

# **Imlay City Middle School**

## **Student/Parent Handbook**

**“Passionately Committed to Serving our Students.”**

### **Principal**

Mr. Pat Brown

### **Dean of Students**

Mr. Joe DeLuca

### **Counselor**

Mrs. Shelby Freer



### **Secretaries**

Mrs. Evy Nava

Mrs. Janel Bruman

Imlay City Middle School  
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48444  
(810) 724 - 9811  
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# 2023-2024

## SCHOOL YEAR CALENDAR

### 2023

August 16, 17	Teacher Professional Development
August 16	Middle School Open House
August 21	First Day for Students
August 25	No School for Students & Staff
September 1, 4	Labor Day (No students or staff)
September 15	Middle School Picture Day
October 11	Early Release for Students-dismissed at 10:52a.m. Staff (Professional Learning Community)
October 20	End of First Marking Period
October 23	Middle School Picture Retake Day
November 1	Professional Development day- No Students
November 6, 8	Parent/Teacher Conferences 5:00-8:00 p.m.
November 9	Early Release for Students-dismissed at 10:52 a.m. Parent/Teacher Conferences 11:30-2:30 p.m.
November 10	No School
November 22-24	Thanksgiving Recess – No School for Students & Staff
December 19-Jan. 2	Winter Recess

### 2024

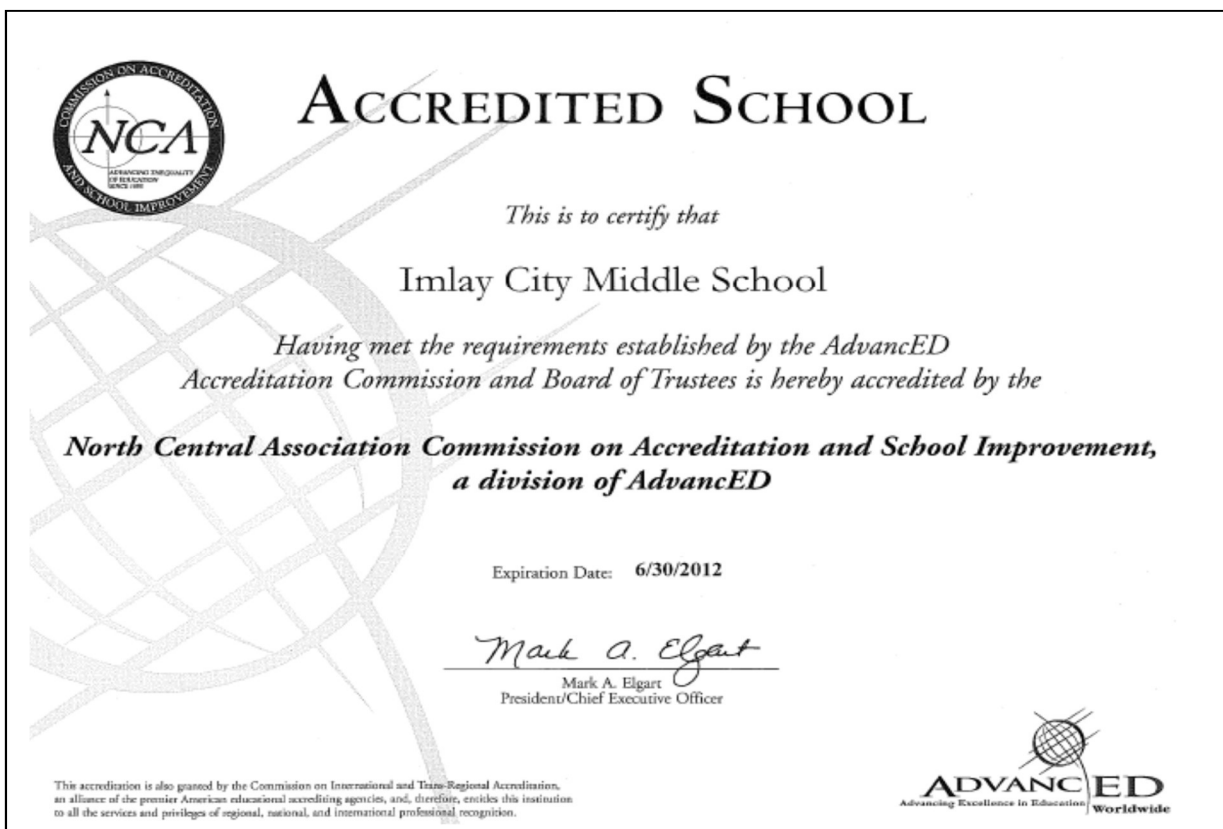
January 3	School Resumes
January 12	End of First Semester - Early Release for Students-dismissed at 10:52a.m.
January 15	Professional Development Day – No Students
February 16	Professional Development Day- No Students
February 19	Presidents' Day - No School for Students & Staff
March 22	End of Third Marking Period
Mar. 25- Mar. 29	Spring Recess
April 1	School Resumes
May 1	Early Release for Students-dismissed at 10:52a.m. Staff (Professional Learning Community)
May 27	Memorial Day – No School for Students & Staff
June 5	Tentative Last Day for Students- (full day)
June 6	Tentative Last Day for Teachers (half day)

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## MISSION OF THE SCHOOL

***Working cooperatively, Imlay City Middle School staff, students and parents dedicate themselves to providing a safe and challenging learning environment which inspires all students to become successful lifelong learners, critical thinkers, and contributing citizens in our ever-changing world.***



## **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. This handbook can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

## **EQUAL EDUCATION OPPORTUNITY**

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age, ancestry, national origin, or other protected characteristics, as well as, place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, Dr. Stu Cameron, Superintendent.

The complaint will be investigated and a response, in writing, will be given to the concerned person within ten days. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teacher directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior. In the event a student waives his/her right to an informal hearing the administrator will proceed with the appropriate disciplinary action based on available information.

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

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the Dean of Students.

## **STUDENT WELL-BEING**

Student safety is the shared responsibility of students, parents and staff. All staff members are familiar with emergency procedures such as fire, lockdown and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately.

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

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the Middle School office and taken only with adult supervision. The Principal is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without his/her approval.

Students are to leave school grounds immediately after school, unless in an adult supervised activity. Students may not remain in the building after school hours unsupervised.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. Imlay City Schools is not responsible for payment of medical bills.

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

## **SECTION I - GENERAL INFORMATION**

### **ENROLLING IN THE SCHOOL**

Students who are new to Imlay City Middle School are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

- an original birth certificate or passport for the office to copy
- custody papers from a court (if appropriate)
- proof of residency
- proof of immunizations

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Middle School office. It is important to note that some courses may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Students entering school during the year will start the day after enrolling.

### **TRANSFER OUT OF THE DISTRICT**

If a student plans to transfer from Imlay City Middle School, the parent must notify the Principal. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student. Parents are encouraged to contact the Principal for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of 18 will be allowed to withdraw from school without the written consent of his/her parents or legal guardian.

### **SUSPENDED OR EXPELLED STUDENTS**

A student who has been suspended or expelled by another public school in Michigan or another state may be temporarily denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Prior to denying admission, the superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the superintendent determines to be relevant.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the Lapeer County Health Department, telephone 667-0448.

#### **Immunization Requirements**

Unless given a waiver, students must meet the following requirements:

Diphtheria	Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. One (1) dose of Tdap at 11 years of age or older upon entry into 7th grade, or higher:
Tetanus	Four (4) doses. One (1) dose of Tdap at 11 years of age or older upon entry into 7th grade, or higher:
Pertussis	Four (4) doses. One (1) dose of Tdap at 11 years of age or older upon entry into 7th grade, or higher:
Polio	Four (4) doses. Three (3) dose if dose was given at or after 4 years of age.
Measles	Two (2) doses at or after twelve (12) months of age.
Rubella	Two (2) doses at or after twelve (12) months of age.
Mumps	Two (2) doses at or after twelve (12) months of age.
Hepatitis B	Three (3) doses.
Chicken Pox	Two (2) doses of varicella (Chicken Pox) at or after twelve (12) months of age, or history of varicella (Chicken Pox) disease (month/year).
Meningococcal	One (1) dose of Tdap at 11 years of age or older upon entry into 7th grade or higher: Conjugate

## USE OF MEDICATIONS

In those circumstances in which a student must take prescribed medication during the school day, the following guidelines are to be observed. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form 5330 F1 must be filed with the Principal before the student will be allowed to begin taking any medication during school hours. All medications must be registered with the Principal's office.

Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended. Medication MAY NOT be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions. **Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.**

The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

Parents may authorize the school to administer a non-prescribed medication using a form, which is available at the school office. A physician does not have to authorize such medication but all of the other conditions described above under prescribed medications will also apply to non-prescribed medications. The student may be authorized on the request for by his/her parent to self-administer the medication in the presence of a school staff member.

Students with appropriate written permission from the physician and parent may possess and use a meter dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with the Imlay City Middle School medication administration plan. No other exceptions will be made to these requirements.

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

Any student who distributes a medication of any kind to another student is in violation of the school's Code of Conduct and may be disciplined in accordance with the drug-use provision of the Code.

## CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

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

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified by the Lapeer County Health Department.

## CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## SPECIAL EDUCATION

Imlay City Schools provides a variety of Special Education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Programs Director at 724-9853. A parent advisory committee can also answer special education questions and be of assistance to parents. Jennifer English is the parent advocate for the Imlay City Schools. She may be reached by calling the Special Programs Department.

## AMERICANS WITH DISABILITIES ACT SECTION 504

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act of 1973 requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all



individuals. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents, who believe their child may have a disability that substantially limits the child's ability to function properly in school, should contact the Special Programs Director at 724-9853.

### **LIMITED ENGLISH PROFICIENCY**

Limited Proficiency in English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of Imlay City Schools that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District.

### **STUDENT RECORDS**

Many student records are kept by the teachers, counselors and administrative staff. There are two basic kinds of records – directory information and confidential records. Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information, in writing to the Principal. Directory information includes:

*a student's name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed.*

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Michigan law. This information can only be released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological and social worker reports and test results, behavioral data, disciplinary actions and communications with the family and outside service providers. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in a student's file only with knowledge of the parent. Parents may obtain such records from the originator and should maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is desired, please contact the Principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

### **STUDENT FEES, FINES, AND CHARGES**

The classroom teacher issues textbooks at the beginning of each course. These books are loaned to the student. Books are to be kept in good condition or a fine will be imposed at the end of the year. Students are not to loan their books to other students. If a student loses a book, s/he is to report the loss to the teacher. If the book cannot be located, the student must pay book fines in the office before another textbook will be issued.

Each student is issued a locker with a lock for use, **which is the property of Imlay City Schools**. If a student has difficulty opening a locker, s/he should report the problem to the office. Under no circumstances should lockers be physically tampered with. Fines will be assessed for all damages incurred to the student's locker during the school year.

Students using school property and equipment can be fined for excessive wear and abuse of property and equipment. The fine is used to pay for the damage. Such fees or charges are determined by the cost of materials; freight/handling fees, and add on fees for loss or damage to school property. The school and staff do not make a profit.

Students participating in interscholastic sports are required to pay \$55 per sport. Library late fees are \$.05 per school day. Fees may be waived in situations where there is financial hardship. Late fines for library materials can be avoided when students return borrowed materials promptly. Failure to pay fines, fees or charges may result in the withholding of grades.

### **STUDENT FUNDRAISING**

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fund raisers. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.

A student will not be allowed to participate in a fundraising activity for a group in which s/he is not a member without the approval of the group's advisor. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults. No house-to-house canvassing is allowed by any student for any fund raising activity. Any fundraisers that require students to exert themselves physically beyond their normal pattern of activity, such as "Runs for ....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

## STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction should contact the Principal to set up a mutually acceptable time prior to coming to the school.

## MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$3.00. Ala carte items are available also. Students may bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Applications for the school's Free and Reduced Priced Meal program are distributed to all students. If a student does not receive one and believes that s/he is eligible, s/he should contact the Food Service Director (810-724-9855).

## LUNCH HOUR RULES

Imlay City Middle School has a closed campus. All students must adhere to the following rules and procedures:

- After class, just prior to the lunch period, all students are to report to their lockers to put their materials away. At this time, students should gather any necessary items (lunches, lunch money, weather appropriate clothing, hats, etc...) from their lockers. Students will not be allowed to go back to lockers during lunch period;
- Students should proceed to and from lunch in an orderly and appropriate manner and may not loiter in halls or congregate in restrooms.
- Students are expected to remain seated while eating or drinking and clean the eating area completely when finished.
- Food must be eaten in the cafeteria and may not be taken outside;
- Students are expected to maintain standards of appropriate behavior both inside and outside on the playground;
- Students are not allowed to talk or associate with any person outside who is not an Imlay City Middle School employee, student, or the student's parent;
- Students are to remain on the Middle School playground and follow directions for adult supervisors.

## FIRE, LOCKDOWN, AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Lockdown drills are performed each school year in addition to tornado drills being conducted during the tornado season. Specific instructions on how to proceed for each drill will be provided to students by their teachers who will be responsible for safe, prompt, and orderly execution of drills.

## EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations: WWJ Detroit-950 AM; WJR-Detroit-760 AM; FOX-TV (Channels 2 and 66); WDIV-TV (Channel 4); WXYZ-TV (Channel 7); CW-TV (Channels 50 and 46); WWJ-TV (Channel 62) and NBC-TV (Channel 25). School closings will also be announced through School Messenger. **Therefore, it is important to keep accurate telephone numbers and email addresses in School Messenger.** Maintaining the accuracy of your School Messenger profile will increase the ability of the school to keep you informed. Parents and students are responsible for knowing of emergency closings and delays.

## VISITORS

Adult visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to prevent any inconvenience. Students may not bring visitors to school.

## VOLUNTEERS

The Board of Education recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the professional staff responsible for the conduct of those programs and activities.

