of schools is to prepare students for responsible self-expression in our society. Self-expression, as permitted under the First and Fourteenth Amendments to the United States Constitution, must not interrupt the orderly educational process of the school or be in violation of the White Pine Code of Conduct.

STUDENT'S RESPONSIBILITIES

- Request in writing to be excused from any activity in conflict with the student's beliefs.
- Seek the approval of the Principal and adhere to established regulations as to the manner, time, and place of the requested assembly.
- Abstain from actions, words, or gestures, which are threatening, degrading, or inflammatory to students, staff or other individuals.

STUDENT'S RIGHTS

- Be excused from any activity in conflict with their religious beliefs or deep personal convictions. An alternate assignment may be required.
- Assemble peaceably regarding school related activities with the Principal's approval.
- Be assured an atmosphere free from racial, ethnic, sexual or religious jokes, slurs, nicknames, innuendoes, and or demeaning/degrading comments.

RECORDS

Student records are any written materials concerning individual students kept in any form by the School District, except general directory information and personal notes of school personnel intended for staff use only. Student records are maintained to provide information that can be used to develop the best possible educational program for each student. The school staff exercises care to make sure student records are treated confidentially.

STUDENT'S RESPONSIBILITIES

- Students and/or parents of minor students have the responsibility to notify the district, in writing, of any person or entity the parent or student has authorized to receive disclosure of student records.

STUDENT'S RIGHTS

- Students and/or parents of minor students have the right to expect the district to comply with the requirements of the Family Educational Records and Privacy Act (FERPA) and the Education of the Handicapped Act – Part B (EHA-B) in connection with the maintenance and disclosure of records.

DISCIPLINE PROCEDURES

CODE OF CONDUCT

The following procedures are a guideline to the due process for student conduct. Due to the nature of the inappropriate behavior and the timing of said behavior, each occurrence will be handled on an individual basis. It is the discretion of the Administrator in charge to implement the consequences of violating the Code of Conduct. Discipline policy enacted by the Board of Education will always take precedence over the guidelines listed below (see alcohol, drugs, tobacco, sexual harassment and possession of dangerous weapons). The following policies are in effect, when students **(1)** go to or from school, **(2)** are on Saginaw Township Community School's property at any time, **(3)** are at all school-sponsored or school approved events/activities, **(4)** are on a school bus for any purpose, and **(5)** demonstrate actions with respect to any misconduct toward any school employee or Board of Education member.

ACADEMIC CODE OF CONDUCT

The disciplinary process includes all subjects and is cumulative throughout the student's middle school career. **ACADEMIC DISHONESTY** includes, but is not limited to, the act of using the work, or giving of answers to another person to enhance or receive credit on any form of academic work. This may occur inside or outside of the classroom. Teachers will communicate homework, class work and testing expectations, rules and consequences. Failure of students to adhere to teacher expectations will be considered a violation. Examples of cheating/dishonesty include:

- Copying answers from worksheets.
- Copying a daily assignment.
- Giving another student a worksheet/paper/test to use.
- Calling out an answer in class.
- Copying from another's test.
- Talking during a test.
- Unauthorized use of "cheat sheets".
- Attaching answers to various parts of your body or objects.
- Looking over the shoulder of another student during a test/quiz/assignment.
- Knowingly permitting another student to copy from your paper or test.
- Dishonesty on a test, quiz, or exam.
- Communicating with any electronic device or other instruments.
- Sabotaging, or interfering with, a project or work of another student.

PLAGIARISM includes, but is not limited to, the copying of all or a portion of another person's work and passing it off as his or her own work. Examples include:

- Copying from Internet sources (spark notes or other websites).
- Copying from any type of book or magazine or any published information (cliff notes, encyclopedia, etc.).
- Failure to cite another's ideas or words.
- Work previously submitted by another person.

CONSEQUENCES for above violations:

1st Offense: A grade of zero on the assignment and parent/teacher/student conference to discuss dishonesty. (Student will redo assigned work to help ensure that he/she has learned the required curriculum).

2nd Offense: A grade of zero on the assignment, parent contact by teacher, and a 1-3 day ISS (In School Suspension), as determined by an administrator.

3rd Offense: A grade of zero for the grading period.

DEFINITION OF DISCIPLINE TERMS

Before School Detention (BSD), Lunch Detention (LD), or After School Detention (ASD): This is a penalty for minor infractions of school policies for which the student must remain in detention for one period. Detention is usually scheduled the day immediately following the infraction. Teacher will contact parent to make them aware of the infraction. Students may be assigned detention for more than one day depending on the infraction. Failure to report on the assigned day may result in an administrative referral.

Community Service: A student may be given the option of completing volunteer service for an approved community agency in lieu of or in conjunction with other discipline actions.

Conference With Parents: A parent conference and a behavior contract may be implemented at any time.

Disciplinary /Attendance Contract: A student with excessive referrals, either with discipline or attendance, may be placed on a contract with specific requirements for behavior, attendance, and any other corrective action deemed necessary by an administrator.

Expulsion: Student is expelled by the Board of Education. A student expelled for a specific term (period of time, e.g., 90 school days; until semester's end) may return to school at the end of the specific term but may not make up missed work. Return of the student to school does not require action by the Board of Education. If a student is **permanently expelled** the Student/Parent/Guardian may apply for re-admittance to school after 150 school days. **The Board of Education may permit the student to return after at least 180 school days of expulsion has been served or they may deny admittance to school.** (The 180 school day period begins the day following the Board of Education expelling the student.)

Extended Detention: This is an administrative penalty. Students will be required to remain for an extended time period before school, during lunch, or after school at the discretion of the principal. Missing an extended detention will result in a suspension.

Hearing at the Building Level: (1) Students accumulating 8 or more referrals may have a hearing at the building level. A determination will then be made on a course of action or recommendation for board office involvement. (2) Building level teams will serve on the building level hearing committees with the purpose of finding ways to help make the student become more successful in school. (3) Parents not attending a scheduled building level hearing or refusing a building level hearing will result in the student being automatically moved to a Superintendent Level hearing.

Hearing at the Superintendent Level: A meeting with a committee appointed by the Superintendent to review code violations when appropriate (e.g., Level IV, third Level III, violation of building level hearing). In most cases, the student is suspended from school pending the hearing and a final determination. The committee will hear the matter. Thereafter the committee will decide to return the student, have the student spend additional time on suspension, or have an alternative placement for the student. Any of these may have additional conditions attached with the determination. If the committee believes that an out of school suspension of more than ten days is warranted, the committee will make such recommendation to either the Superintendent or the Board of Education. The matter will be reviewed, with a hearing available to the student. If the Superintendent or the Superintendent Level Hearing Committee believes that a suspension of more than 59 days is warranted, such recommendation will be made to the Board of Education. The Board of Education will review all recommendations to them, with a hearing available to the student and a determination at a Board meeting. At the student's request the hearing before the Board of Education may be closed to the public.

In-School Suspension (ISS): This is a short-term (normally one hour to five days) suspension from the regular school program. Students in ISS may be required to write a behavior plan before they go back to their regular classrooms. Students in ISS are not marked absent and are required to make up all missed assignments. Students who are disruptive or non-compliant in ISS, or fail to report, may receive an OSS. Students may not appeal a disciplinary action that is a result of an infraction while in ISS. The OSS will be approved by an administrator or designee.

Long Term Suspensions: Student is suspended for more than 10 school days but less than 60 school days. The student may make up his/her work for credit and may return to school at the conclusion of the long-term suspension. **The student's return to school does not require Board action**

Out-of-School Suspension (OSS): The exclusion of a student from school for a specific amount of time (one to ten days depending on the severity of the rule infraction). This exclusion extends to all school-related activities, including extracurricular activities, whether held in or out of the school district. Work missed during suspension should be made up and must be turned in upon the student's return.

Snap Suspension: An out-of-class suspension that is determined by the teacher. The student will remain out of class for up to one (1) day. The teacher will notify and arrange for a parent-teacher conference.

Social Suspension/Probation: A student may be placed on a probationary status or may be prohibited from attending any or all social functions such as dances, athletic events, class picnics, assemblies, theater productions, etc. Social suspension probation will be used when a student displays inappropriate behavior during social functions including lunch hour and athletic events.

Special Needs: The discipline of students with special needs may be subject to the I.E.P. process when and if 10 days of out of school suspension have accumulated or a Level IV violation is being considered.

DISCIPLINARY SANCTIONS

The Board of Education may create a policy delineating what conduct it believes merits disciplinary measures involving suspension or expulsion. Given a school's need to impose discipline for a wide range of unanticipated conduct, school disciplinary rules need not be as detailed as the criminal code. Discipline violation levels have been determined as I, II, III, and IV. Administrators will consider the MCL 380.1310d factors prior to suspending or recommending expulsion. If a student reaches excessive discipline referrals, he/she may be placed in an alternative education setting, and removed from White Pine Middle School for the following semester. The decision to place a student into an alternative program will be based upon the student's attendance, academics and discipline referrals. If placed in an alternative setting, the student must meet the established criteria before he/she may return to White Pine Middle School.

CONDUCT VIOLATIONS

Definitions of Conduct Violations are listed and include, but are not limited to, the specific acts or conduct. **Note the level of offense number after each conduct violation below.** The disciplinary consequences for the levels apply unless other specified consequences are listed with the conduct violation.

ACADEMIC CODE OF CONDUCT – Failure to comply with the Academic Code of Conduct as outlined in the Discipline Procedures Section of this handbook for the code and the consequences.