Each Volunteer:

- A. shall agree to abide by all Board policies and District guidelines while on duty as a volunteer;
- B. will be covered under the District's liability policy but the District cannot provide any type of health insurance to cover illness or accident incurred while serving as a volunteer, nor is the person eligible for worker's compensation;
- C. will be asked to sign a form releasing the District of any obligation should the volunteer become ill or receive an injury because of his/her volunteer services.
- D. Will complete a Volunteer Background Check Acknowledge Form

## USE OF THE LIBRARY

The library is available to students during the school day. Passes to the library may be obtained from a student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian. In order to avoid late fees, all materials checked out of the library must be returned to the library within two weeks. A fee will be charged for lost and damaged materials.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

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

### **LOCKERS**

Each student is issued a locker, which is the property of Imlay City Schools, for their use. If a student has difficulty opening a locker, s/he should report the problem to the office. Under no circumstances should lockers be altered in any way. Fines will be assessed for all damages incurred to lockers during the school year. All lockers and other storage areas provided for student use remain the property of the District. These lockers and storage areas are subject to inspection and access for maintenance or search. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained within.

### **LOST AND FOUND**

The lost and found areas are in the cafeteria and main office. Students who have lost items should check both areas, and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

### **STUDENT SALES**

No student is permitted to sell or trade any item or service in school. Violation of this may lead to disciplinary action.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call. Telephones are available in the school office for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school. Student's cell phones are to be in their locker during the day and should not be used from 7:30 am to 2:20 pm.

### **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or postings of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours' notice is required to ensure that the Principal has the opportunity to review the announcement or posting. The school has several bulletin boards located in the hallways which may be used for posting notices after receiving permission from the Principal.

### **REPORTING A CONCERN**

Imlay City Schools personnel are committed to fostering a positive and productive relationship with students and families. We seek to listen to, understand, and appreciate them. When students or families have a complaint or concern related to school or school programs, they can be communicated directly to school personnel. Concerns received will be handled impartially, with fairness, and in accordance with 1.) District policy, 2.) student/parent handbook respective to building/grade/program, and 3.) the collective bargaining agreements relative to personnel involved in the concern/complaint.

We recognize that concerns are best addressed at the level/department at which they occur, and most successfully resolved by the individuals directly involved in the matter of concern. As such, students and parents should handle concerns in such a manner and address them directly with the individual(s) involved. If unresolved, or if the concerns are egregious or involve impropriety, students or parents should voice the concern directly to the Director or Principal to whom the individual reports (or by whom the program is sponsored). For example, a concern with a teacher should be first addressed to the teacher, unless the concerning behavior is egregious or involved impropriety. If so, the Dean of Students or Principal of the building in which the individual teaches should be contacted.

There may be times when students or families first voice concerns to a Director, building administrator, or central office personnel. Depending on the nature of the complaint or concern, it may be directed to the appropriate department, office, or responsible party. The very best way to voice a concern or complaint is by phone or by email. The Imlay City Community Schools website ([www.icschools.us](http://www.icschools.us)) has a staff directory tab on the main page. Names, phone numbers, and email addresses of all staff with regular, daily, access to a phone and computer are listed, and multiple search options are provided. Certain ICS personnel who do not have regular, daily, access to a phone and computer (typically bus drivers, maintenance, and non-instructional support staff members), are not linked in the staff directory. In such cases, students and families may direct concerns to the Director or school administrator(s) of the department in which the individual works, or to whom the program is sponsored. As always, the central office secretaries can be contacted at 810-724-2765, and concerns can be properly redirected to the appropriate responsible party with ease.

## **SECTION II – ACADEMICS**

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to: academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Principal's office.

#### **Honor Roll Awards**

Students who earn a 3.0 or above grade point average each marking period will receive recognition as an honor roll student.

## SCHEDULE

1 <sup>st</sup> Hour: (7:30-8:34)
2 <sup>nd</sup> Hour: (8:38-9:27)
3 <sup>rd</sup> Hour: (9:31-10:20)
4 <sup>th</sup> Hour: (10:20-10:50) 6 <sup>th</sup> and 7 <sup>th</sup> Lunch
4 <sup>th</sup> Hour: (10:24-11:13)
5 <sup>th</sup> Hour: (11:13-11:43) 7 <sup>th</sup> and 8 <sup>th</sup> Lunch
5 <sup>th</sup> Hour: (10:54-11:43)
6 <sup>th</sup> Hour: (11:47-12:36)
7 <sup>th</sup> Hour: (12:40-1:28)
8 <sup>th</sup> Hour: (1:32-2:20)

## GRADING PERIODS

Students shall receive a report card at the end of each marking period indicating their grades for each course of study for that portion of the academic term. When a student appears to be at risk of failure, notification will be provided to parents to determine actions which can be taken to improve poor grades.

## COURSE OFFERINGS

### Sixth Grade

Language Arts  
Mathematics  
Science  
Social Studies

### Seventh Grade

Language Arts  
Mathematics  
Science  
Social Studies  
Accelerated Math

### Eighth Grade

Language Arts  
Mathematics  
Science  
Social Studies  
Algebra I

### Exploratory/Enrichment

Band

Foreign Language (Spanish)

Computer Literacy

Physical Education/Health

Choir

ESL

Enrichment - Art

Enrichment - Math

Enrichment – STEM

Drama

Band

Foreign Language (Spanish)

Computer Literacy

Physical Education/Health

Choir

ESL

Enrichment - Art

Enrichment - Math

Enrichment – STEM

Drama

Band

Foreign Language (Spanish)

Computer Science Discoveries

Physical Education/Health

Choir

ESL

Enrichment - Art

Enrichment - Math

Enrichment – STEM

Drama

## GRADES

Imlay City Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The school uses the following grading system:

Classroom grading scale

Excellent	A	4.000	A	100-93
	A-	3.666	A-	92-90
	B+	3.333	B+	89-87
Good	B	3.000	B	86-83
	B-	2.666	B-	82-80
	C+	2.333	C+	79-77
Average	C	2.000	C	76-73
	C-	1.666	C-	72-70
	D+	1.333	D+	69-67
Poor, but passing	D	1.000	D	66-63
	D-	0.666	D-	62-60
Failing	E	0.000	E	59 or below

### **GUIDANCE AND COUNSELING**

Both of these functions Guidance and Counseling play a significant role in the operation of the District and in the lives of the students. These guidelines are designed to ensure proper balance between two (2) important needs of a school.

#### **Purpose of the Services**

The purpose of the guidance service is to help students:

- A. select and participate in academic and other school activities that will best ensure achievement of defined educational and personal goals that are commensurate with their abilities;
- B. identify, analyze, and make contact with those agencies and institutions that can provide follow-on programs or services related to the student's goals and plans for the future.

The purpose of the counseling service is to help students:

- A. resolve problems and overcome obstacles that are preventing them from achieving their educational and personal goals;
- B. maintain productive relationships with other students, staff members, parents, and other adults, and/or organizations and institutions in their community.

### **PROMOTION, PLACEMENT, AND RETENTION**

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

- A. current level of achievement
- B. potential for success at the next level
- C. emotional, physical, social maturity

### **FIELD TRIPS**

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

### **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State-mandated tests. Homework will not be used for disciplinary reasons, but only to enhance the student's learning.

#### **HOMEWORK HOTLINE**

A Homework Hotline is available for students and parents to check on student's daily homework assignments, weekly projects, tests and quizzes. The Homework Hotline page can be found at [https://www.icschools.us/schools/middle\\_school/homework\\_hotline](https://www.icschools.us/schools/middle_school/homework_hotline).

### **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and District policy.

Each student will be expected to pass the appropriate State-mandated tests. They will be given once a year. Make up dates are scheduled, but unnecessary absences should be avoided. Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well students have achieved specific objectives. Vocational and interest surveys may be given to identify particular areas of student interest or talent. If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. Imlay City Middle School will not violate the rights of consent and privacy of a student participating in any form of evaluation.

## **SECTION III – STUDENT ACTIVITIES**

### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Imlay City Middle School provides students the opportunity to broaden their learning through curricular related activities. A curricular related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the District's policy that the only authorized groups are those approved by the Board of Education and sponsored by a staff member. Authorized groups include: *Quiz Bowl, Run Club, Game Club, Bridge Building Club, Art Club, After School Enrichment Classes, Student Council, Ski Club, and Yearbook*. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

### **NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES**

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

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with school rules and provide equal opportunity for participation. No non-district sponsored organizations may use the name of the school or school mascot.

### **ATHLETICS**

Imlay City Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered. For further information, contact the Athletic Director at 724-9850.

#### **Interscholastic Sports:**

Basketball	Cheerleading
Volleyball	Cross Country
Track	Softball
Wrestling	Football

### **STUDENT ATTENDANCE AT SCHOOL EVENTS**

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

However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Students must comply with the Code of Conduct at school events, regardless of the location.

### **STUDENT EMPLOYMENT**

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that s/he must maintain a job in addition to going to school, s/he must first make contact with the Middle School office to discuss any legal requirements and obtain any needed documents.

## **SECTION IV – STUDENT CONDUCT**

### **ATTENDANCE**

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

#### **Excusable, Approved Absences**

The following are legitimate reasons for not being in school:

1. Illness
2. Recovery from accident
3. Required court attendance
4. Family emergencies
5. Family vacation (prearranged absent)

Parents are encouraged to schedule their child's appointments with doctors and dentists during non-school hours to the extent possible.

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

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State. Parents will be notified if excessive absences occur and a parent/administrative conference may occur. If the student continues to be truant, the matter will be referred to the Lapeer County truancy program. No credit shall be given for any schoolwork not completed as a result of truancy.

### **Notification of Absence**

If a student is going to be absent, the parents must contact the school 724-9811 ext. 9884 by 9:00 a.m. and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help the student improve attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of schoolwork such as labs or skill practice sessions cannot be made up and, as a result, may negatively impact a student's grade. If the absence is unexcused or unauthorized by the Principal, a student will not be given the opportunity to make up the work. The skipping of classes or any part of the school day is considered an unexcused absence and no make-up of class work will be permitted. Disciplinary action will also follow, which may include suspension.

### **Checking in and Out of School**

All students must follow the proper procedure in checking in and out of school to ensure that the absence will be excused. Parents must provide a valid excuse, verbally or in writing to the office, and students must be signed in by Middle School office staff. No student will be released from school without parental consent, and must be signed out by an adult listed on the student's emergency information in the office.

### **Tardiness**

Each student is expected to be in his/her assigned location throughout the school day. If a student is late in arriving at school, s/he is to report to the main office and sign in before proceeding to his/her first assigned location. A student is considered tardy if s/he is not physically present in the classroom when the bell rings at 7:30 a.m. Any student who arrives between 7:30 a.m. and 7:40 a.m., without an excused pass, will be considered tardy. Students who enter the school tardy must sign-in to the main office prior to attending class.

Disciplined for tardies will be as follows:

Three	(3) tardies-per class, per semester:	warning notice mailed home.
Four	(4) tardies-per class, per semester:	one (1) hour of after school detention (ASD).
Five	(5) tardies-per class, per semester:	one (1) hour of after school detention (ASD).
Six	(6) tardies-per class, per semester:	two (2) hours of after school detention (ASD).
Seven	(7) tardies-per class, per semester:	one (1) day of in-school suspension (ISS).
Eight	(8) tardies-per class, per semester:	one (1) day of in-school suspension (ISS).
Nine	(9) tardies-per class, per semester:	two (2) days of in-school suspension (ISS).
Ten	(10) tardies-per class, per semester:	three (3) days of in-school suspension (ISS).
Eleven	(11) tardies-per class, per semester:	one (1) day of out-of-school suspension (OSS).
Twelve	(12) tardies-per class, per semester:	two (2) days of out-of-school suspension (OSS).

**Important:** Each additional tardy (beyond 12) will result in a two day out-of-school suspension (OSS) and will be dealt with as persistent disobedience.

### **Vacations during the School Year**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. The student should have a Pre-Arranged Absence Form signed by the teachers, and have the Principal's approval before leaving for vacation when school is in session.

### **Make up of Tests and Other School Work**

Students who are excusably absent from school or have been suspended shall be given the opportunity to make up work that has been missed. The student should contact each teacher as soon as possible to obtain assignments. Students will be given the number of days of excused absence within which to make up daily assignments. Upon return from suspension, students will have additional time equal to the same number of days suspended within which to make up daily assignments. If a student misses a teacher's test due to an excused absence, s/he must make arrangements with the teacher to complete the test. If s/he misses a State-mandated test or other standardized test, the student should consult with the office to arrange for test completion.

## **CODE OF CONDUCT**

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

### **Expected Behaviors**

Each student shall be expected to:

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

### **CAFETERIA/LUNCH GUIDELINES**

Lunch is served daily in the cafeteria. Students are assigned one of two lunch periods during fourth or fifth hour. Students may buy a hot lunch, use the A la Carte service, or bring a sack lunch from home. All lunches, however, must be consumed in the cafeteria. Throwing food is strictly prohibited and may result in a suspension from school. In addition, students are not permitted in the academic wing during their assigned lunch period without an authorized hall pass.

Lunchroom supervisors have full authority over students to require identification, give directives, give warnings, and issue disciplinary referrals. Failure to comply will be viewed as insubordination.

### **CELL PHONES AND ELECTRONIC COMMUNICATION DEVICES**

Students are prohibited from using cell phones or other electronic communication devices (ECD) or having them "On" during the school day- 7:30 a.m. to 2:20 p.m. This includes lunch periods and passing time, as well as school-sponsored trips. "Using" refers to not only to making and/or receiving calls, but also to using the cell phone or ECD for any other purpose.

The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including a 10-day suspension, loss of privileges, and may be recommended for long-term suspension.

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

Taking or transmitting images or messages during testing is also prohibited. If a student is caught transmitting images or messages during testing, s/he will face disciplinary consequences.

Students are not permitted to wear their cell phones or ECDs clipped to a belt or otherwise display them in clear sight during the school day. Cell phones and ECDs should remain in lockers during the school day. Under no circumstances should a cell phone or ECD, which includes picture features, be used in a school locker room area. The district is not responsible for the loss, theft, damage or vandalism to student cell phones or ECDs. Students and parents are strongly encouraged to ensure that, if students have cell phones or ECDs in their possession, they should not leave them unattended or unsecured.

Violation of this policy may result in school disciplinary sanctions, including the confiscation of a student's cell phone or ECD for the remainder of the school day.

Students caught using/in possession of a cell phone/ECD during the school day will be disciplined as follows:

- 1<sup>st</sup> Offense: Warning; cell phone/ECD confiscated for remainder of school day
- 2<sup>nd</sup> Offense: One (1) hour of after school detention (ASD); cell phone/ECD confiscated for remainder of school day
- 3<sup>rd</sup> Offense: Two (2) hours of after school detention (ASD); cell phone/ECD confiscated for remainder of school day
- 4<sup>th</sup> Offense: One (1) day of in-school-suspension (ISS); cell phone/ECD confiscated for remainder of school day
- Upon their 5<sup>th</sup> Offense cell phone/ECD offense, the student and their parent(s)/guardian(s) will be required to meet with the dean of students to develop a plan and/or contract to resolve the student's disciplinary problems. Also, each additional offense will result in a minimum of one (1) day of in-school-suspension (ISS).

### **COMPUTER/TECHNOLOGY MISUSE**

Any use of technology that is not in support of education and research and consistent with the purposes of Imlay City Schools as outlined in the technology policy will result in disciplinary action, which may include loss of technology privileges, restitution for damages, suspension, or expulsion.

The following behaviors are a few examples of technology misuse: obtaining or using another person's password; accessing network management files; using profanity or inappropriate language; visiting chat rooms or pornographic sites; tampering with computer



hardware or software, including loading games or unauthorized software; making unauthorized copies of software; tampering with the hard drive; infecting computers with viruses; and computer network "hacking."

## **DRESS AND GROOMING**

Past practice and experience indicates that there is a definite correlation between the behavior of an individual and the style of dress and grooming of that individual. It is recognized that student dress and grooming are basically the responsibility of the parent and the student. Therefore, the Board of Education established the following guidelines to help all parents and students of the school district to have the same basic foundation from which to start in the area of dress and grooming.

- A. Dress shall not be extreme, exhibitionistic, or of immodest fit or style to the extent that it interferes with the instructional process.
  - i. Examples of dress that are considered permissible:
    - 1. For girls: skirts, pantsuits, dress slacks, jeans and dresses. (b) For boys: dress slacks or jeans with appropriate shirts.
  - ii. The following restrictions on dress will apply:
    - 1. Blouses or shirts that are cut off, stamped, or decorated with inappropriate slogans/sayings are not permitted.
    - 2. Sleeveless shirts, tank tops, spaghetti-string tops, bare midriff tops, or bare-shouldered sundresses are not permitted.
    - 3. Shorts cannot be shorter than fingertip length. Bermuda's, shorts and culottes shall be permitted as long as they are appropriate length. No biker shorts, tight shorts, or shorts of inappropriate length will be permitted. Administrators cooperatively will determine the appropriate times of the year when shorts are to be worn.
    - 4. Skirts (including slits in skirts) cannot be shorter than fingertip length. This length may be considered immodest for some people as they sit in student chairs.
    - 5. Holes/rips/tears in jeans and/or pants cannot be above fingertip length.
    - 6. Students must wear appropriate undergarments. Undergarments should not be noticeable/visible at any time. This includes undergarments that can be seen through outer layers of clothing.
    - 7. Hats, or any other headwear, may not be worn in the school building and are to be left in lockers during the school day. Also, hoods must remain completely down at all times while students are in the building.
    - 8. Clothing worn with inappropriate slogans, sayings, gang signs, or gang colors is not allowed. This also includes implied inappropriate language and double entendre. (Double Meaning)
    - 9. All pants must be worn at proper waist height. The "sagging" of pants is not allowed.
    - 10. Sunglasses are to be worn for medical purposes only and with the principal's permission.
  - iii. Dress shall be clean for the protection of the health and comfort of all individuals.
  - iv. Shoes that protect the foot and safeguard the health and well-being of the student shall be worn.
  - v. Personal grooming and hairstyle shall not be extreme to the extent that it interferes with the atmosphere essential for effective learning.
  - vi. Personal hair grooming shall not jeopardize the health and safety of any individual.
  - vii. Personal grooming shall maintain the standards of cleanliness, which protect the health of all individuals.

The school reserves the right to ban any item worn on a person which implies or suggests gang involvement or which could be construed as dangerous. The school also reserves the right to establish more definitive dress and grooming policies for individual students and student groups representing the school.

School officials accept the responsibility to help students and parents understand the appropriate dress and grooming guidelines. However, it should be clearly understood that school officials do not expect to constantly remind the same students or parent of the appropriate dress and grooming standards. When a student is in violation of the above-mentioned standards, action will be taken which will involve the parent until a satisfactory solution is reached by school officials.

The building principal may relax this policy when the students are involved in special activities which are approved by the superintendent (i.e., field day, field trip, homecoming activities). The building principal will announce to the students and parents when exceptions to the policy will be permitted.

Students that do not follow the "Dress and Grooming" guidelines in the ICMS Parent/Student Handbook will be asked to change into clothing that is deemed school-appropriate.

The building principal and/or dean of student's reserve(s) the authority to make the final decision(s) in terms of what is acceptable/appropriate dress and grooming.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, buttons, badges, or other insignia, clothing, banners, and audio/video materials. All items must meet school guidelines.

A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

Materials may not be displayed or distributed during class periods or during passing time between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the Principal 24 hours prior to display.

#### **FREEDOM OF ASSEMBLY**

Students have the freedom to assemble peacefully. All student meetings or gatherings in school buildings or on school grounds may function only as part of the educational process as defined by the building principal. Building administrators must be informed in advance and may impose reasonable restrictions on the time and place of student gatherings or assemblies. Attendance at such meetings and assemblies is limited to students regularly enrolled in that building unless prior approval is given by a building administrator. Gatherings or assemblies which interfere with or disrupt the operation of the school or a classroom are prohibited.

#### **GANG BEHAVIOR/ACTIVITY**

The school prohibits behavior and attire that threatens the security and safety of students and staff members on school property and at all school related activities. The school desires to maintain a safe educational community for students and staff members, and to protect them from outside interference from those who would threaten, destroy, or disrupt the educational environment and community. In furtherance of this desire, any association with formal gangs that have established networks is strictly prohibited. In addition, any behavior that has students forming associations with other students that either imitates established gangs or has similar characteristics is also prohibited.

The following gang behaviors and activities are prohibited:

1. Wearing or possessing any clothing, jewelry, or symbol that may reasonably be perceived as evidence of membership in or affiliation with any gang;
2. Drawings, lettering or symbols of any gang style on personal items (i.e. books, notebooks, etc.) and school property (i.e. desks, walls, etc.);
3. Committing any act, verbal or nonverbal, in furtherance of the interests of any gang or gang activity;
4. Communicating with gang hand signs or similar communication;
5. Soliciting others for membership in any gang or gang activity;
6. Requesting any person to pay protection or otherwise intimidate or threaten a person; Committing any illegal act or violation of school rules or policies; and inciting other students to act with physical violence on any person.

Penalties for violation of this policy will be based upon the seriousness of the offense and the disciplinary history of the student. Serious or repeated violations of this policy may result in an alternative educational placement or in a permanent expulsion from the school district.

#### **HALL PASSES**

Student Handbooks are the "official" hallway pass of Imlay City Middle School. Under normal circumstances, students are expected to use their Student Handbook as a hall pass when in the hallway during class time. To leave a classroom, the teacher must properly complete the Hallway Passport section of the handbook. The teacher must sign, in ink, the date, time and destination to validate the process.

It is the responsibility of students to be in possession of their handbook at all times. If students do not have a handbook, they are not allowed to leave the classroom. If students lose their handbook, they are expected to purchase another one from the main office for \$6.00.

#### **IDENTIFICATION**

Students must identify themselves by the correct name and grade when directed to do so by any staff member. Students must accompany any teacher, counselor, administrator, or staff member when directed to do so. Failure to fully comply with this policy, either by refusing, ignoring, arguing, challenging, or falsely identifying oneself, will result in disciplinary action for insubordination, which may include suspension from school; placement in an alternative educational program; or a recommendation to the board of education for an expulsion from the school district.

#### **INSUBORDINATION**

**Insubordination is failing to respond to or carry out a reasonable request by a staff member.** This would include behavior that is intended to ignore, evade, or challenge a directive. Often failure to comply with reasonable directives is accompanied by argumentative, rude, and/or sarcastic responses in defiance to a directive. Most extreme acts of insubordination would include the use of vulgar and defaming language. At all times, a student is to be reasonably subordinate to all staff members and to speak with them in a respectful manner. Failure to comply will result in disciplinary action which may include suspension from school, placement in an alternative educational program, or a recommendation to the board of education for an expulsion from the school district.

#### **LOCKERS**

Lockers are issued to students for their use. **The lockers, however, remain the property of the school; and school officials have the authority to inspect lockers and their contents. Searches may be conducted at any time if there is reasonable**

**suspicion that a student has violated the law or school rules.** Lockers are to be maintained in the condition issued. Damage to lockers will be billed to the occupants. To maintain locker security, please comply with the following:

1. Keep your locker combination secret; do not share it with others.
2. Use only your assigned locker; do not move to another locker and do not allow others to use your locker.
3. Do not pre-set your locker combination or jam the locking mechanism.
4. Always close your locker securely.
5. Always spin your combination dial when leaving.
6. Report any malfunctions to the main office immediately.
7. Do not place items of great value in your locker; including purses, radios, calculators, jewelry, etc.
8. Lockers are to be kept clean. Food, beverage, and food/beverage containers are not to be stored overnight.

#### **LOITERING/TRESPASSING**

It is expected that school facilities will be used for educational purposes, co-curricular activities, and community activities. During the school day all non-school personnel are to report first to the office. After the school day, only those individuals who are participants in organized and supervised activities are permitted in the building.

Students are expected to be out of the school building 15 minutes after their last class, unless under the direct supervision of a staff member or coach. Students are not permitted in unauthorized areas or to linger in the school building or on school property. Students who have been suspended or denied the privilege of attending school activities will be considered trespassing should they attempt to attend. Violations of this policy may result in both school disciplinary action and the notification of law enforcement.

#### **OFFICE VISITS**

Except in a crisis situation (verified in writing by an administrator), students are not to miss an assigned class because they are going, on their own, to see an administrator. Students should notify the appropriate secretary, on their own time, and then wait for an appointment to be scheduled and a pass issued. All students returning to class from an office visit should have a signed pass with the time leaving the office indicated. Students failing to show up to class within a reasonable amount of time following issuance of the pass will be considered truant.

#### **PERSONAL PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents. Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Discipline Code of Student Conduct.

#### **SEARCH and SEIZURE**

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

Students are provided lockers, desks and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items that have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

No strip searches will be conducted by any employee of the school, but may be conducted by law enforcement officials, if deemed necessary. The school utilizes canine searches as well. Canine searches are conducted on student lockers, personal belongings, such as coats and backpacks, and student automobiles parked on school grounds. As stated above, anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police.

The school reserves the right to access and review all electronic/computer files, databases and any other electronic transmissions contained or used in conjunction with the school's computer system and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The school, with or without the student's knowledge or permission, may do a review of such information. The use of passwords does not guarantee confidentiality, and the school retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

#### **SUBSTITUTE TEACHERS**

Conduct of students under the supervision of a substitute teacher is to be the same or better than if their regular teacher was present. Students are expected to give the substitute teacher full cooperation and respect. Students are subject to the same school and classroom rules when a substitute teacher is present. Failure to cooperate with substitute teachers will result in disciplinary action, which may include suspension from school.

## **STUDENT CODE OF CONDUCT**

### **DISCIPLINE CODE OF STUDENT CONDUCT**

In delivering excellent programs to our students and staff and promoting a safe learning environment free from substantial disruption, the Board recognizes that discipline is sometimes needed to help students who engage in misconduct learn from their wrongs and become better students with a greater outlook for the future.

Discipline must not be confused with punishment. Punishment has as its objective 'making a person pay in some way' for misconduct. Discipline, on the other hand is remedial in nature seeking opportunities to continue to help a student learn from and grow thereby affording the student a better future.

It is the Board of Education's policy that students should rarely be suspended or expelled from school and that steps should be taken to minimize occurrences of suspension and expulsion. Full compliance with all applicable state and federal laws relative to student discipline is the policy of the Board.

The possibility of restorative (learning and growth) practices is always considered when weighing the specific factors to determine type and length of discipline. The Board expects per its policy that the exercise of these considerations will reduce the number of expulsions and suspensions greater than ten days in duration.

The standards of student behavior contained in the student discipline code apply to all students of Imlay City Middle School if they are on school property, while in route to and from school or in connection with any school program, function or activity. In addition, disciplinary action (up to and including expulsion) may be taken for students engaging in off-campus misconduct of a serious and/or criminal nature which poses a likelihood of danger to the health (physical or emotional) or welfare of students or district personnel (i.e., selling drugs off campus), or which reasonably makes the continued presence of the student in the school disruptive to the educational process (i.e., committing a crime off-campus which is vicious in nature).

#### **Restorative Practices**

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone), teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

A victim-offender conference is one type of restorative practice. Although not mandatory, a victim-offender conference allows the offender to repair harm caused to the victim through a formal, safe conference that includes the victim, a victim advocate, supporters of the victim, the offender, supporters of the offender, and other relevant members of the school community. A victim-offender conference must be initiated by the victim and, if the victim is under 15, must be approved by the victim's parent/guardian. The attendees may require the offender to do one or more of the following: (1) apologize; (2) participate in community service, restoration, or counseling; or (3) pay restitution. The selected consequences will be described in a written agreement signed by all attendees and must identify the time frame for the offender to complete the consequences. No person who claims to be the victim of unlawful harassment may be compelled to meet with the alleged perpetrator of the harassment as part of a restorative practice.

## **SECTION I**

The following offenses are to be handled individually by all members of the Imlay City Middle School staff and are to be included in classroom rules. For students who are insubordinate and fail to respond to or carry out a reasonable request, including the following offenses, staff members are to complete a disciplinary referral and present it to the Dean of Students.

### **1.00 DISRUPTION-HALLWAY/BUILDING/CLASSROOM**

Students have the responsibility to help maintain a safe and orderly environment while in the school building. Students must be careful to allow others to take advantage of the full educational experience. Students not fully cooperating with the teacher and following classroom/school guidelines are disrupting the educational process.

#### **1.01 DISRUPTIVE ITEMS/OBJECTS**

Items causing disruption to the school day must be left at home. These items include, but are not limited to water guns, toys, water balloons, slingshots, skateboards, "hover boards," and roller blades.