AIRBORNE PROJECTILES – (Level I, II, or III) Throwing any object of any kind is prohibited.

ALCOHOL– (Level IV) Drinking, possession, use of, or under the influence of alcohol.

Alcohol Screening: When an administrator has reasonable suspicion that a student is under the influence of alcohol on school property, at a school sponsored event, or under the supervision of a school authority, the student shall be given the option to take a Breathalyzer test. If the screening results are negative, no action shall be taken. However, if the student tests positive or if the student declines to take the test when reasonable suspicion exists, the student shall be subject to appropriate disciplinary action. Malt beverages labeled as “non-alcoholic” (including but not limited to Sharp’s, O’Doul’s, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of alcohol content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student Code of Conduct. **Transferring Alcohol: Transferring is defined as giving, receiving, buying or selling. Transferring or selling of alcohol is a Level IV violation. All alcohol violations require a report to the police.**

AMOROUS BEHAVIOR - (Level II, III or IV) Any consensual kissing, hugging or body contact including hand holding is not allowed in the middle school. Any of said conduct that is not consensual shall be treated as sexual harassment or assault.

ARSON/EXPLOSIVES – (Level IV) Any act utilizing unauthorized fire, smoke, or explosives, which presents a risk of danger to life or property, includes possession or use of fire starting devices.

ASSAULT - (Level III or IV)

Student to Adult – 1999, PA104, Section 1311a

The Board shall permanently expel a student in grade 6 or above if the student commits a physical assault, as defined by MCL380.13311a(12)(b), against a district employee; or against a person engaged as a volunteer, as defined by Board policy; or against a contractor for the district on school property, on a school bus or other school-related vehicle, or at a school sponsored event.

Student to Student – 1999, PA102, Sections 1308, 1310, 1310a

If a student in grade 6 or above commits a physical assault against another student and the assault is reported to the Board of Education, the Board shall expel the student for up to 180 days. The statute defines physical assault as intentionally causing or attempting to cause physical harm to another through force or violence.

Verbal Assault – 1999, PA104, Section 1311a (2)

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school related vehicle, or at a school-sponsored activity or event against a district employee or against a person engaged as a volunteer or contractor for the district may be expelled by the Board for up to 180 days. The Board may modify the expulsion period on a case-by-case basis. For the purpose of this policy, “verbal assault” may 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, upon another person, under such circumstances, which create a reasonable fear of imminent injury

coupled with an apparent ability to inflict injury.

BREAKING AND ENTERING - (Level III or IV) Breaking and/or entering any school building, facility, automobile, office, room, storage space, other enclosures without authority to do so.

BULLYING- (Level III or IV) –any written, verbal or physical act, or any electronic communication that is intended to harm one or more pupils either directly or indirectly by: substantially interfering with educational opportunities, benefits or programs of one or more pupils; adversely affecting the ability of a pupil to participate in or benefit from the school’s educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress; having an actual and substantial detrimental effect on a pupil’s physical or mental health; causing substantial disruption in , or substantial interference with, the orderly operation of the school. Any student making a knowingly false accusation regarding harassment may also be subject to discipline. (For more information on bullying see page 19)

CLASSROOM RULES (Level I) Each classroom teacher will post and review the White Pine Middle School Learning Community rules with students. The following rules apply throughout the campus:

1. Treat others with respect and courtesy.
2. Come to class prepared with proper materials and ready to learn.
3. Be attentive, cooperative and no sleeping in class.
4. Observe all rules in the Parent/Student Handbook.

A violation of any of these rules is a **Level I** violation.

Students are expected to follow the rules as outlined. The following consequences apply throughout the campus and will be posted in each classroom:

1. 1st offense - Teacher detention - Parent contact by the Teacher
2. 2nd offense - Teacher detention - Parent contact by the Teacher
3. 3rd Offense - Counselor referral, student will write a plan to change the behavior
4. 4th Offense – Building Principal Referral for ISS/OSS Level II offense. Written Teacher Referral with documentation to the Building Principal (**Level II**)

Severe and insubordinate behavior, which interferes with a quality-learning environment, may result in immediate administrator intervention. Missed detentions will result in the next level. All referrals to the building administrator will be a Level II infraction. Upon building administrator intervention, Level II consequences will be enforced.

COMBUSTIBLES - (Level II, III or IV) Use or possession of matches, lighters, fireworks, and devices made from explosive or flammable materials.

COMMUNICATION DEVICE (Cell phones/Tablets) - Upon entering campus, students may not use any communication devices. Once on campus the device must be turned off and out of sight. Cell phones need to be turned off and kept in the locker during the school day unless directed by a teacher. Cell phones may be used at the end of the day when students have exited the buildings. As with other personal property, communication devices are not the responsibility of the school. If you need to contact your student during the school day, you must call the office, and they will arrange communication as appropriate. Use of the device to take pictures/videos is also prohibited. The discipline for this code violation is as follows:

1st violation – Student will serve a detention and the device will be confiscated and returned only to a parent or guardian.

2nd violation – Student will serve 2 detentions and the device will be confiscated and returned only to a parent or guardian.

3rd violation – Student will be assigned to a one (1) day In-School Suspension and the device will be confiscated and returned only to a parent or guardian.

4th violation - Student will be assigned to an In-School Suspension school for up to two (2) days and the device will be confiscated and returned only to a parent or guardian.

5th violation - Student will be suspended Out of School for up to (3) days.

COMPUTER HACKING/COPYING - (Level II or III) Inappropriate access to or use of computerized areas without proper authority. This includes infringing upon copyright laws.

DISRESPECT TOWARD STAFF MEMBER- (Level II or III) Demeaning actions, words or language less than vulgarity toward a staff member.

DISRESPECT TOWARD A STUDENT- (LEVEL II or III) Demeaning actions, words or language less than vulgarity toward a student.

DISRUPTION OF THE EDUCATION PROCESS - (Level II or III) Behavior that seriously disrupts any school activity or the orderly and safe operation of the school.

DISRUPTIVE BEHAVIOR - (Level II, III or IV) Unacceptable language, gestures, or actions that produce distractions or disturbances interfering with effective functioning or safety of the staff, the students, or the school.

DISTRIBUTION OF UNAUTHORIZED MATERIALS - (Level II or III) Advertising, solicitations, campaign literature, or any other printed materials.

DRESS CODE – (Level II) Failure to comply with the Student Dress Code as outlined in the General Information section of the handbook. Students whose dress is inappropriate for school will be asked to change. If clothing is not available, they will be asked to call a parent for a change of clothes. The student will remain in the ISS room until a change of clothes arrives.

DRUGS/CONTROLLED SUBSTANCES - (Level IV) Includes any of the following: possession, supply, transfer (giving, receiving, buying or selling), use of, or under the influence of drugs/controlled substances, including look-alike substances, drug paraphernalia, or the unauthorized use/possession of prescription drugs. Violation of this policy will result in OSS until a hearing at the Superintendent level. A report to the police may be filed.

ELECTRONIC DEVICES- (Level I, II or III) Except as noted below (*), during the school day (including the before school program), students may not use their personal technology/electronic devices. This includes, but is not limited to: cell phones, smart watches, headphones or wireless ear buds, laser pointers, remote controls, cameras, radios, or like devices. These items must be turned off and put away. **Personal items brought into school are not the responsibility of the school.**

*During the school day, students may only use their personal technology/electronic devices when authorized by a classroom teacher during that teacher's class. Devices may also be used at the conclusion of the school day. Such use is governed by the school's Bring Your Own Device (BYOD) Responsible Use Policy. Prior to using such devices, both the BYOD Participation Form and Agreement must be signed by both the parent and the student. Violation of the Technology Agreement or misuse of any electronic device may result in the loss of all technology privileges.

FAILURE TO SERVE DETENTION – (Level II) Failing to serve a classroom detention scheduled by a staff member will move to the next level according to classroom rules. Failure to serve a detention scheduled by an administrator or designee will result in a Level II offense.

FELONIOUS ASSAULT - (Level III or IV) Striking with a weapon or an instrument used as a weapon to do bodily harm. Student will be subject to police notification.

FIGHTING - (Level II, III or IV) The act of quarreling involving body contact in or on school property including bus stops, and at school sponsored events (i.e. dances, athletic events and other co-curricular activities).

FOOD/BEVERAGES- (Level I or II) Food and beverages purchased are to be consumed in the cafeteria.

FORGERY OR FALSE INFORMATION - (Level II) Intentional misrepresentation or false information given to any school district personnel. (Administrator, teacher, secretary, security, etc.)

FUNDRAISERS– (Level II) Pursuant to district policy, all fundraisers must be registered and approved by the building principal.

GAMBLING - (Level II) Participation in games of chance for money and/or other things of value.

GANG ACTIVITY- (Level II, III, or IV) A student shall not wear or possess any clothing, jewelry, symbol or any other thing that may reasonably be perceived by any student or staff member as evidence of membership in or affiliation with any gang. A student shall not commit any verbal or non-verbal act (gestures, showing of colors, handshakes, etc.) that may be reasonably perceived by any student or staff as evidence of membership in or affiliation with any gang. A student shall not commit to gang activity by; (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person. **PENALTY: Administrative intervention to expulsion.**

HARASSMENT- (Level II or III) Making unwelcome remarks, threats, physical contact, or creating an intimidating, hostile, or offensive educational learning environment involving another student or staff member while on school property during the time school is in session, on a school bus/school provided transportation, or at a school-sponsored activity/event. **HAZING**-

(Level II or III) Any intentional, knowing, or reckless act meant to induce or having the effect of inducing physical pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is generally directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team sponsored or supported by the District whose membership is totally or predominately other students from the District.