### **1.02 DISPLAY OF AFFECTION**

Students displaying affection between each other is personal and not meant for public display. This includes kissing, touching, petting, or other contact that may be considered sexual in nature.

### **1.03 GUM/FOOD/BEVERAGE CONSUMPTION**

Chewing gum, eating food and/or drinking beverages in unauthorized areas.

### **1.04 DRESS AND GROOMING**

Reasonable standards of student dress and grooming are essential in the establishment of a positive educational environment. Students are to avoid extremes in dress and personal appearance. Extremes in dress and personal appearance tend to disrupt teaching and learning; and such disruption is incompatible with a positive learning environment. Dress and grooming must not violate reasonable standards of safety, health, hygiene, and decency.

## **SECTION II**

Disciplinary action for the following offenses may range from a warning to five (5) days of out-of-school suspension (OSS). Student discipline, however, is progressive in nature and influences the disciplinary action of subsequent violations. Progressive disciplinary action will be taken for repeat violations of the rules and regulations; and will lead to more stringent consequences for students, which may include expulsion from the school district. The seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary measures.

### **2.00 DISOBEDIENCE/INSUBORDINATION/DISRESPECT**

School staff is acting "in loco parentis", which means the law allows them to direct a student as a parent would. This applies to all staff, not just the classroom teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Failing to respond to or carry out such a request by a staff member is insubordination. This includes behavior that is intended to ignore, evade, or challenge a directive. Students are to treat all Imlay City Middle School personnel and school visitors with respect, both verbally and in gestures.

### **2.01 HARASSMENT**

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

### **2.02 INAPPROPRIATE OR OBSCENE LANGUAGE AND/OR USE OF RACIAL OR ETHNIC SLURS TOWARDS OR IN THE PRESENT OF STUDENTS, STAFF OR VISITORS**

A student will not verbally, in writing, electronically or with photographs or drawing, state or direct profanity, racial or ethnic slurs, hate speech, insulting obscene gestures towards or in the presence of students, staff, or visitors. Care must be taken to observe the rights of others. In accordance with Section VI of the Imlay City Ordinance to Protect School Buildings: "No person, while in any building owned, occupied or otherwise used by a school within the city of Imlay City, shall utter any profane, indecent or immoral language toward any person while within the hearing of the other person."

### **2.03 HALL PASSES**

All students traveling in the hallways during class time must have a hall pass issued by a staff member.

### **2.04 ELECTRONIC EQUIPMENT**

The school supplies most electronic equipment necessary in school. Students are not allowed to use radios, "boom-boxes", CD players, portable TVs, electronic toys, pagers, music playing devices, recording devices, cell phones or other WCDs (Wireless communication devices), laser pens and the like without permission of the principal. The property may be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion as well as the confiscation of the unauthorized equipment.

*Under no circumstances should a cell phone, music playing device and/or WCD (Wireless communication devices), which includes picture/video features, be used in a school locker room area, restroom or any other location where students and staff have a "reasonable expectation of privacy." This restriction also applies to all testing locations, regardless of what type of test/assessment is being taken in a particular class or classroom.*

*"Sexting" is prohibited at any time on school property/campus and/or school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to disciplinary action(s) and possible confiscation of the wireless communication device.*

### **2.05 CAFETERIA DISRUPTION/DISOBEDIENCE**

Students are expected to deposit their trash in trash containers before leaving the eating area. The cleanliness of the cafeteria is a direct reflection of student pride and responsibility. Students are not permitted to leave the school building during lunchtime and all food and drink must be consumed in the cafeteria. Throwing food at an object, a student or staff member is strictly prohibited and may result in a suspension from school.

## **2.06 DETENTION NO-SHOW**

Students must show up for assigned detention, whether assigned by the office or a particular teacher. Failure to attend detention at the assigned time, without a pre-arranged excused absence, will result in an in-school suspension<sup>2</sup> additional after-school detentions for every detention missed.

## **2.07 AIDING AND ABETTING VIOLATION OF SCHOOL RULES**

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension and expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior. This includes refusing to assist staff in the investigation of a violation of school rules.

## **2.08 ROUGH HOUSING**

Bodily contact such as, but not limited to: pushing, pulling, and tripping (short of injury; and without intending to harm) in or on school property or going to or from school, including any activity under school sponsorship.

## **2.09 CLOSED CAMPUS**

Students must stay in school during regular school hours. Students are not permitted to leave the building, even to go to the parking lot, without permission by the school administration. Lunch is considered part of regular school hours. Whenever students need to leave the building, they are to check out through the main office. Students arriving late to school must sign-in; and students leaving early from school must sign-out at the main office. Parental/guardian confirmation must be established before a release will be granted.

## **2.10 TRESPASSING/LOITERING**

Being in an unauthorized place on school grounds. Aimlessly lingering in the school building or on school property. Being on school property without proper permission during an assigned separation or suspension from school.

## **2.11 THROWING OBJECTS**

Throwing or attempting to throw rocks, snowballs, or any object that may cause injury or damage is prohibited.

## **2.12 TECHNOLOGY MISUSE**

Any use of technology that is not in support of education and research and consistent with the purposes of Imlay City Schools.

## **2.13 LITTERING**

Improperly disposing of food or refuse.

## **2.14 PRANKS/PRACTICAL JOKES**

The playful, mischievous, or ludicrous act of playing a trick or prank.

## **2.15 INAPPROPRIATE BEHAVIOR/CONDUCT**

Violating reasonable standards of behavior and conduct not specifically listed or described in the student code of conduct.

## **SECTION III**

Disciplinary consequences for the following offenses, which are extremely serious, may include in-school suspension, short term Suspension, long-term suspension or expulsion from school. Student discipline, however, is progressive in nature and influences the disciplinary action of subsequent violations. Progressive disciplinary action will be taken for repeat violations of the rules and regulations; and will lead to more stringent consequences for students, which may include expulsion from the school district. The seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary measures.

## **3.01 TOBACCO**

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. The use of tobacco products by minors is against the law and considered a misdemeanor. "Tobacco product" means a preparation of tobacco to be inhaled, chewed, or placed in a person's mouth. "Use of tobacco product" means any of the following: 1. The carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device. 2. The inhaling or chewing of a tobacco product. 3. The placing of a tobacco product within a person's mouth. 4. The smoking of electronic "vapor", or other substitute forms of cigarettes, clove cigarettes or other lighted smoking devices for burning tobacco or any other substances. Students in violation may be referred to the Imlay City Police Department.

First Offense – 1 day OSS  
Second Offense – 3 days OSS  
Third Offense – 5 days OSS

## **3.02 ALCOHOL/DRUGS**

Imlay City Schools Drug Policy: Guidelines for Disciplinary Sanctions

## **Alcohol/Drug Policy Overview**

The Board of Education recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. Therefore, in accordance with Federal and State law, the Board established a "Drug-Free School Zone" that extends 1,000 feet from the boundary of any school property. The Board prohibits the use, possession, sale, concealment, delivery, or distribution of any drug or any drug-related paraphernalia at any time on district property, within the Drug-Free School Zone, or at any district-related event.

### **Definition of Drugs**

For purposes of this policy, "drugs" shall mean: (a) all dangerous controlled substances as so designated and prohibited by Michigan statute; (b) all chemicals, products, and substances, which release toxic vapors, produce intoxicating or potentially harmful effects, or cause changes in behavior, logic, or mood; (c) all alcoholic beverages; (d) any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy; (e) "look-alikes"; (f) performance enhancing drugs as determined annually by the Department of Community Health; and (g) any other illegal substances so designated and prohibited by law.

### **Guidelines for Imposing Disciplinary Sanctions on Secondary Students (grades 6-12)**

Disciplinary sanctions, up to and including suspension, expulsion from school, and referral to law enforcement authorities for prosecution, will be imposed on students who violate the district's drug policy.

While substance abuse is a very serious matter, the Board recognizes that elementary students may not have reached an age of maturity at which they can be held fully accountable for their decisions. Accordingly, violations of this policy by students in grades K-5 will be examined on a case-by-case basis.

The Board also believes that students who sell, deliver, or distribute drugs, with or without receiving payment, pose a greater risk to individual students. Therefore, students selling, delivering, or distributing drugs will receive greater and more serious sanctions. Additionally, a student's cumulative disciplinary record will be considered when imposing disciplinary sanctions. Because student discipline is progressive in nature and influences the disciplinary action of subsequent violations, the seriousness of the offense combined with the disciplinary history of the student will be used in determining appropriate disciplinary sanctions. As such, disciplinary sanctions may vary in length, depending upon the seriousness of the incident and frequency of misconduct.

### **Possession/Use**

The act of consuming, using, possessing, or being under the influence of drugs, without prescription, while on district property, within the Drug-Free School Zone, or at any district-related events.

#### *First Offense:*

The first violation for using or possessing drugs will result in a long-term suspension of 20 school days. The suspension may be reduced to 10 school days, at the discretion of the principal, if the student seeks counseling with a licensed substance abuse counselor.

#### *Second Offense:*

The second violation for using or possessing drugs will result in a long-term suspension of 180 school days. The suspension may be reduced to 90 school days, at the discretion of the superintendent, if the student seeks counseling with a licensed substance abuse counselor and successfully completes a substance abuse program. Additionally, the counselor must certify that the student understands the seriousness of this offense and presents no danger to students and staff in the district, and the student's behavior, while suspended out of school, must be conducted in a manner that is above reproach and beyond question including, but not limited to: engaging in any action that is potentially or actually harmful to the safety of others.

#### *Third Offense:*

The third violation for using or possessing drugs will result in an expulsion from the district.

### **Distribution/Sale**

The act of, or the intent of, delivering, selling, distributing, supplying or arranging for the delivery, purchase, sale or supply of drugs, while on district property, within the Drug-Free School Zone, or at any district-related events.

#### *First Offense:*

The first violation for selling or distributing drugs will result in a long-term suspension of 180 school days. The suspension may be reduced to 90 school days, at the discretion of the superintendent, if the student seeks counseling with a licensed substance abuse counselor and successfully completes a substance abuse program. Additionally, the counselor must certify that the student understands the seriousness of this offense and presents no danger to students and staff in the district, and the student's behavior, while suspended out of school, must be conducted in a manner that is above reproach and beyond question including, but not limited to: engaging in any action that is potentially or actually harmful to the safety of others.

#### *Second Offense:*

The second violation for selling or distributing drugs will result in an expulsion from the district.

### **Delegating Board Authority to Administrators**

*Long-Term Drug Suspension (up to and including 20 school days)*

The Board of Education authorizes the principal or his/her designee to impose a long-term suspension of up to 20 school days for students violating the district's drug policy. Any student who is subject to such a long-term suspension shall be afforded his/her due process rights, including the right to a hearing before the superintendent or his/her designee. Decisions made by the superintendent are considered final and not subject to appeal.

*Long-Term Drug Suspension (up to and including 180 school days)*

The Board of Education authorizes the superintendent or his/her designee to impose a long-term suspension of up to 180 school days for students violating the district's drug policy. Any student who is subject to such a long-term suspension shall be afforded his/her due process rights, including the right to a formal hearing before the Board of Education. The Board shall be notified of any long-term suspension administered by the superintendent or his/her designee. Decisions made by the Board are considered final and not subject to appeal.

*Expulsion (permanent exclusion for a minimum of 180 school days; student must petition for reinstatement)*

The Board of Education authorizes the superintendent or his/her designee to expel students for violating the district's drug policy. Any student who is expelled shall be afforded his/her due process rights, including the right to a formal hearing before the Board of Education. The Board shall be notified of any expulsion administered by the superintendent or his/her designee. Decisions made by the Board are considered final and not subject to appeal.

**3.03 ARSON/PURPOSELY SETTING A FIRE**

Setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such acts is considered arson. Arson on school property or within 500 feet of school property that endangers school property and its occupants will not be tolerated. Arson is a felony, and will also subject the student to be permanently expelled by the Imlay City Schools Board of Education.

**3.04 VANDALISM/DAMAGING PROPERTY**

Vandalism is the willful and intentional damage or destruction of property belonging to others. Vandalism and disregard for school or private property will not be tolerated. Disciplinary action as well as restitution for damages will be assessed. These damages may include compensation for the labor school employees spend in the cleaning up of otherwise non-destructive acts (e.g. litter removal, window washing, etc...).

**3.05 FORGERY/FRAUD**

The act of fraudulently using, in writing or on the phone, the name of another person or falsifying time, dates, grades, addresses or other data. Reporting false incidents or making false accusations or giving false testimony to school personnel.

**3.06 FIGHTING**

Engaging in hostile bodily contact with another individual, while in or on school property or going to or from school, including any activity under school sponsorship. Physical contact refers to, but is not limited to: hitting, shoving, pushing, tripping, grabbing, pinching or spitting. Fighting also includes, but is not limited to: inciting or prompting others to fight; and planning or prearranging a fight that occurs on school property or at a school sponsored activity.

At no time is fighting appropriate. Students and their parents are entitled to an environment safe from physical harm. Unless it can be proved otherwise, all students involved are equally responsible and will be dealt with according to the nature and severity of the incident.

Most incidents of fighting result in a minimum three-day out-of-school suspension for the first infraction. The next violation will result in an out-of-school suspension for the rest of the day and five more days. The third violation will result in a ten-day out-of-school suspension and a recommendation to the Imlay City Schools Board of Education to do one of the following: (1) suspend the student for the balance of the semester, (2) expel the student from the school district. In some instances, however, a student may be referred directly to the Imlay City Schools Board of Education for immediate expulsion.

**3.07 VERBAL CONFRONTATION**

Any assaultive provocation on the part of a student toward another who has displayed some willingness to respond likewise, including "fronting" and the exchange of language that may incite a confrontation.

**3.08 DANGEROUS WEAPONS/CRIMINAL SEXUAL CONDUCT**

Any student who possesses a dangerous weapon or commits an act of criminal sexual conduct, on or within 1,000 feet of school grounds, or on a school bus or other school transportation, or at a school-sponsored activity, will be permanently expelled by the Board of Education. The Imlay City Schools is a weapon-free school zone.