IMMODEST BEHAVIOR- (Level II or III) Generally referred to as “inappropriate actions” between couples. Strong physical affection between students will be addressed.

INSTIGATION OF FIGHTS OR CONFRONTATIONS - (Level II or III) Provoking an altercation/fight by the use of words, gestures, or physically touching another. This is inclusive of threats to another or suggesting someone else will start a fight and/or videotaping fights. Having a cell phone or other electronic device out during a confrontation or fight will result in a consequence.

INSUBORDINATION - (Level II, III or IV) A verbal or non-verbal refusal to comply with a reasonable request or any directive from any school employee (including failure to identify oneself). Repeated offenses will be grounds for suspension for the remainder of the semester. Refusing to stop for a staff member and leaving school grounds is fleeing and/or eluding school personnel, which is a Level III violation.

INTIMIDATION - (Level II or III) Slurs, innuendoes, physical contact that demeans, frightens or injures another person. Use of racial, ethnic, or religious slurs, innuendoes that are intended to demean or injure. Consequences are: 1 to 10 day ISS or OSS depending on the circumstances.

LEAVING WITHOUT PROPER AUTHORIZATION - (Level II) A violation of the White Pine Middle School Closed Campus Policy.

LIQUID OR GAS EJECTING DEVICES - (Level II or III – Possession) or (Level III or IV - Use of) The possession or use of any gas-ejecting device capable of rendering a person either temporarily or permanently disabled (i.e. mace, pepper gas, onion gas).

LITTERING - (Level II) Inappropriately discarding material on school property.

LOITERING - (Level II) The act of being in an unauthorized place, lingering aimlessly in or about the school (i.e. parking lot, walkways), or refusing to leave when directed to do so by school staff or security personnel. Students are expected to leave school property within 30 minutes after the end of the end of the scheduled school day unless involved in a school-sponsored activity.

MEDICATION – (Over the Counter) (Level IV) Possession, transfer, or the use of over-the-counter medications.

PROJECTILES – (Level I, II or III) Throwing any objects of any kind is prohibited.

ROLLER SKATES, ROLLER BLADES, SHOES WITH WHEELS, SKATEBOARDS, WATER TOYS OR ANY

DEVICE THAT INTERRUPTS THE EDUCATIONAL PROCESS - (Level II) May not be used inside the buildings or on school property. The items may be confiscated.

RIOTING- (Level III) An unrestrained uprising or violent disturbance of the public peace by a group of students assembled for a common purpose.

ROBBERY AND/OR EXTORTION - (Level III or IV) The act of obtaining or attempting to obtain money, goods, services, or information from another by force or the threat of force or by coercion.

SAFETY VIOLATIONS- (Level II, III, or IV) Creating an unsafe environment for students or staff.

1st violation (Level II) Removal from class for remainder of class period and a parent conference.

2nd violation Student will be removed permanently from class, subject to an administrative hearing.

(Level II) Examples include unsafe actions in science labs, wood or metal shops or any class where safety caution is a normal procedure.

(Level III) False alarms, tampering with fire alarms, extinguishers, telephones or other safety devices.

(Level IV) Discharging of fire alarms, bomb threats, or possession of a weapon.

SEXUAL ASSAULT/SEXUAL HARASSMENT- (Level III or IV) Refer to Board Policy in this handbook.

SKIPPING/TRUANCY – (Level II) Absence from any one or more classes without authorization.

SNOWBALL THROWING- (Level II) Snowball throwing, handling, kicking or picking up snow is not allowed. If an injury occurs as the result of this action, the offense becomes a **Level III** violation.

SORORITIES/FRATERNITIES, SECRET ORGANIZATIONS - (Level II) Membership in a public school sorority, fraternity, or secret society is prohibited. Therefore, activities and/or memberships related to such organizations are prohibited.

STEALING, THEFT, POSSESSION, OR TRANSFER OF PROPERTY OF OTHERS - (Level II or III) The act of taking possession of or transferring the property of another without the consent of the owner.

SWEARING/VULGARITY - (Level II or III) Using abusive and/or suggestive language, either written or spoken, or any gestures that are offensive, obscene or vulgar (including pornography).

TARDINESS – Students are to be in their class when class begins. The teacher will schedule a detention for the second and third tardy offense for the class. Teachers will follow the classroom tardy procedure on pages 19-21.

THREATS, VIOLENCE, OR ANY OTHER VANDALISM TO STUDENTS, STAFF OR THEIR PROPERTY - (Level III or IV) Threats, threatening gestures, or violence directed toward any student, staff member, volunteer, or contractor. This will result in an Out-Of-School suspension (OSS) with a recommendation for expulsion. **These rules are in effect both on and off campus.**

TOBACCO - (Level III) It is illegal to possess tobacco products, and/or smoke on school property or while attending a school-sponsored activity. This also includes E-cigarette vapor smoking devices. Matches or any other devices used to light tobacco are also prohibited. In compliance with the Tobacco Free Schools Law, the use of tobacco products by any person is in violation of this policy. Violations of this rule will result in the following: **1st offense:** Mandatory 5 days of OSS and must attend Preventing Tobacco Addiction seminar. **2nd Offense:** Mandatory 5-10 days of OSS and must attend Preventing Tobacco Addiction Seminar.

Important Note: Selling of tobacco products will be a **Level IV** violation. All violations of tobacco may require a report to the police by the administration.

TRESPASSING - (Level II) The act of being in or about a school building, without having a legitimate reason or authorized permission. This includes any suspended students.

UNAUTHORIZED AREAS - (Level II) Areas not allowed for student access are those not under direct staff supervision. Those areas may be teachers' workrooms, classrooms, bathrooms, locker rooms, any roof, parking lots, and school grounds not under direct supervision of a school employee.

VANDALISM - (Level III) The destruction, defacing or damaging of school property or the property of others. Restitution for vandalism is mandatory and includes labor costs, if any are assessed. If there is full restitution, the damaged article(s) may not be returned to the owner. If partial restitution for repair is made, the original owner will keep the article and get the restitution. A receipt may be requested.

WEAPONS, DANGEROUS INSTRUMENTS, POSSESSION OR USE OF – (Level IV) Possession of a dangerous weapon or facsimile on school property, at a school-sponsored activity, or in a school locker. Dangerous weapons will include, but are not limited to, firearms, blowguns, switchblades, knives, straight knives, box cutters, utility knives, chains, clubs, piano wires, brass knuckles, including facsimile or replicas of same, or any other similar article. Student shall be subject to permanent expulsion from school according to Board policy and State law.

REFERRAL PROCESS/CODE OF CONDUCT VIOLATIONS

One or more of the following actions will be implemented at the discretion of an administrator/designee:

Parent Notification	Student Conference	ASD (After School Detention)
BSD (Before School Detention)	Lunch Detention	Extended Detention
Behavioral Contract	ISS (In School Suspension)	Community Program
Social Suspension/Probation	Restitution/Restoration	Police Notification
Recommendation for Expulsion (if appropriate)		Reduced Schedule
Referral to Community/Professional Agency		OSS (Out of School Suspension)

Level I

BSD – Before School Detention **LD** – Lunch Detention **ASD** – After School Detention

1st Offense	BSD, LD or ASD	Parent Contact by the Teacher
2nd Offense	BSD, LD or ASD	Parent Contact by the Teacher
3rd Offense	Counselor Referral	Student will write a plan to change their behavior during LD
4th Offense	Principal Referral for ISS/OSS (Level II)	Written Teacher Referral with documentation to an Administrator

Level I offenses are less severe infractions to be handled in the classroom; and if the behavior continues, then referred to the building administrator. **Level I** infractions accumulate for a school year

Level II

1st offense	Up to one day in ISS
2nd offense	One day in ISS
3rd offense	1-3 days in ISS
4th offense	1 day OSS
5th offense	1 day OSS
6th offense	1-3 days OSS
7th offense	1-3 days OSS
8th offense	OSS until Building Level Hearing for excessive referrals

Level II offenses are serious infractions to be referred immediately to the building administrator.

Level II infractions accumulate for a school year.

LEVEL III

1st offense	1-10 days OSS
2nd offense	5-10 days OSS – Meeting with Parent and Student
3rd offense	Hearing at Superintendent Level

Level III infractions are major infractions to be reported to the proper authorities and referred to the building administrator.

Level III infractions accumulate for the middle school career.

LEVEL IV
Drugs, Alcohol, Assault, Rioting

1st offense	Hearing at Superintendent Level
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Level IV offenses are grounds for immediate expulsion following an investigation.

Level IV infractions will remain on record for the student's entire middle school career.

It is the policy of the discipline office to contact the parents via telephone, email, letters through the mail, or letters carried home by the student. Contact will be made when a student is sent to the discipline office to notify the parents/guardians of the discipline referral. Discipline action implemented at the end of the year will be carried over to the next school year.

PLEASE NOTE: An accumulation of eight (8) total referrals (**Levels II, III**) may result in Building Level Hearings with the purpose of finding ways to help students become successful in school. Excessive referrals may also result in students not attending end of the year activities.

APPEAL PROCEDURE FOR SUSPENSIONS AND DISCIPLINARY ACTIONS

Parents have the right to appeal suspensions and other disciplinary actions. A suspension normally begins immediately. Only referrals that result in a two (2) day or more In-School Suspension (**ISS**) or any Out of School Suspension (**OSS**) can be appealed. However, the suspension period may be deferred until completion of the Appeal Procedure, except in instances where the student's continued presence disrupts the learning environment or threatens safety and security within the school. Level IV offenses cannot be deferred.

Step One

1. Appeals at step one shall be filed only after disciplinary action at the Assistant Principal level.
2. The appeal must be submitted to the building Principal within two school days of the occurrence.

Step Two – Building Principal's Review

Step One is only to be used if the original charge was initiated by an Assistant Principal or designee. If the original charge was initiated by the Principal, the Appeal Procedure starts at Step Three. An appeal of an Assistant Principal's decision to impose a suspension or other disciplinary action may be initiated by submitting the appeal to the Principal within two school days of the Assistant Principal's decision. The Principal shall meet with the parties involved and review the case. The Principal shall send written notification of his/her decision to affirm, modify, or reverse the Assistant Principal's decision to the student and his/her parents in writing, within two school days of the appeal meeting.

Step Three – Superintendent's Review

An appeal of the Principal's decision to suspend, or otherwise discipline a student, or of his/her decision at Step Two, may be made to the Superintendent of Schools. A written student appeal must be submitted to the Principal within **five (5)** school days of the decision to impose a suspension or other disciplinary action. The Superintendent or a designee shall meet with the parties involved within five school days and review the case. The Superintendent shall send written notification of his/her decision to affirm, modify, or reverse the Principal's decision to the student and his/her parents within five school days of the appeal meeting.

BOARD OF EDUCATION POLICIES

SEXUAL HARASSMENT

The Saginaw Township Community Schools Board of Education policy for Sexual Harassment is as follows:

The Saginaw Township Board of Education is committed to providing an educational environment that is free of discrimination, intimidation and sexual harassment. Sexual harassment of students by other students or District employees is unlawful under both Michigan and Federal Law. This District will not tolerate any sexual harassment of students. Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational learning environment. All students are expected to conduct themselves with respect for the dignity of others. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms. One specific form is the demand for sexual favors. Other forms of harassment include:

- Verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- Non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures.
- Un-welcomed physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault.

All students will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include expulsion from school. Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment to a teacher, counselor, or administrator. Any middle school student reporting an alleged act of harassment will be asked to complete an incident form, unless help is requested from an Administrator. All complaints will be handled in a timely and confidential manner. In no event will any information, concerning a complaint, be released by the district to third parties or to anyone who is not involved with the investigation, nor will anyone involved be permitted to discuss the subject outside the investigation except as required by law. Michigan State law requires the reporting of all child abuse to the Family Independence Agency. The purpose of this provision is to protect the confidentiality of the student, who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student or employee wrongfully charged with sexual harassment. The District will investigate all such complaints immediately. Anyone found to have violated this policy would be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee.

POSSESSION OF DANGEROUS WEAPONS

When it is determined that a student has possessed a dangerous weapon on school property, at a school-sponsored activity, or in a school locker, that student shall be subject to **permanent expulsion** from school.

- Any person carrying a firearm within 1,000 feet of a school shall be subject to criminal prosecution under the Gun-Free School Zone Act.
- Any student possessing a firearm on school property, at a school-sponsored activity, or in a school locker shall be recommended for a permanent expulsion.
- Students in possession of a dangerous weapon/firearm or who commit arson or commit criminal sexual conduct on school district grounds, in school district buildings, or at any school district or school-sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. A parent, legal guardian and/or student shall also be notified of the referral.
- The School Board reserves to itself the authority to expel students.

Each student subject to expulsion shall have his/her situation reviewed by the Superintendent on a case-by-case basis. This policy statement is the School Board's assurance that the School District is in compliance with both Federal and State law.

ZERO TOLERANCE- ALCOHOL, DRUGS AND NARCOTICS

Saginaw Township Community Schools will operate with a zero tolerance policy toward alcohol, drugs and narcotics. Students, who sell, provide, possess, use or act as an accessory in a situation regarding drugs and narcotics while on campus, shall be subject to suspension and/or expulsion.

BULLYING POLICY

It is District policy to provide a safe and nurturing educational environment for all students. This policy protects all students from bullying regardless of the subject matter or motivation for such impermissible behavior. This policy also prohibits any forms of retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. Bullying a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. 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. *Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, students and volunteers.*

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.

Procedure

Any student who believes he/she has been or is the victim of bullying should immediately report the situation to the Principal or Assistant 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 bullying of a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The Principal or his/her designee shall promptly investigate and document all complaints about behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit. 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. The investigation will determine if a Code of Conduct Violation has occurred; whether it is for *Bullying* or a different violation (e.g., *Fighting*) and the Level of the violation.

Parents/guardians of the alleged victim(s) shall be promptly notified of any complaint or investigation and the results of the investigation to the extent consistent with student confidentiality requirements.

If the investigation finds a violation of the Bullying Policy, or other Code of Conduct Violation, it will result in prompt and appropriate remedial action. This may result in disciplinary action up to and including expulsion for students; up to and including discharge for employees; exclusion for parents/guardians, 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.

ATTENDANCE POLICY

Attendance is the responsibility of the students and their parents. All students are expected to attend school regularly, to be on time for all of their classes, and to be prepared for the day. The school will be responsible for providing instruction and informing parents of their student's absences and tardiness from school.

- Verification of an absence will be accepted up to two (2) days upon the student's return.
- Students absent four (4) or more consecutive days may require verification; (doctor's note/obituary/funeral attendance)
- Attendance letters will be sent out at (five) 5 and (seven) 7 days absent.
- Tardy letters will be sent out at three (3) or more tardies.
- Absences documented after ten (10) days are marked as Unexcused at the district's discretion.
- Excused or Unexcused absences in excessive of ten (10) days are subject to parent notification and interventions by administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc. This includes non-consecutive days.
- The County Truant Officer will be notified of excessive unexcused absences 10 or more cumulative days, for the year, after interventions have occurred at the school level.
- Any absence due to truancy will result in the disciplinary procedures outlined in **Level II**.

NOTE: A building administrator/dean must approve any exceptions. Students will be allowed to make up assignments with parental and teacher support and collaboration.

EXCUSED ABSENCE

A building administrator will approve all excused absences. The following are examples of excused absences: Personal illness, school sponsored activities, prearranged absences, funerals, etc.

COMMUNICABLE DISEASES

In order to give parents a practical guide for the common communicable diseases based on the ruling of the health department, a Communicable Diseases chart is provided by the school.

PRE-ARRANGED ABSENCE

If a student knows in advance that he/she is going to be missing school, a pre-arranged absence form must be completed. The student may pick up the form in the grade level office. The form must be signed by the student's teachers and parent, and returned to the office.

PROCEDURES FOR NOTIFICATION OF AN ABSENCE

- Parents or guardians are asked to call or use Skyward **each day** to notify that their child is absent. In case of extended illness, parents may specify longer periods of absences.
- A voicemail can be left on the grade level secretaries voicemail or use Skyward to notify that your child will be absent during non school hours. The school number is **(989) 797-1814**.
- A written excuse will be accepted up to two (2) days upon the student's return.
- A student may request a **Prearranged Absence Form** from the school office that must be signed by the student's teachers and parents.
- Absences not reported to the school by parents or guardians within two days will be recorded as an unexcused absence.
- If the number of absences becomes excessive, an administrator will notify the parents. The County Truant Officer will be notified of undue excessive absences ten (10 or more).
- Students absent four (4) or more consecutive days (with the exception of a Prearranged Absence) may require verification; (i.e. doctor note on the letterhead; obituary/funeral information; evidence of long-term vacations).

HOMEWORK/MAKE-UP WORK

Work missed due to absences may be made up. The student will have the same number of days to make up the work, as he/she was absent. It is the responsibility of the student to make arrangements for make-up work with the teacher. Parents may call the school to make arrangements for homework. Homework may be picked up when it is anticipated that a student will be absent from school for **more** than one day. Parents are required to pick up requested student work in the main office.

TARDY/LEAVING EARLY POLICY

ALL STUDENTS ARRIVING LATE TO SCHOOL MUST REPORT TO THE MAIN OFFICE.

Students are expected to arrive to school on time and to be on time for each of their classes. Teachers will take hourly attendance in their classes and determine if students are tardy or absent. Students are tardy if they are not in the classroom when the bell rings. An absence will accrue after 20 minutes from the start of class. A tardy includes late arrival or early departure. Arriving late interrupts the teaching/learning environment. Teachers may assign a detention for unexcused tardiness. Written passes from the student's grade level office **are required** for all classes excused or unexcused.

Students have twenty-four hours to bring a parent note for a morning tardy. Excessive tardiness will be reported to the county truant officer. Incidents of tardiness are cumulative for the length of the class. Parents will be notified prior to the detention via a school detention form, email, and/or a phone call. Students who leave (20) or more minutes before the end of the school day, will be marked absent for the last hour. Students who leave less than ten (15) minutes before the end of the school day will be marked as left early for the day, which will be treated the same as a tardy.

PROCEDURE FOR CLASSROOM TARDIES

1. Teacher documentation with verbal warning.
2. Teacher detention with written parent notification.
3. Teacher detention, telephone parent, and written notification.
4. Written teacher referral with documentation to a building administrator.
5. **(Level II) NOTE:** Missed detentions will move to the next level.