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

A firearm is defined as any weapon (including a starter pistol or bb gun) which will or is designed to or may readily be converted to expel a projectile by the action of the explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes any explosive, incendiary, or poison gas.



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

### **3.09 POSSESSION OF A WEAPON**

A weapon includes conventional objects like guns, pellet guns, knives, club type implements, or any toy that is presented as a real weapon or reacted to as a real weapon. A weapon is also defined as "any instrument capable or appearing to be capable of causing serious bodily injury to a person" such as, but not limited to: all loaded or unloaded firearms, pellet guns, bb guns, inoperable replica firearms, knives, stun guns, other "look-alike weapons," and chemical agents such as tear gas or pepper spray.

Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a student other than the one who possessed the weapon brought a weapon on school property, that student shall also be subject to the same disciplinary action.

State law requires that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item;
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle;
- Any similar object that is intended to invoke bodily harm or fear of bodily harm.

### **3.10 USE OF AN OBJECT AS A WEAPON**

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

### **3.11 KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE**

The Imlay City Schools Board of Education believes that students, staff members, and visitors are entitled to function in a safe environment. Therefore, students are required to report knowledge of dangerous weapons or threats of violence to school personnel. Failure to report such knowledge may subject the student to disciplinary action up to and including suspension or expulsion from school.

### **3.12 STUDENT DISORDER/DEMONSTRATION**

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

### **3.13 FIREWORKS/EXPLOSIVES/COMBUSTIBLES**

Possessing, using or threatening to use any substances or prepared chemicals on school property that explode or cause explosion and are capable of inflicting bodily injury such as, but not limited to: fireworks, firecrackers, snappers, caps, blank bullets, ammunition, matches, lighters, gun powder, and smoke or stink bombs.

### **3.14 THEFT AND/OR POSSESSION OF STOLEN PROPERTY**

When a student is caught stealing school or private property or is in possession of stolen property, s/he will be disciplined and may be reported to law enforcement officials. Students are not to bring anything of value to school that is not needed for learning without prior authorization from an administrator. The school is not responsible for personal property. In addition to disciplinary action, restitution/replacement will be required.

### **3.15 PERSISTENT DISOBEDIENCE/REFUSAL TO ACCEPT SCHOOL DISCIPLINE**

Persistent disobedience is defined as repeated disciplinary offenses or behavior which in aggregate is disruptive or inappropriate. (In aggregate represents an unreasonable accumulation of infractions of school rules; none of which by itself is serious enough to warrant suspension or expulsion.)

### **3.16 CUTTING CLASS**

Students are not allowed to miss a scheduled class without the approval of school administration or faculty. Cutting a class will result in a discipline referral and may result in in-school suspension. Students that repeatedly cut classes will be considered persistently disobedient.

### **3.17 THREATS (Bomb or Similar)**

A student shall not convey any threat against a student, group of students, school building or district. This includes verbal, written and electronically transmitted threats or post *that are disruptive to the operations of the school building, classrooms or otherwise prevent individuals from fully participating in the school program*. This also includes but is not limited to tampering with fire alarm box, fire-fighting equipment or threatening to set off an explosive device. *A police report will be made.*

### **3.18 GANG BEHAVIOR/ACTIVITY**

Behaviors and activities that are not allowed include, but are not limited to: wearing of gang clothing or jewelry; display of gang colors or symbols; gang hand signs or similar communication; "ganging" up on students to threaten them; taking part in gang activities such as vandalism, producing graffiti (including drawings or symbols on personal items such as books and notebooks); and any behavior that damages property, creates a threatening environment, or harasses or endangers students and school personnel. Students may be disciplined for "gang" related activities, even if they are not actually members of a gang.

The administration will take severe disciplinary action including expulsion on any students who gather together to threaten, provoke, or harass another student or group of students, or disrupts the normal and prescribed activities of the school.

### **3.19 EXTORTION/BLACKMAIL/COERCION**

The use of threat, intimidation, force, or deception to take, or receive something from someone else.

### **3.20 PERSONAL PROTECTION DEVICES/PROPELLANTS**

Students are not to possess, handle, or transmit a personal protection device capable of inflicting bodily injury or causing physical discomfort to another person. Examples include, but are not limited to: pepper spray, mace, a stun gun or an electric shock device.

### **3.21 SKIPPING SCHOOL**

Students are not allowed to leave the school building during the day unless they have permission from their parents and school authorities in advance. The school recognizes no "skip days" at any time. All absences must be excused as stated in the school attendance policy.

### **3.22 SAFETY CONCERN/HAZARD**

Endangering the health and safety of self and of others. As one example of this policy, students are strictly prohibited from climbing or being on the school building.

Failure to comply with this policy will result in disciplinary action which may include any of the following: suspension from school; loss of extra-curricular and co-curricular privileges; filing of criminal charges; placement in an alternative educational program and/or a recommendation to the Imlay City Schools Board of Education for expulsion from the school district.

### **3.23 INDECENT EXPOSURE**

Engaging in offensive behavior and conduct which is contrary to commonly recognized standards of propriety, behavior, and good taste.

### **3.24 ASSAULT**

Assault is the act of verbally threatening and/or physically attacking another person by an individual or a group of persons.

#### **Verbal Assault**

Verbal assault is defined as communicated intent to inflict physical or other harm upon another person, with a present intent and ability to act on the threat, or under such circumstances, which create a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

Unless a different determination is made after consideration of the seven factors identified above in the section of this handbook entitled, "Discretionary Suspension or Expulsion," the district shall suspend or expel a student in grade six or above and may discipline, suspend or expel a student in grade five and below for a period of time as determined at the superintendent's discretion if the student commits verbal assault at school against a district employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or at a school-related activity.

#### **Physical Assault**

Physical assault is intentionally causing or attempting to cause physical harm to another through force or violence.

*Physical Assault on a School Employee:* A student in grade six or above will be permanently expelled, if s/he commits a physical assault against any district employee or any person engaged as a volunteer or contractor for the district while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event. The superintendent may discipline, suspend or expel a student in grade five and below for a period of time as determined at the superintendent's discretion if the student commits a physical assault as described here.

The Board directs the superintendent to ensure that if a student is expelled for physically assaulting an employee, volunteer, or contractor, the student's permanent record reflects the expulsion. The Board directs the superintendent, or his or her designee, to refer a student who is expelled for physically assaulting an employee, volunteer, or contractor to the county department of social services or the county community mental health agency and to notify the student's parent/guardian (or the student if the student is at least age 18 or is an emancipated minor) of the referral within 3 calendar days of the expulsion.

Unless reinstated pursuant to section 1311a (5) of the Revised School Code, a student expelled by another district for physically assaulting an employee, volunteer, or contractor may not enroll in the Imlay City Schools.

*Physical Assault on a Student:* If a student commits a physical assault against another student while in or on school property, on a school bus or other school related vehicle, going to or from school, or at any school-sponsored activity or event, the superintendent will consider whether to suspend or expel the student.

### **3.25 GROSS DISRUPTION/INSUBORDINATION/DISRESPECT**

Incidents of disobedience, insubordination, disrespect, and/or disruption that are extremely vulgar, confrontational, demonstrate a total lack of respect for authority and/or cause a substantial disruption to the educational environment of the school building.

Examples of Gross Disruption, Insubordination, and/or Disrespect include, but are not limited to:

- Refusing to leave a classroom when being told to go to the office, hallway, etc.
- Openly challenging a staff member's authority
- Cussing out," or using profanity towards a staff member
- Verbally confronting a staff member
- Continuously arguing with a staff member after being told to stop
- Causing a significant disruption by physically throwing objects, slamming doors, etc.
- Refusing to move to a specific or designated area during a conflict/confrontation - Engaging in an extremely disruptive verbal confrontation with another student.
- Engaging in behavior that is extremely disruptive to the learning environment of a particular classroom, or the school building in general.

### **CRIMINAL ACTS/NOTIFICATION OF LAW ENFORCEMENT**

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

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

### **DISCIPLINARY SANCTIONS**

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

#### **Detention**

A student may be detained after school or assigned to come to school early by a teacher or administrator, after giving the student and his/her parents' one school day notice. Once scheduled, the date and time of the detention will not be changed unless a parent/guardian calls the main office to reschedule. The student or his/her parents are responsible for transportation.

#### **In-School Suspension (ISS)**

In-School Suspension (ISS) is a temporary separation between a student and the educational process within the confines of the school. ISS will be in session during regular school hours during which time they will be permitted adequate breaks. Each student shall arrive with sufficient educational materials to be busy during this eight-hour study period. A student missing any portion of his/her assigned time in ISS may be given an additional suspension.

The following rules apply to ISS and Detention:

1. Students are required to have class assignments with them;
2. Students are not to communicate with each other unless given special permission;
3. Students are to remain in their designated seats at all times unless permission is granted to do otherwise;
4. Students will not be allowed to put their heads down or sleep;
5. No electronic equipment, cards, magazines, or other recreational articles will be allowed in the room; and
6. No food or beverages will be consumed.

After five (5) days of in school suspension or after school detention for any offenses that have been accumulated, or earlier if the administrator deems necessary, a meeting may be held with a parent, teacher, and administrator (and student, if appropriate) to develop a plan and/or contract to resolve the student's disciplinary problems.

A student may not serve more than ten (10) days of in-school suspension during a school year. Additional infractions will warrant out of school suspension and/or recommendation for expulsion.

#### **Short Term Suspension Out of School**

Suspension is a temporary disciplinary removal from school. A short term suspension is a suspension for a period of 10 days or less. Students are not allowed on school grounds during a suspension period. Suspended students may not participate in any school activities, functions, athletic practices or events, but will be afforded opportunity to complete missed schoolwork.

### **Emergency Removal**

A student may be removed or excluded from a classroom or the school for up to Forty-eight (48) hours when s/he poses a continuing danger to persons or property or represents an on-going threat of disrupting the educational process taking place in the classroom or the school premises.

### **Long Term Suspension Out of School**

Long Term Suspension is a temporary removal from school for a period greater than 10 days and less than 60 days. Students are not allowed on school grounds during a suspension period. Suspended students may not participate in any school activities, functions, athletic practices or events. Long term suspensions involve a due process hearing, described in the section of this handbook entitled "Due Process Rights and Procedures."

### **Expulsion**

Expulsion is a disciplinary removal from school for sixty (60) or more days. Students are not allowed on school grounds during an expulsion period. Expelled students may not participate in any school activities, functions, athletic practices or events. Work missed during an expulsion may not be made up and usually results in a loss of credit. Expulsions involve a due process hearing, described in the section of this handbook entitled "Due Process Rights and Procedures."

### **DISCRETIONARY SUSPENSION OR EXPULSION**

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. Before imposing a suspension of more than ten (10) school days or an expulsion, district administration must consider the following factors in making the disciplinary determination:

- The student's age;
- The student's disciplinary history;
- Whether the student has a disability;
- The seriousness of the behavior;
- Whether the behavior posed a safety risk;
- Whether restorative practices are a better option; and
- Whether lesser interventions would address the behavior.

### **Discipline of Students with Disabilities**

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

### **DUE PROCESS RIGHTS**

The following guidelines have been developed to provide each student with a fair hearing before s/he is suspended or expelled.

#### **Suspension**

A student may be suspended for up to ten (10) school days. When a student is being considered for a suspension of ten days or less, the building principal or designee will schedule a hearing with the student. No student may be suspended without a hearing unless clear and present danger exists, or it is otherwise impossible or unreasonably difficult to hold such a hearing. In such instances, the necessary notice and hearing will follow as soon as possible. At the hearing, the student will be notified of the school rule violation and will be given an opportunity to state why s/he should not be suspended. After the hearing, the principal or designee will make a decision whether or not to suspend. If the student is suspended, the parent/guardian will be notified of the reason for and the length of the suspension. The suspension may be appealed by following the steps listed below:

**Level I** -- The appeal procedure for discipline cases up to and including five (5) days of suspension is as follows:

A. The parent/guardian may request an appeal with the building principal.

1. A request for an appeal must be made in writing and presented to the building principal within one (1) school day of parental notification.
2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
3. Upon review, the building principal may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
4. The building principal will notify the parent/guardian of his/her final decision.
5. The decision of the building principal will be final.

**Level II** -- The appeal procedure for discipline cases from six (6) to ten (10) days of suspension is as follows:

A. The parent/guardian may request an appeal with the building principal.

1. A request for an appeal must be made in writing and presented to the building principal within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the building principal may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The building principal will notify the parent/guardian of his/her final decision.
- B. When the decision to suspend is upheld by the building principal, the parent/guardian may request an appeal with the superintendent.
1. A request for an appeal must be made in writing and presented to the superintendent within one (1) school day of parental notification.
  2. The student may be reinstated during the appeal process unless it is determined that the student's attendance would jeopardize the safety of the student or of others.
  3. Upon review, the superintendent may uphold the decision, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety.
  4. The superintendent will notify the parent/guardian of his/her final decision.
  5. The decision of the superintendent will be final.

During the appeal process, the student is allowed to remain in school unless safety is a factor. If that is the case, the student will be immediately removed under the Emergency Removal Procedure. When a student is suspended, s/he may make up work missed after the return to school. Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

### **Long-Term Suspension or Expulsion from School**

When a student is being considered for long-term suspension (more than 10 days) or expulsion, the building principal or designee will send a recommendation for expulsion along with appropriate documentation to the superintendent. The superintendent will schedule a formal hearing during which the student may be represented by his/her parents, and/or legal counsel. If it is then deemed necessary, the superintendent will schedule an expulsion hearing with the Board of Education. The student will also receive a formal letter of notification addressed to the parent/guardian from the superintendent, which will include:

1. The charge and related evidence;
2. The time and place of the board meeting;
3. The length of the recommended expulsion/suspension or a recommendation for expulsion;
4. A brief description of the hearing procedure;
5. A statement that the student may bring parents, guardians or counsel;
- 5-6. A statement that the student and/or parent may bring a translator or request a transfer for hearing impaired students or parents;
- 6-7. A statement that the student may give testimony, present evidence, and provide a defense; ~~and~~
8. A statement that the student may request attendance of school personnel ~~whom was/who were~~ party to the action or accused the student of the infraction; ~~and~~
- 7-9. The ability of the student and/or parent to request, potentially at their own cost, a transcript of the hearing, if Board/hearing officer approved.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school.