LEAVING DURING THE DAY: In order to maintain your child's safety, please be aware that when a parent, grandparent or other authorized person comes into school to pick up a student, they will be asked to provide a **picture I.D.** if they are not known to the school staff. Parents or designee may sign a student out for early dismissal through the office. Students may be excused from the office if a written request is received from parent/guardian and the parent/guardian assumes responsibility for the child leaving the school grounds and returning to school. If students return to school during the day, they must report to the office before being re-admitted to class. Students leaving the school grounds or classroom for unauthorized reasons and without permission will be disciplined for their actions.

ILLNESS OR ACCIDENT: If students become ill during the day, a parent or guardian will be called, and they will be expected to come to school to pick up the student. The school requires that we have an alternate telephone number to call in case the parents cannot be reached when a student is ill. If a student has an accident during the school day, the parents will be informed of the accident and asked to transport the student to a doctor. If the accident needs immediate medical attention, the school will notify the local emergency number (911) and also notify the parents of this action. **If your telephone number changes during the school year, please notify the office.**

PERMISSION FOR FIELD TRIP: Whenever a student is to participate in a school field trip, the student must have written permission from a parent. A permission slip will be issued by the teacher-sponsor of the trip or by the office and must be returned prior to the day of the trip. Students who fail to follow this procedure will not be allowed to go on the trip.

GENERAL INFORMATION

ACCIDENTS

All student injuries are to be reported to the teacher so that the cause and extent of the injury can be determined. A student accident report form must be completed and filed with a secretary or administrator.

ANIMALS

Animals are not allowed on school property without written approval of an Administrator, and in accordance with District guidelines for animals in the classroom.

BICYCLES

For your protection, bicycles should be registered with the Saginaw Charter Township police department. For safety reasons, keep them locked up in the designated areas during school hours. Skateboarding, inline skating, and the use of scooters are not allowed on campus.

BOOK BAGS

Book bags are not allowed in class during class time. All book bags should be kept in the students' lockers.

BUS TRANSPORTATION/STUDENT DROP-OFF

For safety reasons, the rear parking lot off of Colony Drive is reserved exclusively for Staff Parking. All automobile student drop off and pick ups are to be made in the gymnasium parking lot off of Seidel Rd. When picking students up after school, we recommend that parents park in gymnasium parking lot. Bus drop off and pick up is in the front circle drive. Bus transportation is a privilege and can be withdrawn from students exhibiting inappropriate behavior or violating safety rules.

Class Schedule Times

6th Grade	8:55 – 10:58 Instruction	10:58 -11:33 Lunch	11:38 – 3:45 Instruction
7th Grade	8:55 – 11:57 Instruction	11:57– 12:30 Lunch	12:37 – 3:45 Instruction
8th Grade	8:55 – 12:59 Instruction	12:59 –1:34 Lunch	1:39 – 3:45 Instruction

CLOSED CAMPUS

White Pine Middle School operates under a **CLOSED CAMPUS** policy. After arriving at school, students may not leave the middle school campus. If a student becomes ill during the school day, there must be parental/guardian contact and the student must be signed out by the parent/guardian in the main office prior to leaving.

COATS/JACKETS

Due to the nature of the White Pine campus, it is not always possible to leave coats/jackets in the locker. When attending electives, students are expected to remove coats/jackets and place them on the back of their chairs for the class period. Coats/jackets will not be allowed in the core classrooms.

CONFERENCES

Student Led Conferences are scheduled twice a year, in the fall and in the spring. Please consult the **Hawk Talk** or www.stcs.org/whitepine for dates and times.

CONSUMABLE COURSE FEES

Certain course offerings may include voluntary activities for which there will be a fee. If there are specific needs for classes, a list will be sent home with the student during the first few weeks. Exceptions may occur during the school year.

COUNSELING SERVICES

The Counseling Department is primarily concerned with meeting students' needs and helping the students understand, develop and relate abilities and interest to the school and to future planning. We have an outstanding WEB Program (**Where Everybody Belongs**) that is run by our counselors and develops leadership and mentoring skills for our students. Our counselors take an active role in your child's education. The counselors are always ready to assist students and parents.

CURRICULUM NIGHT

In the fall, all parents are invited to attend a curriculum night presentation. This evening program will provide parents the opportunity to meet with their child's teachers and gather information about their child's learning community and curriculum. Parents are encouraged to communicate with their child's teachers throughout the school year.

DRIVING ON CAMPUS

Driving on school premises is a privilege, not a right. Unsafe driving practices will not be tolerated. The Board of Education strongly promotes the enforcement of the established traffic laws on and in the vicinity of the school premises. All drivers are expected to use extra caution when driving in the vicinity of a school. Saginaw Township Police will be notified of noncompliant drivers.

DRESS CODE

Students are expected to come to school looking neat, clean and dressed in a manner reflecting good taste. Students shall not wear attire that interferes with the operation of the school or infringes upon the general health, safety and welfare of district students or employees. Specific restrictions governing students are as follows:

- Shoes or sandals must be worn at all times. Slippers are not allowed.
- Student attire must not be provocative or conflict with good taste. Pajamas are not allowed.
- Shoulders, backs, midriffs and cleavage must be covered. All shirts/tops must have a sleeve. Clothing that is excessively baggy or sagging is not acceptable.
- Obscene language or symbols of drugs, sex, alcohol or tobacco are expressly prohibited.
- Hats, sweatbands, sunglasses, or any other headgear, including hoods of a hooded sweatshirt (hoodie) may not be worn in school. Jewelry cannot present a safety hazard to self and/or others (examples are spike jewelry, chains). Such items will be confiscated. All headgear that reflects a gang affiliation will be confiscated. Bandannas of any color, size or shape may not be worn, carried or displayed at any school activity; this includes simulation of anything representing "colors".
- No see-through clothing, or tank tops is allowed.
- Clothing with rips and holes must be below the knee. Gaping holes are not allowed.
- Sorority/Fraternity clothing is not allowed.
- Coats/jackets/outerwear may not be worn in the classroom.
- Slacks, pants, skirts, or shorts must be worn at the waist. Mid-length shorts are acceptable.

Shorts and skirts must be the length of your arms (fingertips) extended at your side, or longer. The administration will make judgments where provocative styles of dress or appearance conflict with good taste. Students will be asked to change clothes. If a change of clothes is not available, the student will remain in the ISS room until a change of clothes arrives.

FIELD TRIPS/SPECIAL ACTIVITIES

School sponsored activities generally relate to a class in which the student is enrolled. Parent permission is needed and students must use school-approved transportation to and from the activity. Fees may be assessed to cover field trip costs. Students are representatives of the school on trips and they will be expected to behave in a manner that reflects positively on White Pine Middle School. Parents will be notified of upcoming field trips in writing. If parents do not wish to have their child attend, they should send a note explaining why the child should not attend. Students not attending a field trip are required to attend school during that time. School trips and special activities are considered a privilege and therefore involve eligibility. The following list includes examples of types of infractions that are grounds for trip/activity denial:

- Students who have had disciplinary referrals.
- Students who have been disruptive or disrespectful.
- Students who have had repeated problems on the bus.
- Students who have a record of repeated inappropriate behavior.

A committee of staff members will review the behavior of all students before the trip or activity to determine eligibility.

FINES AND FEES

At the end of the marking period, a list will be submitted to the office of students who have overdue materials or unpaid fines. All school related fines should be paid before report card distribution. White Pine Middle School has implemented a policy wherein it will collect **\$15.00** if any payment is returned **NSF** (non-sufficient funds). This amount is subject to increase if bank fees increase. It will be used to offset the cost associated with administrative and bank fees. Unpaid fines and fees will result in students not being allowed to purchase tickets to social events including but not limited to; dances, field trips, etc.

FIRE DRILLS

Students will be notified which exit is to be used and how the fire drills will be conducted. The following procedures will be used.

1. Each class will leave by its own exit according to the teacher's instructions.
2. All students must evacuate the building even though the event is a drill and not an actual emergency.
3. Teachers will have their attendance record and will be prepared to account for all students after evacuating the building.
4. Students are to stay together and remain calm and quiet at all times while fire drills are being conducted.

ALL OTHER EMERGENCY PROCEDURES:

The students will receive special instructions concerning procedures used in cases of emergency at White Pine Middle School. During the year the students will also participate in simulations (e.g., fire, tornado, secure mode and lock down drills) in order to respond quickly and safely in case of an actual emergency.

FOOD ALLERGIES

Substitutions in the school breakfast and lunch program may be made for students with food allergies. To request a meal substitution for your child, you must submit a **Medical Statement Form**, completed and signed by a medical authority

describing the food allergy and a suitable substitution for the food. This form can be accessed on the STCS website at: www.stcs.org under the School Nurse section or by contacting the Food Service Department at 989-793-9713.

FOOD AND DRINK

Breakfast and hot lunch is served daily for a fee, along with ala-carte items. All food and drinks are to be consumed in the cafeteria. Vending machines are not available to students during the school day. Clear unflavored water is the only liquid that may be consumed in the classrooms.

FUNDRAISERS

All fundraisers must be approved by the principal. Fundraising is NOT allowed during school hours. This includes the sale of candy.

HALL PASSES

All students are required to use a class specific pass when leaving a classroom. Each teacher will be provided 2 passes attached to a lanyard to be used when students need to leave the classroom.

HOT LUNCH PROGRAM

There are three (3) lunch periods during the school day. Students need their ID cards to purchase lunch. The students are required to eat lunch at school. However, the student may choose either to eat a hot lunch or to bring a cold lunch from home. Ala-carte items are also available to students including a variety of snacks for students to purchase. Lunch prices are subject to change. The menu is posted on the District's website at www.stcs.org. Exception to eating on campus is when a student is taken off campus by a parent with appropriate sign-out. Any other student going off campus to lunch with a parent other than their own, must present a note from their parent stating; who (parent) is driving and responsible, when (date), and it must be signed by the parent. Food brought to campus from a restaurant may not be consumed in the cafeteria.

IDENTIFICATION CARDS

Picture ID cards will be furnished to all students. Students are required to carry this card daily. This card will be used to check out library books, attend school functions, and purchase meals. Students are required to produce the ID card upon the request of any staff member. Failure to do so may result in disciplinary action. The first ID card will be provided without charge. Replacement ID cards will be provided for a \$5.00 fee.

ILLNESS

Students who become ill during the day are to check in at the building office. The parents or emergency contact will be notified to pick up the student from school.

INSURANCE

Accident insurance is available to students. Information concerning insurance coverage will be sent home early in the school year. This insurance is not required, but many parents find the plan beneficial, especially if your child is planning on participating in interscholastic sports or intramural activities. Information may be obtained in the main office.

INTERNET POLICY

Internet based services are available to all students, staff, and community members in Saginaw Township through the Saginaw Township Community Schools' online system called STCS.ORG. The use of this system MUST be in support of research and educational objectives and be consistent with the educational outcomes of the user's school district. STCS.ORG is a curriculum tool, which is designed to serve the learning needs of the district. Any activity, which fosters that purpose, is encouraged. Any activity, which does not, is discouraged or prohibited. All students are required to submit an application for Internet use. A copy of the Saginaw Township Community Schools' District Internet Use Agreement is available upon request.

INTRAMURAL SPORTS

The intramural sports program begins in September and runs through March. Students may find their own teams and sign up for the intramural season of their choice. The registration form must list all players on the team. There is a registration fee of \$25 per team that should be turned into the White Pine office in order for a team to be placed on the schedule for the intramural season. The intramural sports include: doubles tennis, 3 on 3 basketball, floor hockey, and coed volleyball.

INTERSCHOLASTIC SPORTS:

Basketball	Cross Country	Football	Pompon/Cheerleading	
Swimming	Softball	Volleyball	Wrestling	Track

Students are expected to follow the guidelines outlined in the White Pine Middle School Athletic Handbook.

LIBRARY/MEDIA SERVICES

The middle school library/media center provides both students and staff with audio-visual and print materials.

Library/Media Procedures are as follows:

- The Library/Media center will be open during regular school hours.
- Students who wish to leave class to come to the library/media center must have their student planner, which contains a hall pass in the back signed by their teacher. The planner is turned in at the circulation desk as the student enters the library media center and will be given back upon returning to class.
- During lunch hours, the library/media center is to be used to check out books, read, or to study. Students must have a pass from a teacher and check in at the desk. Students need to conduct themselves appropriately while in the library during lunch hours.
- Students may check out three books at a time. Materials may be returned before their due date. Students must check materials out at the circulation desk by presenting their current White Pine Middle School identification card.
- Student computer stations are available for student use, provided they are not in use by a class. Students cannot access the Internet without a fully completed "Acceptable Use" form adopted by the Saginaw Township Community School's Board of Education and White Pine Middle School.
- If material is lost, stolen, or damaged while it is checked out to a student, the student is responsible for the material and must pay to replace it. At the end of each marking period, a list is submitted to the office of those students who have overdue material or unpaid fines. All school related fines should be paid before report card distribution. If the student does not pay a fine, the student's parents will be contacted by phone and/or mail.

- Fines are \$.10 per day for materials not returned by the due date. Materials can be renewed provided another student has not placed it on hold.
- Food, drink, candy, and gum are not allowed into the library/media center. Students that do not follow this rule will leave the media center unless they are using the facility with a class.

School District Policy on Copying:

Unauthorized copying of any software (including programs, applications, databases and code) which is licensed or protected by copyright is theft, and thus unethical, illegal, and prohibited.

1. No computer data or program shall be changed or deleted without the express permission from the persons owning the data or program.
2. Copying audio or videotapes, which are licensed or protected by copyright, is also considered theft and is prohibited.

NOTICE: Students and staff are required to follow the district policy regarding e-mail and Internet use.

LOCKERS

Lockers will be issued to students for the duration of the school year. Students are responsible for the care and condition of their lockers. Locker combinations are not to be shared with other students. Problems with lockers should be taken to the building administrator. Locker changes will be made at the discretion of the administration. The District retains the authority to search lockers at any time.

LOST AND FOUND

Articles found at school are to be turned in to the office. It will be the student's responsibility to check the building lost and found area for missing items. Items left in the lost and found at the end of each semester will be donated to charity. The school encourages labels on all personal items for easy identification.

MEDICATION

All student **medications (including prescription and over the counter medication)** must be registered in the office. Students who fail to register their medication will be subject to disciplinary action. A parent or legal guardian must personally deliver all medication along with this form to the school office. Parents are urged to give medications at home and on a schedule other than during school hours. Mere possession of either over-the-counter or prescription medication is a Conduct Violation, which can result in out of school suspension and/or expulsion. If it is necessary that a medication be given during school hours, the following regulations must be followed.

ADMINISTRATION OF PRESCRIPTION DRUGS (K-12)

- Medication must be prescribed by a physician, dentist, physician assistant, or nurse assistant and permission must be granted to the school to contact the medical provider if necessary.
- Medication must be brought to the school office by the parent or guardian in the original container with the appropriate label intact.
- The parent/guardian must sign the medication form, granting the school permission to administer medication, according to regulations set herein including non-prescription/over the counter medications.

- If a change is made regarding the prescription, a new consent form must be completed. Medication will be given as directed by the medical provider.

ADMINISTRATION OF OVER-THE COUNTER MEDICATIONS (GRADES 6-8)

Parents are urged to give medication at home and on a schedule other than during school hours. If it is necessary that a medication be given during school hours, the following regulations must be followed:

- The parent/guardian/physician must sign the form, granting the school permission to administer medication, according to regulations set herein including non-prescription/over the counter medications.
- If a change is made regarding the medication, a new consent form must be completed.
- Medication will be given as directed by the medical provider.

EPINEPHRINE/AUVI-Q INJECTION PENS

Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds who is believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

STUDENT SELF-MEDICATION

Students who are learning self-care behaviors can often manage their own medication. However, arrangements must be made with school administration beforehand. The medication must be registered with a medication form on file in the school office. Examples of appropriate medications for self-medication would be inhalers and Epi-pens. The school administrator may discontinue the student self-administration privileges upon advance notification to the parent/guardian. If a student is under an Individualized Educational Plan (IEP) or Section 504 Plan, the action must be taken in accordance with the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act requirements.

PERSONAL PROPERTY

Lockers are assigned to students for storing textbooks and coats. Common sense care is necessary to prevent loss of personal items as well as textbooks and other instructional supplies on loan from the school system. The following suggestions may help reduce losses:

1. Refrain from bringing large amounts of cash to school.
2. Always keep your locker locked.
3. DO NOT share your combination with anyone.
4. Report persons observed taking something not belonging to them.
5. Gym clothing, coats, etc. should be clearly identified with the owner's name.
6. Special care should be exercised to avoid loss of purses, wallets, and jewelry. Do not leave items such as these lying around.
7. ONLY one student to a locker.
8. Report defective locks to the office.
9. Do not use gym locker for anything valuable. We encourage you to bring your own lock for use during gym time only. As with other personal property, personal items brought to school are not the responsibility of the school.

POSTERS/ADVERTISING

All posters/advertising must be approved and initialed by the building administrator and displayed only in designated areas. Individuals displaying posters are responsible for removing them.

REPORT CARDS

Report cards will be issued four times a year. The final report card of the year will be mailed home. Mid-marking reports will be issued to all students in each marking period.

RETENTION

Students having two or more failing grades in core classes at the end of the first semester will be considered to be at-risk. These students will meet with their counselor and the parents will be notified via a letter indicating that the student is in probationary status and in danger of failing. Students receiving three or more failing grades in core classes at the end of the 3rd marking period will be put on the retention list. Parents will be notified via a letter that their student is in danger of being retained for the following school year.

REGISTRATION FEE

White Pine Middle School charges a non-refundable \$75 Athletic Registration Fee one time per year to each student athlete. Athletes are responsible for paying the registration fee in full once they have participated in the first practice. The fee will be charged regardless if an athlete leaves the team by their own or parent's choice or if they are removed for discipline reasons. If the fee is not paid by the deadline date, the athlete will be held out of practices, scrimmages and games until arrangements are made with the athletic office. The \$75 fee will be charged to all White Pine Athletes. If you can not afford the fee, please contact the White Pine Athletic Director to make special arrangements.

RESIDENCY

Students and/or their parent/guardian must reside in Saginaw Charter Township to attend White Pine Middle School. Saginaw Township Community Schools may be open to accepting students from other school districts using "School of Choice" guidelines. For additional information, contact Board of Education Office at 797-1800 or www.stcs.org.