Imlay City Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. In the event, at any level, a student is found to be innocent of misconduct charges, all disciplinary action will end and the student will be fully reinstated. No report of the matter will exist in the official school record of the student. The student will be given reasonable opportunity and assistance to make up class work as is necessary and will be given appropriate credit for academic time lost due to any action ordered regarding the incident.

### **RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia and banners; and audio/video materials. All items must meet the following school guidelines:

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

long as exits are not blocked and there is proper access and egress to the building. Students must present the materials to be displayed for principal's approval 24 hours prior to displaying them.

- C. All posters, circulations, and displays must first be approved by the building administration. Individual groups are responsible for removing them along with the tape and any other substance used to secure them. This would include, but is not limited to any cleaning of tape marks.

## **RIGHTS TO PUBLISH**

In order to protect the educational process and school environment, printed material produced or distributed within the confines of the school property shall meet the following criteria:

1. Material shall be non-commercial;
2. Material shall not contain libelous, vulgar or obscene language;
3. Material shall not advocate illegal actions;
4. Material shall not contain false statement or innuendoes that would subject any person to hatred, ridicule, contempt or injury of reputation;
5. Material shall not advocate disruption nor eminently threaten to disrupt the educational process of the school;
6. Material shall not invade the lawful rights of others; distribution shall be non-coercive;
7. Material shall not advocate action that would endanger the health or safety of persons;
8. Material published, posted or otherwise distributed shall bear the name of the sponsoring organization or group and its advisor;
9. Material which seeks a donation or solicits funds, other than school approved publications, shall not be circulated;
10. Distributors of material shall be held responsible for cleaning up litter caused by such distribution within a time period designated by the principal.

Prior to the distribution of materials, the principal or a designated representative shall meet with representatives of the publication sponsor to establish the time, place and manner of distribution of material. The responsibility and authority for decisions based on the above standards are vested with the principal or his/her designate representative.

## **STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES**

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

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

A student has the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may petition to have a change in grade.

## **SECTION V -- APPENDIX**

### **HARASSMENT**

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to a teacher, the principal or Dean of Students, or may report it directly to Superintendent Stu Cameron, phone number (810) 724-2765, extension 860. Complaints will be investigated in accordance with AG 5517.

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

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

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

## **Harassment**

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

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

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

**Note:** An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Furthermore, any administrator, teacher, coach or other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined by State law. M.C.L.A. 722.621 et. seq.

**Hazing:** The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property and at district-sponsored events.

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

Hazing- any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- 1. Illegal activity, such as drinking or drugs;
- 2. Physical punishment or infliction of pain;
- 3. Intentional humiliation or embarrassment;
- 4. Dangerous activity;
- 5. Activity likely to cause mental or psychological stress;
- 6. Forced detention or kidnapping;
- 7. Undressing or otherwise exposing initiates.

**Note:** If the school club or organization does not have an official and approved initiation procedure, and if no school staff members are involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

**Bullying and Other Aggressive Behavior Toward Students:** It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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

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

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

## **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and

Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

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

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy. This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

### **Procedure**

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Dean of Students. The student may also report concerns to a teacher or counselor who will be responsible

for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

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

If during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

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

### **Non-Retaliation/False Reports**

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

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

### **Definitions**

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

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



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

**"Bullying"** is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following: Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students; Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

- A. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- B. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**"Staff"** includes all school employees and Board members.

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

For further definition and instances that could possibly be construed as:

Harassment, see policy 5517;

Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 or 2011)

Policies on Bullying, Michigan State Board of Education

Model Anti-Bullying Policy, Michigan State Board of Education **Confidentiality**

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

## **NOTIFICATION TO PARENTS OF DIRECTORY INFORMATION**

In compliance with Federal regulations, the Imlay City Schools has established the following guidelines concerning student records:

The Superintendent is the District Records Officer and is responsible for the supervision of all student records. His office is located at the Board of Education office or he can be reached by calling 724-2765. Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

- A. inspect and review the student's education records;
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights;
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law;
- D. challenge District noncompliance with a parent's request to amend the records through a hearing;
- E. file a complaint with Dept. of Education.
- F. obtain a copy of the District's policy and administrative guidelines on student records.

The District has established the following information about each student as "directory information":

Name, address, and telephone number; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within 10 days (refer to policy 8330) from the date of this notification that s/he will not permit distribution of any or all of such information.

## **RULES AND REGULATIONS FOR BUS RIDING STUDENTS**

**Bus riding is a privilege, not a right. Students will be denied this privilege if it is abused.**

### **General Safety Rules**

1. Obey the instructions of the bus driver.
2. Board and leave the bus at designated stops only.
3. Only students who are eligible to ride may be transported. Any changes in daily routine of riding the bus must be arranged through the principal with details stated in writing and given to the bus driver.
4. Do not ask to ride home on another bus with a friend.
5. Ride only the bus to which you are assigned.

### **Procedures for Waiting for the Bus**

1. Supervision at bus stops is the parent's responsibility.
2. Be at your bus stop five (5) minutes before scheduled pick up time. Driver will not wait or honk.
3. Stand on the sidewalk or back from the roadway while waiting for the bus.
4. When the bus approaches, form a line and be prepared to load immediately.
5. Stand clear of the bus until it comes to a complete stop and the door opens.
6. If you miss the bus, go home immediately.
7. Parents should instruct their children on what procedures to follow if the bus is missed.
8. Parents are responsible for providing transportation to school if a child misses the bus.

### **Loading the Bus**

1. Do not push or shove.
2. Use the handrail and steps.
3. Go to your seat. The bus will not move until all students are seated.
4. The bus driver has the authority to assign seats.
5. After boarding the bus, the student is not to get off except at the school.

### **Conduct on the Bus**

1. Do not change seats.
2. Remain seated while the bus is moving.
3. Normal conversation is permitted; any loud noise may distract the driver and create an unsafe condition.
4. Use of profane or vulgar language or obscene gestures is not permitted.
5. Arms, head, and other parts of the body are to be kept inside the bus.
6. Do not throw objects inside or out of the bus.
7. Do not mark, cut, or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
8. The emergency door and exit controls should be used by pupils only during supervised drills or actual emergencies.
9. Rude or discourteous behavior will not be tolerated.
10. A student shall not refuse to sit in an assigned seat or deny another student a place to sit. Scuffling or fighting is forbidden.
11. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
12. Students must remain seated at all times. For safety reasons, students are not considered seated when they are not facing the front or sitting on anything, including legs, books, etc.
13. Students must keep books, packages, coats, and all other objects out of the aisles.

### **Departure from School**

1. Parents are responsible for providing transportation home from school if a child misses the bus.
2. Parents should instruct their children on what procedures to follow if the bus is missed.
3. After boarding the bus, the student is not to get off except at his home bus stop.
4. Preschoolers and kindergarteners will not be let off the bus at their designated stop unless there is a responsible, authorized person to receive them. In the event no one is there, they will be returned to their school, providing staff is present. Otherwise, they will be taken to the police department.

### **Getting Off the Bus**

1. Stay seated until the bus is completely stopped.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus.
4. You must have a signed note from the principal's office to get off at a bus stop other than your own. Give the note to the driver when boarding the bus.
5. Stay clear of the bus when the engine is started. Do not chase or hang on to the bus.
6. If any article drops or rolls near, or under the bus, do not go after it. Go to the door and ask the driver for help.

### **Crossing the Street or Highway**

1. All students living on the left side of the roadway shall exit the bus and move to a point 10 to 12 feet in front of the right bumper and wait for the driver to signal you that it is safe to cross.
2. Check in both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading students.
5. Cross all streets at intersections when possible. Obey all traffic signals and signs on your way home.

### **Prohibited Items**

The following items are examples of prohibited items on the bus: tobacco, alcohol, drugs, weapons, explosive devices, chemicals, lighted matches or lighters, live animals or insects, glass containers, radios, CD or tape players, food, drink, any object (musical instrument, shop projects, etc.) too large to be held on the lap of the student, or any item that might distract the driver or cause a disruption on the bus.

### **1. Accidents or Emergencies**

2. Follow the driver's instructions.
3. If you must leave the bus, stay in a group.
4. The following procedures will be used for evacuation in an emergency situation:
  - A. The student nearest the door will open the door and hold it open.
  - B. Leave the bus in a single file as quietly as possible.
  - C. Evacuation will start with the seat closest to the door.
  - D. Follow the driver's instructions completely.

### **Extra-Curricular Trips**

1. Bus rider rules apply to all school sponsored events.
2. Discipline will be the responsibility of the building principal and the trip sponsor.
3. Strict loading and unloading time schedules will be followed.
4. The bus must return clean from the trip.

### **Discipline Procedures**

On any problem that might arise, an attempt will be made to solve it between the driver and the student. If such an action fails, the student will be written up by the driver. The Bus Incident Report will be turned over to the transportation director for appropriate action. A copy of the written report will be sent to the principal's office for review.

**First incident report:** may warrant a conference with school administrator, review of bus rules, and a verbal warning.

**Second incident report:** may warrant a conference with school administrator, parent notification of second offense, and 1 to 3-day suspension from the bus.

**Third incident report:** may warrant a conference with school administrator, parent notification of third offense, and a 5 to 10-day suspension from the bus.

**Fourth incident report:** may result in a conference with school administrator, parent notification of fourth offense, and suspended from riding the bus for the remainder of the school year.

The bus stop and the school bus are considered an extension of the classroom. All students are expected to respect the rights of residents, property and fellow students. Misbehavior will be subject to disciplinary consequences. Video equipment may be used on school transportation vehicles. The school administrator has the authority to skip levels of discipline for major infractions. Any infraction of bus rules that could possibly endanger the lives of the students or cause a bus accident will result in the immediate removal of riding privileges.

### **Backing Up Buses**

Imlay City Schools Transportation Practice Regarding Backing Up Buses: The backing up of a school bus shall be avoided whenever possible. At school bus turnarounds, pupils shall be required to board the school bus before backing through the turnaround. When backing up, a bus driver should turn on hazard lights, check both the right and left mirrors, and honk the horn two times. Some buses, however, have an existing back up alarm. In such cases, drivers will honk the horn twice when practicable. Drivers will conduct backup maneuverings with pupils on board (e.g. – during on-loading, pupils are loaded first then the backup maneuver is conducted, and during off-loading, the maneuver is conducted first, then pupils are off-loaded).

### **ORDINANCE # 8.14**

AN ORDINANCE TO PROVIDE FOR THE PROTECTION OF THE BUILDING AND LANDS OF SCHOOLS LOCATED IN THE CITY OF IMLAY CITY. TO PROVIDE FOR THE PEACE, QUIET, AND GOOD ORDER IN AND AROUND SCHOOLS LOCATED IN THE CITY OF IMLAY CITY; TO PROVIDE FOR THE REMOVAL OF THOSE NOT HAVING LEGITIMATE BUSINESS IN AND AROUND THE SCHOOLS LOCATED IN THE CITY OF IMLAY CITY; TO PROHIBIT THE USE OF PROFANE, INDECENT OR IMMORAL LANGUAGE IN AND AROUND SCHOOLS LOCATED IN THE CITY OF IMLAY CITY; AND TO PROVIDE PENALTIES FOR THE VIOLATION OF THIS ORDINANCE.

### **THE CITY OF IMLAY CITY ORDAINS:**

Section 1: No person shall mark with any substance, or in any other manner deface or do damage to any building owned, occupied or otherwise used as a school within the City of Imlay City.

Section 2: No person shall mark with any substance, or in any other manner deface or do damage to any fence, tree, lawn, motor vehicle, or other fixture situated on lands owned, occupied, or otherwise used by a school within the city of Imlay City.

- Section 3: Any person who shall aid, assist or offer to commit any act prohibited by the two preceding sections shall be guilty of a misdemeanor.
- Section 4: No person, while on public or private grounds adjacent to any building in which a school or any class thereof is in session, shall willfully make or assist in the making of any noise or diversion which disturbs or tends to disturb the peace, quiet, or good order of such school session or class thereof.
- Section 5: No person while on public or private lands adjacent to any building or lands owned, occupied or otherwise used by a school within the City of Imlay City, in or on which any gathering or function is in progress, whether in the day or nighttime, shall willfully make or assist in the making of any noise or diversion which disturbs or tends to disturb the peace, quiet or good order of such gathering or function.
- Section 6: No person, while in any building owned, occupied or otherwise used by a school within the City of Imlay City, shall utter any profane, indecent, or immoral language towards any person or while within the hearing of any other person.
- Section 7: No person, while on any land owned, occupied or otherwise used by a school within the City of Imlay City, shall utter any profane, indecent, or immoral language towards any person or while within the hearing of any other person.
- Section 8: No person, who is not a student required to be in attendance at that school, a teacher, administrator, custodian or employee of the school, shall during school hours, remain within the school or upon school grounds without securing the permission of the principal or person in charge of said school.
- Section 9: No person, student or otherwise, shall remain upon school grounds or within a school owned, occupied or used by any school within the City of Imlay City after being ordered to leave by any teacher or administrator of the school or other person given such authority by the Board of Education administering the school.
- Section 10: Any person or persons violating any of the provisions of this ordinance shall, upon conviction thereof, be sentenced to pay a fine not exceeding One Hundred Dollars (\$100.00) or by imprisonment for not more than ninety (90) days in the County Jail, or by both such fines and imprisonment, in the discretion of the Court.
- Section 11: All previous ordinances or parts of ordinances of the City of Imlay City, Lapeer County, Michigan, affected by the passage of this ordinance or in conflict thereto are hereby this date repealed.
- Section 12: This ordinance and the several section, clauses and parts thereto are hereby declared in the severable. If any part or clause thereof are declared or adjudged invalid by present or future litigation or court decree the balance of this ordinance shall not be affected thereby.

### **NOTIFICATION TO PARENTS ON BLOOD-BORNE PATHOGENS**

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are or could be exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures includes a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact the Superintendent's office at 724-2765 ext. 861.

## **Imlay City Schools Internet Policy**

### **Computer Workstation, Network and Internet Agreement**

The use of the District's computer network, the Internet and e-mail is a privilege being extended to staff, students, and community members. The following rules and guidelines will apply to all individuals using school district computers.