SAFETY GLASSES

Every student participating in a course mentioned in this section shall wear industrial quality eye protection devices as directed by the instructor or when exposure to danger exists while participating in such course. The eye protection must comply with the requirements of the American National Standard #287.1 Safety Code for head, eye and respiratory protection. The eye protection must have side shields for peripheral protection and students who wear corrective lenses must wear protective goggles, which cover the glasses. The courses in which eye protection is required:

- Pre-vocational or industrial arts shop or laboratories, involving the use of or working with hot molten metals, milling, sawing, turning, shaping, grinding, cutting, or stamping of any solid materials; heat treatment, tempering or kiln firing of any metal or other materials; gas or electric arc welding, or caustic or explosive materials.
- Chemical or combined chemical-physical laboratory work involving acid, caustic, explosive chemicals, or hot liquids, solids, or gases.

SCHEDULE CHANGES

Changes to schedules are made at the end of the marking period or semester to correct conflicts in the student's schedule. If parents feel that there is a reason for a schedule change for their child, please contact the building counselor. The administration has the final decision on all schedule changes.

SCHOOL ASSEMBLIES

Assemblies will be held periodically which enable students to hear cultural groups, present programs, hear outstanding speakers, and receive instructions on matters of common interest to the entire student body. Religious subjects are not considered appropriate. Assemblies are considered part of the school day, therefore, rules of common courtesy will be adhered to at all times.

SCHOOL CLOSING

At various times during the year, school may be closed or delayed because of snow, sleet, loss of power, etc. Local radio and television stations will be contacted to announce a school closing. Listen and watch for these announcements on TV channels WNEM (5), WEYI (25), or WJRT (12), and radio stations and on the website at <http://www.stcs.org>. PLEASE DO NOT CALL THE SCHOOL. An automated phone alert may be used to communicate school closings.

SCHOOL HOURS

Teachers will be available to meet with parents on an appointment basis. The building will be open for students at 8:45 a.m. Classes begin at 8:55 a.m.; dismissal time is 3:45 p.m. Students are expected to leave campus as soon as possible unless engaged in an after school activity under the direction of a teacher. The breakfast program begins at 8:45 a.m. in the cafeteria. There is no supervision before that time.

SCHOOL PICTURES/ID CARDS

The school annually takes student pictures to be used for maintaining accurate school records. Parents and students may purchase these pictures for their own use. We will use a prepaid plan in which the students are to bring money for the photographs prior to receiving the pictures. Information concerning school pictures will be sent home with the students. Students need their ID cards to attend school functions and obtain lunch.

SEARCH OF LOCKERS, DESKS, AND PERSONS

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student locker and/or desk. Under the circumstances outlined below, any illegal, unauthorized or contraband materials discovered in the search may be seized. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time, without notice, without student consent, and without a search warrant. School authorities also work in conjunction with police personnel and private canine organizations. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action that will include parent contact and suspension from school. A student's person and/or personal effects (purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband material, such findings shall be turned over to proper legal authorities for ultimate disposition.

SPECIAL EDUCATION

All special education students have an Individualized Educational Plan (IEP) written for them annually, and their classes are provided in the least restrictive environment. Special Education students follow the same school rules, regulations, and policies as general education students unless altered by an Individualized Educational Planning Committee (IEPC) decision or if the local policy is in conflict with a county, state or federal rule/policy. The Special Services Department provides a parent handbook including information such as special education laws, parents' rights, special education policies and organizations available to assist parents.

STUDENT ACTIVITIES

All students at White Pine Middle School are encouraged to take advantage of the many extracurricular activities available. Students who become involved in extracurricular activities, both on and off campus are expected to conduct themselves in a proper manner. Students will be under the policies, conditions and rules of White Pine Middle School. Physicals are required for 7th and 8th graders participating in Interscholastic Sports before tryouts, practice and/or participation. Students must be enrolled and attend White Pine Middle School to participate in all student activities including recognition festivities

STUDENT ANNOUNCEMENTS

Student announcements will be broadcast during the school day and are posted on the White Pine website.

STUDENT INFORMATION and CHANGE OF ADDRESS

If a student's last name, street address, or telephone number changes at any time during the school year, the main office should be notified immediately. This is very important in keeping records up to date and being able to contact a parent or guardian in the case of any emergency. If you believe that you are eligible or become eligible for McKinney-Vento services (sometimes referred to as "homeless"), please contact your counselor or principal immediately for further information.

STUDENT MESSAGES/TELEPHONE

It is the responsibility of parents to notify students in advance of appointments and other messages before their arrival at school. White Pine Middle School is not equipped to relay messages during the school day to students. The office phones may be used in case of illness or an emergency. Other calls may be limited at the discretion of an administrator or secretary.

TEACHER CONTACT

Parents may contact teachers by telephone, voicemail, or email. The teacher will contact the parent as soon as possible to schedule an appointment convenient for all parties.

TEXTBOOKS

Students will be held responsible for marks in their books as well as the book's condition. The following policy will be enforced:

1. The textbook condition will be recorded along with the book number at the time the book is issued. If there is writing in ink in a textbook, this will be recorded so the student is not charged unfairly at the end of the year.
2. The book must have the number in the front of the book and be unaltered when it is returned. If the number is gone, the student will be required to replace the book.
3. Students will be charged for any ink, pencil marks, torn pages, removed pages, binding/cover damage, up to and including the replacement cost of the book.

4. Students are expected to keep books covered for the entire school year.
5. Textbook fines for lost/damage books must be paid prior to the end of school. Textbooks may not be issued the following year if fines have not been paid.

TORNADO DRILLS

Instruction for following tornado drill procedures will be given through the school public address (PA) system. The following procedures will be followed:

1. The teacher will escort the class to the designated area where students will remain until the danger passes.
2. Students will be directed to assume a crouched position on the floor, facing the wall, with hands and arms held over the face and head for added protection.
3. No one will be dismissed from school during a tornado emergency even if the normal school day is over. Staff and students will remain in the protected areas until an "all clear" is given. If a parent appears at the school and insists upon taking a student with him/her, this will be permitted. However, the school will not be held responsible for the student's safety after leaving the property.
4. The teacher will take attendance after the class has reached its designated safety area.
5. Students are to remain calm.
6. Any students who are out doors during a tornado warning are to return immediately to the closest building to get emergency drill instructions.

VISITORS

ALL VISITORS MUST FIRST REPORT TO THE MAIN OFFICE AND RECEIVE A VISITOR'S PASS BEFORE ENTERING ANY OTHER CAMPUS BUILDING/OR GROUNDS.

Parents and non-student adults who are on official business and students on pre-arranged exchange programs with other schools are permitted in the school. Parents/guardians who wish to visit their student's classroom may be permitted only with permission from an administrator which must be obtained two days prior to the visit.

WORK PERMITS

Students under eighteen (**18**) years of age must have a work permit before being able to work part-time while attending school. An application for a work permit must be obtained from the prospective employer (making sure that the employer's permit number is on the application) and taken together with the student's birth certificate, to a counselor. If this is done and the conditions of employment are acceptable, the student will be issued a work permit. In no case may a student under eighteen (**18**) years of age be employed without a permit, nor may the combined total number of hours of school and work exceed 48 hours. This is a state law, and serious penalties could be invoked if violated. Work permits are subject to review from the granting school. If students who are granted work permits do not maintain a 2.0 grade point average and/or exceed eight absences, the work permit may be revoked. Students will be notified if there is reason for concern. A review committee will consist of a counselor, a building administrator, and a teacher who will make all decisions.

GRADES AND GRADING POLICY

Students will be evaluated in terms of letter grades A, B, C, D, or E, including the use of appropriate plus and minus grades. Students will be graded upon their achievement as specified in the grading procedure and course requirements of the course. Grades earned by the students will be based upon factors such as: unit tests, daily quizzes, oral and written reports, class participation, projects, homework, and student effort. By the Friday of the second week of school, of each class, teachers are to give each student a written description of the course requirements and grading procedures.

It is the responsibility of each department to establish guidelines and standards for grading subject matter. Such guidelines and standards will be consistent with all other statements listed here. In addition to A, B, C, D, or E, the following special grades may be given: An Incomplete (**I**) grade is a temporary grade and is used when a student has not completed course requirements. Incomplete must be changed to a letter grade within 10 school days following the end of the marking period or the grade will revert to an "E". An administrator may approve exceptions.

SATISFACTORY/UNSATISFACTORY A grade of an "S" or "U" may be used by the classroom teacher to identify a student's academic progress as Satisfactory or Unsatisfactory where it is relevant to the subject matter (i.e. Individualized Student Plans)

TRANSPORTATION

BUS RULES AND REGULATIONS

The following rules for student conduct related to transportation provided by the Saginaw Township Community School District are necessary to ensure the safety of all students and employees of the District. Therefore, it is the responsibility of students and their parent to become familiar and to comply with these rules. Violation of these rules may result in the suspension of transportation privileges for a period of time as determined by the building administration.

REQUIRED STUDENT CONDUCT

It is the policy of Saginaw Township Community School District to provide safe, courteous, and regular transportation services to eligible students. All resident students living one and one-half miles or more from their home school are eligible for District provided transportation. Transportation to and from school is a privilege not a right. Students are expected to follow the rules and procedures outlined below.

AT THE BUS STOP

- Riders will be at the stop five minutes before the scheduled arrival of the bus. Once the driver turns off the flashing red lights, no additional students will be picked up at that stop.
- Riders will remain behind the curb while waiting for the bus.
- Riders will show respect for the private property near the bus stop.
- Riders will stand at the designated stop until the bus comes to a complete stop and then board the bus in a single file line. Riders must not approach the bus while it is moving.
- Students must not cross "no crossing allowed streets" as designated by the District when going to or from a bus stop.
- Students must not change bus stops without prior permission.

- Riders must be on time when leaving school. **BUS DRIVERS ARE NOT ALLOWED TO WAIT FOR TARDY STUDENTS.**

ON THE BUS

- Riders will sit in their assigned seats.
- Riders will be required to sit three to a seat when necessary.
- Riders will stay in their seats and in a seated position.
- Riders will conduct themselves with courtesy and consideration for others while on the bus.

Riders must:

- Keep head and arms inside the bus at all times.
- Talk in a quiet voice - shouting and screaming is not allowed.
- Not throw anything inside the bus or out the window.
- Not bring food or beverages on the bus (except for student lunches).
- Refrain from using abusive, profane, or vulgar language or gestures.
- Not tease, bully or fight with other students. These are serious offenses and will result in a penalty.
- Not use or possess tobacco, alcohol, and/or drugs on the bus or at the bus stop.
- Never use emergency windows or the emergency door to exit the bus - unless in case of an actual emergency.
- Not touch switches, controls, or any other bus equipment.
- Not carry weapons on the bus.
- Not be allowed to bring anything on the bus that cannot be carried safely on the student's lap.
- Not put down windows without the driver's permission.
- Not bring insects or animals on the bus. This includes reptiles and pets.
- Not use cell phones on the bus.
- Not do anything that is detrimental to the health, safety, and welfare of all passengers and the driver. Any conduct that diverts the driver's attention is prohibited. The driver is in full charge of the bus and passengers. Riders are to follow the driver's directions at all times.

STUDENTS EXITING THE BUS

- Riders will not leave their seats until the bus has come to a complete stop.
- Use the handrail when entering or exiting the bus.
- If it is necessary to cross the road after leaving the bus, riders will:
 - take ten (10) giant steps to the front of the bus within sight of the driver.
 - look both directions to make sure all traffic has completely stopped.
 - if safe, proceed across the road and walk – **do not run**
 - do not return to the bus for any reason

CARE AND TREATMENT OF SCHOOL EQUIPMENT

Riders need to assist in the proper care and treatment of school equipment and take pride in the appearance of their bus. Riders are expected to keep the bus clean and sanitary on the inside. Students damaging bus equipment will pay for the replacement of any damage.

ELIGIBLE FOR TRANSPORTATION

Only students that are eligible for transportation may ride on Saginaw Township Community School District buses. Therefore, students that are walkers, open-enrolled, or school-of-choice may not ride the bus. Students can only ride the bus they are assigned to ride.

PENALTIES FOR VIOLATION OF BUS RULES AND PROCEDURES

Any act, which violates the School District Bus Rule and Regulations, will result in a referral. School personnel will determine the severity of the offense and may suspend a student without following the steps below:

1st Referral	1. Parent Notification	2. Warning	3. Written warning
2nd Referral	1. Parent Notification	2. Reprimand	3. Warning or Suspension of bus privileges for 1-3 days
3rd Referral	1. Parent Notification	2. Reprimand	3. Suspension of bus privileges for 3 days
4th Referral	1. Parent Notification	2. Reprimand	3. Suspension of bus privileges for 5 days
5th Referral	1. Parent Meeting		

In all cases of suspension of bus privileges, parent(s) will be notified. During suspension of bus privileges, it will be the parent's responsibility to provide the student transportation to and from school. Bus transportation is a privilege and can be withdrawn from students exhibiting inappropriate behavior or violating safety rules.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

WHAT IS A CONCUSSION?

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

A **concussion** is a **type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets instruction
- Cannot recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

In accordance with Public Acts 342 and 343 of 2012

Annual Notice of the Right to Request a Personal Curriculum Modifying Michigan Merit Curriculum Requirements for Graduation with a Regular High School Diploma

What is a personal curriculum?

The personal curriculum (PC) is a process to modify specific Michigan Merit Curriculum (MMC) high school credit requirements and/or content expectations based on the individual learning needs of a student. It is designed to serve students who want to accelerate or go beyond the MMC requirements and students who need to individualize learning requirements to meet the MMC requirements.

Who may request a personal curriculum?

The parent or guardian of a student for whom a personal curriculum is sought, or the student if the student is of the age of majority or an emancipated minor may request a personal curriculum.

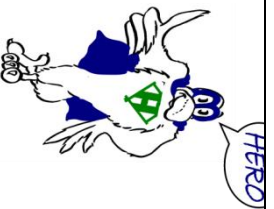
Other potential requesters include, a teacher who is currently teaching the student (who currently teaches in, or whose expertise is in, a subject area proposed to be modified by the PC, or who is determined by the principal to have qualifications otherwise relevant to developing a PC), or a school counselor or school employee qualified to act in a counseling role.

If the request for a PC is made by the student's parent or legal guardian or, if the student is at least age 18 or is an emancipated minor, by the student, the school district shall develop a PC for the student pursuant to the parameters outlined in the 380.1278b(5).

When may a personal curriculum be requested?

If the student has an Individualized Education Program (IEP), the personal curriculum request may be submitted prior to 9th grade, although any resulting PC may not be implemented until the onset of 9th grade. The earliest submission timeline for all other PC requests is after the student has completed 9th grade.

If the parent/guardian/student is interested in more information on the PC option, or would like to make a request for a PC, please contact your student's counselor.



H	A	W	K
<p>Assemblies</p> <p>Be a role model</p> <p>Respond appropriately as audience member</p> <p>Keep hands and feet to self</p>	<p>Bathrooms</p> <p>Report inappropriate behavior</p> <p>Wash hands</p> <p>Say "please" and "thank you"</p> <p>Have money and ID ready</p> <p>Wait your turn patiently</p> <p>Use level 3 voice</p>	<p>Cafeteria</p> <p>Food is for eating</p> <p>Push in or stack chairs</p> <p>Pick up trash</p> <p>Throw trash away</p>	<p>Classroom</p> <p>Include others</p> <p>Stand up for self and others</p> <p>Show respect to others</p> <p>Photos with permission only</p> <p>Keep settings?</p> <p>Return borrowed Chromebook</p> <p>Bring charged daily</p> <p>Help others with tech. support</p>
<p>Help Others</p>	<p>Be quiet for presenters</p> <p>Eyes and ears focused on the presenter</p> <p>Only positive feedback</p> <p>Stand respectfully, sing or be silent for National Anthem</p>	<p>Keep area clean</p> <p>Bring pass or planner only</p> <p>Flush when done</p>	<p>Obtain a pass at appropriate time</p> <p>Return directly to class</p> <p>Use restroom during passing time</p>
<p>Act Kindly</p>	<p>Invite others to sit with you</p> <p>Be a HERO</p>	<p>Finish all assignments</p> <p>Participate w/appropriate voice level</p> <p>Do quality work</p> <p>Bring SSR book to every class</p> <p>Games with permission</p>	<p>Log out of borrowed Chromebook</p> <p>Have only necessary applications open</p> <p>Follow assignment turn in directions</p> <p>Turn work in on time</p>
<p>Work Hard</p>	<p>Listen when others speak</p> <p>Bring materials to class</p> <p>Cell phones/earbuds off and put away</p> <p>Respect learning time</p> <p>Follow directions and routines</p>	<p>Stay on assigned sites & tasks</p> <p>All usage for educational purposes</p> <p>Review and edit work</p> <p>Check for missed work when absent</p>	<p>Stay on assigned sites & tasks</p> <p>All usage for educational purposes</p> <p>Review and edit work</p> <p>Check for missed work when absent</p>
<p>Keep Focused</p>	<p>Leave backpacks in lockers</p> <p>Walk in a single file</p> <p>Sit in alphabetical order</p> <p>Remain seated until dismissed</p>	<p>Walk at all times</p>	<p>Stay on assigned sites & tasks</p> <p>All usage for educational purposes</p> <p>Review and edit work</p> <p>Check for missed work when absent</p>



H	elp Others	Walk Use level 3 voice	Recommend books to others Push in chairs Log off	Wait your turn patiently Have your signed planner / pass Communicate your needs clearly	Stand up for self and others Help others find their way on campus Put trash in trash cans Include others	Use level 3 voice Be on time to bus stop Keep aisle clear Be a good role model	Respect other students' privacy Focus on your business Use a lock to secure belongings
A	ct Kindly	Hands and feet to self Pick up litter and put in trash can Use appropriate language Quick 1-2-3 drinks	Clean up area Be patient at door Return items to librarian Return books on time	Use level 3 voice Wait quietly Use good manners Ask to use the phone	Follow staff directions Choose kindness Keep hands and feet to self	Listen to and obey the bus driver & directions Hands and feet to self Use kind words	Keep hands and feet to self Use level 3 voice Make room for everyone Shut lockers quietly
W	ork Hard	Keep lockers clean Electronics off and in locker Hoods down Ear buds in lockers	Utilize research skills Stay on task	Follow staff directions Return directly to class	If nature put it there, leave it there Be on time Be safe Take pride in your campus	Go directly to seat & stay seated Sit facing forward Feet on Floor	Change clothes quickly Be to class on time Keep area clean Pick up what you drop
K	leep Focused	Single file line outside classroom while waiting Stay in designated areas Switch classes quickly and quietly Go directly to class	Return directly to class Bring planner / ID Use level 2 voice Follow staff directions	Know the reason for your visit Stay calm Have your personal information ready	Stay on the sidewalk Stay in designated areas Walk	Walk to and from bus Wait for bus in designated areas Keep all body parts inside the bus	Pay attention to yourself Check for all belongings Cell phone off and in locker Photos of any kind are unacceptable