### **Internet and Electronic-Mail Rules**

The District reserves the right to amend these basic rules and guidelines on a regular, or as needed, basis. The following rules and guidelines apply:

1. Access only those places on the Internet which are intended to be used for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
2. Follow the copyright laws dictated by current governmental regulations. Many things found on the Internet are public domain. Downloading pictures, videos, articles, or sound files is subject to approval of the lab supervisor.
3. Visiting Internet sites that may charge for services, software, literature, or other products is against school policy and is not allowed.
4. Altering or defacing the District's web pages in any way will subject one to disciplinary action.
5. Downloading of unapproved files, programs, or applications is not allowed. Any downloading requires approval of the lab supervisor who will check for acceptability, legality, and lack of possible virus.
6. Chats are allowed only under the supervision of the lab supervisor.
7. In the case of accidental involvement with a questionable site or situation, consult the lab supervisor.
8. Representing oneself as another person on the Internet is not allowed.

9. Personal profit making by using the District's system is not allowed. It is possible to create advertisements for local businesses with permission of the lab supervisor. No staff member may sell anything on the Internet to an outside source without written permission of the Board of Education.
10. Follow all outlined federal, state, and local laws pertaining to the Internet.

### **Computer Work Station and Network Rules**

It is the sole intent of school district policy to provide and maintain the finest equipment and technology available to benefit students, staff, and community members. To maintain this standard and preserve equipment the following rules apply:

1. Treat all equipment as required by the lab or room supervisor.
2. Authorization by the system administrator is required for DOS, WINDOWS EXPLORER and the CONTROL PANEL.
3. Run only those programs you know how to operate; get help with any others. Do not make alterations to the system. This is the job of the system administrator.
4. Login or falsification as another user is not allowed. The security system protects the records and software of the District from unauthorized use.
5. Do not open, alter, or erase work files that do not belong to you. Due to the need to move large files and to avoid viruses carried by floppy disks from outside sources, a *share* directory has been established on both the student and administrative server. DO NOT ALTER OR VIEW FILES WHICH ARE NOT YOURS.
6. Avoid floppy disks from outside sources. Each outside disk should be virus checked by a lab supervisor or system administrator. Virus protection is installed on the District's system, but all viruses are not always detected. In the case of a lockout due to a virus detection, get help from a lab supervisor or system administrator immediately.
7. Make sure all computers and related lab equipment are attached to surge protection strips.
8. All servers need to be backed up and password protected on an ongoing basis.
9. Always store your files in two places.

### **For Lab Supervisors and Teachers**

Do not leave students unsupervised on the Internet.

Students must ask permission to go to the Internet's various sites before doing so.

Supervise the e-mail and chat lines. Be aware that there are individuals on the Internet who impersonate others and use inappropriate language, or have questionable morals.

### **Consequences of Breaking the Rules**

Rules listed in the student handbook apply to computer use. In addition, failure to comply with the computer and Internet rules and guidelines may result in loss of computer and/or Internet privileges.

### **Reinstating Privileges**

The guidelines outlined by the school administration will be used to reinstate Internet, computer workstation, and network privileges.

## **COMPUTER TECHNOLOGY AND NETWORKS**

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the Network is a privilege which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary reasons.

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

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

## **GOOGLE APPS WITH EMAIL ACCEPTABLE USE AND PARENT PERMISSION**

Imlay City Schools will be using Google Apps for educational purposes running on an Internet domain purchased and owned by the school and intended for educational use. These apps are property of Imlay City Schools and are subject to audit and monitoring. Your child's teachers will be able to use the Imlay City Schools K-12 Apps for Education lessons, assignments and communication.

The apps are also available at home, the library, or anywhere with Internet access. The student email is filtered to protect against content from inappropriate sites. Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. The school use of student information is solely for educational purposes. Students and faculty should use the email in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. Use of Imlay city Schools K-12 Apps for Education that is inconsistent with these policies may result in loss of access, as well as other disciplinary or legal action.

**IMLAY CITY BOARD OF EDUCATION  
STATEMENT OF ASSURANCE OF COMPLIANCE  
WITH FEDERAL LAW**

The Imlay City Board of Education complies with all State and Federal laws and regulations of the US Department of Education. It is the policy of the Imlay City Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, weight, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program or activity for which it is responsible.

**DISTRICT COMPLIANCE OFFICERS**

Dr. Dina Tallis  
Director of Curriculum / Instruction  
810-724-9863  
634 W. Borland Road  
[dtallis@icschools.us](mailto:dtallis@icschools.us)

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**IMLAY CITY  
SCHOOLS BOARD  
MEMBERS**

Greg Dennis  
Kaylee Kaeding

Alex Lengemann  
Sharon Muir  
Dr. Laura Zelenak

Doug Van Dyk  
Ashley Whiting

# **PRE-ARRANGED ABSENCE FORM**

## **Imlay City Middle School**

Date \_\_\_\_\_ Student Name \_\_\_\_\_

### **Pre-Arranged Absences and Vacations**

Parents are encouraged not to take their child out of school for vacations. When a family vacation must be scheduled during the school year, parents should discuss the matter with the principal to make the necessary arrangements and file a completed pre-arranged absence form in the main office. It may be possible for the student to receive certain assignments that are to be completed during the trip. All assignments and work must be made up. No more than five pre-arranged absences will be allowed per marking period. If because of extenuating circumstances a parent feels they need more than five pre-arranged days, a meeting is to be arranged with the principal to gain approval to extend the prearranged absences beyond the allowable limit. The forms are available in the Middle School office and should be turned in two days in advance before the planned absence.

**PARENT/GUARDIAN:** We ask that you sign this form indicating your approval and permission of your son /daughter's absence and their knowledge of responsibilities for make-up work. If a teacher does not sign the form or states "Not Recommended", it is an indication that the student cannot afford to miss that amount of time in that particular class.

**DATE OF ABSENCE:** \_\_\_\_\_

**REASON OF ABSENCE:**

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\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Home Telephone**

The form must be:

- Signed by the parent or guardian
- Signed by all classroom teachers (**after parent signature**)
- Returned to the office for the principal's approval

Pre-arranged absences include: Family vacations, extended medical leave, funerals and hunting trips.

<b><u>HOOR</u></b>	<b><u>STUDENT'S SCHEDULE</u></b>	<b><u>SUBJECT GRADE</u></b>	<b><u>TEACHER INITIALS</u></b>
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

\_\_\_\_\_  
**Signature of Principal**

\_\_\_\_\_  
**Date**

# **Pledge of Allegiance**

**I pledge allegiance to the  
Flag of the United States  
of America, and to the  
Republic for which it  
stands, one Nation under  
God, indivisible, with  
liberty and justice for all.**



# **Imlay City Community Schools**

## **Department of Athletics**

### **Core Beliefs Regarding the Role of Coaches**

Athletic preparation for contests provides numerous teachable moments for students, particularly when coaches assume the teacher responsibility of positive role models. Coaches, as teachers, should be role models to enhance the learning climate of athletics. In order for coaches to assist student-athletes in meeting the core beliefs of the program, we ask that they do the following:

#### **Program Objectives**

Help players redefine what it means to be a winner through a mastery, rather than a scoreboard, orientation. Victory should be seen as a by-product of the pursuit of excellence. (Re: A 'winner' is someone who makes maximum effort, continues to learn and improve, and does not let mistakes, or fear of mistakes, stop them in their pursuit of excellence).

Place an emphasis on effort rather than outcome and on learning rather than comparison to other players.

Teach players that a key to success is how one responds to mistakes and to obstacles.

Set standards for continuous improvement for players, with attention to mastering fundamentals and an understanding of the game.

Encourage players, whatever their level of ability, to strive to become the best players and people, they can be.

Encourage healthy competition not only for the tangible reward, but also for the development of positive attitudes that make athletic competition valuable and worthwhile.

Assist students in developing attitudes toward individual health habits, appearance on and off the field, as well as a life-long interest in sport.

Assist students in developing and maintaining the highest level of sportsmanship.

Foster school spirit by promoting other sports and co-curricular activities.

#### **Establish Effective Coaching Relationships with Student-Athletes**

Positively motivate players – refuse to motivate through fear, intimidation, or shame. Motivate players in ways that do not compromise their dignity.

Use praise, compliments, and positive recognition to build confidence and self-esteem of players.

Provide truthful and specific feedback and resist the temptation to give praise that is not warranted.

Communicate criticism to players in ways that do not undermine their sense of self-worth.

Establish order and maintain program/team discipline in a positive fashion.

Listen to players and involve them in decisions that affect the team, as appropriate.

Maintain a positive attitude and focus even when things are not going well.

Use adverse situations as “teachable moments.”

Do not demean yourself, your players or the environment.

Treat student-athletes with respect, regardless of their ability to perform.

Encourage players to make a commitment to each other and to encourage one another on and off the field.

#### **Personal and Professional Conduct and Responsibilities**

Uphold the spirit and letter of the rules of the sport, MHSAA policies and handbook regulations.

Demonstrate respect for opponents.

Understand the important role of officials and show them respect, even in disagreement.

Demonstrate integrity – a willingness to win without dishonoring yourself, the team, the sport and its rules.

Maintain the highest standard of ethics, recognize each participant as an individual who will conduct him/herself in a manner befitting his/her responsibilities, and develop the kind of rapport with the broader school community that will improve the total educational program.

Act as a role model for student-athletes, display leadership and develop respect from athletes, coaches, parents and community.

Communicate important information to stakeholders of the program, most notably parents and school personnel, and including public relations with media as appropriate.

Uses sound, acceptable coaching practices.

Participate, as applicable, in activities to improve coaching performance.

The core beliefs are designed to serve as a touchstone for coaches throughout their daily practice. A parent feedback form will be mailed near the completion of your child's sport season. It gives you the opportunity to give feedback based on the performance of the coach in the areas described above.

#### **Requests for Parent Support of the Athletic Program**

We are excited to have your child participate in the Imlay City athletic program. We invite you to work together with your child's coach and the Imlay City athletic department to ensure that the experience is positive and productive. Following are program requests of parents of student athletes that we believe will help accomplish that goal:

- A. Please be positive with your son / daughter. Let your child know that being part of a team is a significant accomplishment. Help them learn that the worth of participating in athletics is not limited to the tangible rewards, but also the development of positive attitudes, self-discipline and learning of life lessons that make athletic competition valuable and worthwhile.

- B. Please do not offer excuses to your child if he / she is not playing. Encourage your child to work hard, and do his / her best.
- C. Please encourage your child to follow the rules of the team, the school, and the game. Whether your child is a first stringer or fourth, rules pertaining to the team, the school and the sport apply.
- D. Please cheer often and loudly for your child's team! Positive cheering is always encouraged and welcomed. Belligerence or negative cheering is not constructive and is unwelcome. Coaches work closely with athletes and know their talents. Please respect that!
- E. Insist that your child be respectful of coaches and game officials and be a good sport. Self-respect begins with self-control. Please model good sportsmanship and "Spartan Pride."
- F. Please encourage our athletes to improve their self-image by believing in themselves, working hard, and thinking "team."
- G. Please remind your child that "winning" = giving maximum effort, continuing to learn and improve, dealing effectively and appropriately with adversity, and contributing to the greater good of the team.
- H. Please encourage your child to play for the love of the game.

### **Clarifying Parent / Coach Communication**

As your child becomes involved in the sports program at Imlay City Community Schools, he / she will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way that your child may wish. This is an opportunity for your child to reap the benefits of involvement in athletics. As problem solving is a life-lesson that everyone needs to have in order to be successful. In such a case, your child should have a talk with his / her respective coach and discuss the situation. When your child handles the problem, it becomes part of the learning and maturation process. There may also be situations that require a conversation between the coach and yourself. These are encouraged! This is a perfect example of how coaches and parents can work together to benefit children. It is important that both parties have a clear understanding of the other's position. Please follow the following procedures to help promote a resolution to possible problem situations:

- A. Encourage your child to speak directly to his / her coach about the situation in an appropriate manner (time, place, and tone).
- B. If still unresolved, please contact the coach directly to speak about the issue – again, time and place are critical in order for this to happen in the best possible environment from which to solve the problem.
- C. If the concern is not resolved, please call the Athletic Director to arrange a conference. This meeting will be arranged with the coach, parent and Athletic Director. At this meeting, the appropriate next step can be determined.
- D. Please do not attempt to confront a coach immediately before or after a contest or practice, and certainly not during a competition. These can be emotional times for both parent and coach. Meetings of this nature typically escalate a problem, not promote a solution.
- E. Again, our goal is for your student to have a positive and productive athletic experience – your input in problem situation is critical and welcomed!

Thank you for allowing your child to be a part of the athletic program at Imlay City Community Schools!

### **Selecting team membership**

The purpose of any athletic program is to provide an opportunity for as many students as is feasible within the constraints of a given sport. Due to the nature of some sports, more students try out than is feasible to carry on a team. In these cases, some students may not be selected for team membership.

The Imlay City School District affords qualified students with disabilities an equal opportunity for participation in extracurricular athletics. We shall make reasonable modifications and provide aids and services that are necessary to ensure an equal opportunity to participate, unless doing so would be a fundamental alteration to the program. We do require a level of skill or ability for participation in a competitive program or activity. Equal opportunity does not mean, for example, that every student with a disability is guaranteed a spot on an athletic team for which other students must try out. We do, however, afford qualified students with disabilities an equal opportunity for participation in extracurricular athletics in an integrated manner to the maximum extent appropriate to the needs of the student. We will make reasonable modifications to policies, practices, or procedures whenever such modifications are necessary to ensure equal opportunity, unless the requested modification would constitute a fundamental alteration of the nature of the extracurricular athletic activity.

### **The following guidelines will be used when selecting teams with limited membership:**

- A. Each student, irrelevant of previous experience, will be given equal opportunity to make a team.
  - 1. An in-school notice will be made to all students at least five school days prior to the first scheduled practice session of the time, place, and date of the first practice session.
  - 2. At the first practice session, the coach will carefully explain the specific criteria for selecting a player for the team.
  - 3. Middle school level: Coaches may elect to use a two-tiered selection process with initial cuts occurring after three practice sessions. A minimum of five practice sessions will be used to determine final team membership at the middle school level.
  - 4. At least ten days prior to the first scheduled practice session, the head coaches of all sports programs are to see that the athletic office is informed of the starting date and all related items so that this information can be distributed to local news media for publication.

## CODE OF CONDUCT FOR STUDENT ATHLETES

The Imlay City School District Code of Conduct for Student Athletes has been developed to provide a uniform set of rules and regulations to govern all district athletic participants regardless of which team or school they represent. The Athletic Code of Conduct combines rules and regulations of the Michigan High School Athletic Association (MHSAA), which have been adopted by the Imlay City School District with specific district rules governing athletic participation. The Code of Conduct for Student Athletes will be in effect during the entire calendar year (12 months). Student athletes are to comply with all aspects of the Code if they desire to enjoy the privilege of continued eligibility for participation in athletics.

In addition, student athletes who incur school disciplinary action because of violations defined in the Imlay City High School Handbook are also subject to the disciplinary actions contained in this Code of Conduct for Student Athletes. Please note that when a student is academically ineligible to participate in contests and scrimmages, he/she still may practice with the team as long as he/she is not suspended from school as outlined in the Imlay City High School Handbook. However, the participant may forfeit the opportunity to receive an athletic award if loss of participation in contests prevents him/her from meeting the requirements for earning the award as outlined in the written supplemental team rules and regulations developed by the coach and distributed to each participant at the start of the sport season. Rules which have been adopted by the Imlay City School District and which are covered by MHSAA rules are indicated by an asterisk (\*).

Students are subject to all MHSAA rules and regulations even though such rules may not be included specifically in this document. A copy may be reviewed at the Athletic Director's office or at the Board of Education office.

### SECTION I: RULES OF ELIGIBILITY FOR PARTICIPATION

The following rules of eligibility must be observed in order to participate in the interscholastic athletic program:

A. **\*ENROLLMENT**

The student must be enrolled in the School by the Monday of the fourth week of the semester in which he/she competes. The student must reside in the school service area in which he/she attends school and must be enrolled in the school for which he/she competes.

B. **\*MIDDLE SCHOOL:** A seventh or eighth grade student must be under fourteen (14) and fifteen (15) years of age respectively. A student who reaches that after September 1 is eligible for participation for the balance of that school year.

C. **\*PARENT/GUARDIAN CONSENT AND STUDENT APPLICATION**

The student must submit the signed parent/guardian consent form and the signed student application form to the coach or to the athletic office prior to participating in tryouts, practice sessions, or contests. Students and parents are to read the "Code of Conduct for Students Athletes" and the Imlay City High School/Junior High School Handbook before signing the parent/guardian consent form and the student application form. The completed form will be kept on file in the athletic director's office during subsequent sports seasons.

D. **\*PARTICIPANT PHYSICAL EXAMINATION**

A student must have a physical examination completed by a physician (M.D. or D.O.) certifying that the student is fully able to compete in athletics. The physical must take place on or after April 15 of the previous school year to be used for the current school year. The students must submit the completed physical form to the coach or the athletic office prior to participating in tryout, practice sessions, or contests. The completed form will be kept on file in the athletic director's office during subsequent sports seasons.

E. **\*SEASONS OF COMPETITION**

A student, while enrolled in grades nine through twelve, shall be eligible to compete in no more than four (4) seasons in either first or second semester athletics. For example, a student may not compete in more than four (4) seasons of a particular sport: football, tennis, etc. Students enrolled in grades seven or eight are not limited in the number of seasons of competition. A student shall be limited to participation in only one sport season when that sport leading to a state championship is sponsored twice during the school year.

F. **\*SEMESTER ELIGIBILITY**

A student shall not be eligible to compete in any branch of athletics who has been enrolled in grades nine to twelve for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school for a period of three weeks or more, or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this rule. Students in grades seven or eight are not limited in the number of semesters in which they may be eligible.

G. **\*ACADEMIC ELIGIBILITY**

**IMLAY CITY SCHOOL DISTRICT REQUIREMENTS:** The MHSAA states that a student must have received passing grades in a minimum of four (4) classes during the previous semester and must maintain passing grades in a minimum of four (4) classes during the current semester to be eligible to participate in athletics. (Middle School must pass 4 out of 7 classes).

## **IMLAY CITY ELIGIBILITY POLICY:**

- A. Marking period grades are checked every two-weeks for all student-athletes participating in a sport during a specific season.
- B. If a student-athlete has a failing grade (59% or lower), the student will be ineligible for one week (from Monday to Sunday).
  - 1. At the conclusion of the week of ineligibility, the student must submit a completed progress report for the week. If the student is passing all classes, he/she is eligible for the following week.
  - 2. An ineligible student-athlete must attend two 30-minute **mandatory** study hall sessions during the week.
- C. If any student-athletes have a grade lower than 70% he/she must attend two 30-minute **mandatory** study hall sessions, in order to stay eligible for the week.
  - 1. Middle School study hall sessions will be held on Tuesday and Thursday during their lunch periods.
  - 2. Any unexcused time missed from a study hall session may result in losing eligibility for that week.

### **FAILURE TO COMPLY:**

Any student who fails to meet any of the above regulations will not be allowed to participate until such time as he/she complies with the regulations in this section. The student is ineligible until deficiencies are corrected.

## **SECTION II: AWARDS**

- A. A student may not accept from any source anything for participation in athletics other than an emblematic award. An emblematic award would include, but not be limited to, any medal, ribbon, badge, plaque, cup, trophy, banner, picture, or regular letter award.
- B. No acceptable award shall exceed twenty-five (\$25.00) dollars in value with the exception of the regular letter award of the school. The cost of engraving a medal or similar award need not be included in determining the value of the award.
- C. No one, such as a parent, friend, or other person, may accept an award on behalf of the athlete at any time prior to graduation from high school.
- D. Acceptance of such items as cash, merchandise, memberships, privileges, services, sweaters, athletic equipment, wearing apparel, and watches would be a violation.

### **FAILURE TO COMPLY:**

Any student violating any area of this section would be ineligible for interscholastic athletic competition for a period of at least one semester from the date of the violation. If violation occurs after the Monday of the fourth week of a semester, a student is ineligible for the balance of that semester and the succeeding semester.

## **SECTION III: \*MAINTAINING AMATEUR STATUS**

- A. Students participating or planning to participate in interscholastic athletics may NOT (1) accept any money or other valuable consideration for participating in athletics, sports, or games, (2) receive any money or other valuable consideration for officiating at interscholastic athletic contests, or (3) sign a contract with a professional team.
- B. The rule in (A) above applies to the following sports: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Softball, Tennis, Track, Volleyball, or Wrestling.

### **FAILURE TO COMPLY:**

A student violating this rule is ineligible and may not apply for reinstatement until the equivalent of one full school year has elapsed from the date of the last violation. After that date, the student may request reinstatement.

## **SECTION IV: \*OUTSIDE OF SCHOOL ATHLETIC COMPETITION**

A student who has participated in any athletic contest as a member of a school team may not participate in the same sport in the same season in any athletic competition outside of and not sponsored by the school. The exception to this rule is the individual sport athlete who may participate in a maximum of two (2) individual sports meets or contests during that sport season while not representing his/her school. A student may not compete in any "all-star" contests at any time in any sport sponsored by the MHSAA during the school year.

A student may participate in only one sport during a given sports season unless league rules are to the contrary.

### **FAILURE TO COMPLY:**

A student violating rules in this section will be ineligible to participate in athletic contests and scrimmages for a period from a minimum of the next three contests up to a maximum of one school year depending on the violation.

## **SECTION V: STUDENT ATTENDANCE REQUIRED FORATHLETICS**

Students are to attend school during the total school day in order to participate in athletics during the same day or evening. Should there be a situation whereby a student cannot attend school who would normally receive an excused absence; the student will be allowed to participate in the contest with approval of the building principal or designee. In these cases, a prearranged excuse is preferred.

### **FAILURE TO COMPLY:**

A student with an unexcused absence from school may not participate in the athletic contest or practice scheduled for that day.

## **SECTION VI: ATTENDANCE AT ATHLETIC PRACTICE SESSIONS AND CONTESTS**

- A. Attendance at practice sessions is essential to prepare athletes physically and mentally for athletic contests. All team members are required to be at all athletic practice sessions and contests at the times designated by the coach. Should situations occur when it is impossible for a participant to attend due to illness, injury, and other required school or family commitments, the student shall make prior arrangements with the coach for an excused absence.
- B. Teams may be practicing during regular school vacation periods. Participants are required to attend at the coach's discretion.
- C. Participation when there is a failure to ride the team bus for whatever reason is at the prerogative of the coach. Any alternative transportation other than the team bus must be prearranged (by submitting a transportation release form) to the athletic department/coach. The parent or guardian must submit written permission to the athletic department/coach for his/her consideration.

### **FAILURE TO COMPLY:**

Failure to attend regularly scheduled practice sessions or contests without an excused absence will lead to disciplinary action as outlined within the supplemental team rules distributed by the coach.

## **SECTION VII: TRAVELING TO AND FROM AWAY CONTESTS**

Any student on a team traveling to an away athletic contest on school owned or chartered transportation or other such approved vehicles shall return to the home school in the same vehicle after the contest is over. The only exception is when prior written arrangements (submitting a transportation release form) are made and the athletic department/coach grants permission for the student to leave the contest site with his/her parent or guardian.

### **FAILURE TO COMPLY:**

Any participant not returning from any away contest with a team without permission of the coach is ineligible to participate in athletic contests for one calendar week from the date of the violation. The participant may practice with the team. A second violation will result in dismissal from the team for the remainder of that sport season.

## **SECTION VIII: UNIFORMS AND EQUIPMENT**

Athletic participants are responsible for the care, security, and use of uniforms and equipment issued to them.

### **FAILURE TO COMPLY:**

Athletic participants will be responsible to pay the replacement cost for uniform or equipment items that are abused or not returned. Athletes will not be allowed to participate in athletics in succeeding seasons until this obligation is met.

## **SECTION IX: USE OR POSSESSION OF TOBACCO, ALCOHOL AND OTHER DRUG SUBSTANCES**

Participation in the athletic programs for Imlay City Schools is considered an honor and a privilege that demands responsibility to the school and the community.

Students are to refrain from use of tobacco, alcoholic beverage and any controlled substance, look-alike or mood-altering chemicals at all times. Optimum physical and mental condition is necessary for high performance in athletics. It is vital to safeguard the personal health and safety of each participant. The Imlay City School District recognizes this and is aware of the negative impact that chemical use can have on their teams. Because this is so important and because the District wants to help any student athlete who may have a tobacco or chemical use problem, the following rule is in effect:

Regardless of the quantity, a student athlete shall not (1) use or have in possession tobacco or tobacco products including smokeless tobacco, (2) use or have in possession a beverage containing alcohol, or (3) use or consume, have in possession, buy, sell, or give away, marijuana, or any controlled or look-alike substance including anabolic steroids. It is not a violation for a student to be in possession of a drug specifically prescribed for the student's own use by his/her doctor.

**FAILURE TO COMPLY:  
THE FOLLOWING PENALTIES ARE CUMULATIVE**

**FIRST VIOLATION:**

- A. After confirmation of a first violation, the student athlete will not be allowed to participate in athletics for a minimum of the next one (1) consecutive interscholastic athletic event or two (2) weeks of a season whichever is greater. The student athlete may practice until reinstated on the team. In order to be reinstated on the team, the student must:
1. Participate in a follow-up conference with parent, coach, building athletic director, and principal.
  2. Participate in the mandatory drug workshop consortium if violation is for alcohol or other chemical abuse. (The cost of the workshop is the responsibility of the family.)

**SECOND VIOLATION:**

After confirmation of the second violation, the student athlete will be dismissed from the team and will be excluded from all athletic interscholastic participation for the remainder of that sport season.

In the case of alcohol or other chemical use, in order for the student to be allowed to participate in interscholastic athletics in future sport seasons during the remaining school year, the parent and student must show evidence that the student has undergone professional assessment for chemical dependency at a Michigan State Department of Substance Abuse Services approved agency. (The cost of the program is the responsibility of the family.) These conditions would be clarified in a required conference with student, parent, and athletic director.

**THIRD VIOLATION:**

After confirmation of a third violation in a subsequent sport season, the student athlete will be dismissed from the team and will be excluded from all athletic interscholastic participation for the remainder of the school year. In the case of alcohol or other chemical use, in order for the student to be allowed to participate in athletics in future school years, the conditions outlined in the second violation above must be met. Any further violation in a future school year would be treated as a third violation.

**SECTION X: SUMMER AND OFF-SEASON PROGRAMS**

A variety of sports camps, schools, clinics, and training programs are offered to athletes during the off-season and summer months by individual coaches, parks and recreation department and the district community education program. These programs provide opportunities for aspiring athletes to improve their skills in a chosen sport. These summer and off-season programs are voluntary. Athletes shall not be required to enroll in these programs as a condition for membership or placement on an athletic team the succeeding season.

**SECTION XI: SUPPLEMENTAL RULES AND REGULATIONS**

Supplemental team rules and regulations unique to a given sport shall be developed by individual coaches with the approval of the building principal. These rules will generally define expectations relating to participant attitude and cooperation and will include criteria for earning a varsity letter award. These rules must be in writing and distributed to participants at the start of the season.

**FAILURE TO COMPLY:**

Failure to abide by the supplemental rules and regulations distributed by the coach will lead to disciplinary action as outlined therein. Within the provisions of this Code of Conduct for Student Athletes, and the written supplemental team rules and regulations, the coach may suspend or exclude a student from athletic participation. A team member who is suspended from school as outlined in the Imlay City High School Handbook may not participate in practices or contests because the suspension covers all school activities. However, a team member ruled academically ineligible to participate in contests and scrimmages may still be able to practice with the team. Any participant who is dismissed from the team for the remainder of a sports season will have forfeited the opportunity to earn an athletic award.

**SECTION XII: APPEAL PROCEDURES**

A participant found in violation of Sections V, VI, VII, VIII, IX, X, and XI may appeal the outcome of the disciplinary action taken for noncompliance. Only the parents or legal guardian may initiate the appeal process.

- A. An appeal of a decision to impose a disciplinary action may be initiated by submitting in writing an appeal to the building principal or designee within two (2) school days of the date the penalty was applied.
- B. Based on the review of the appeal, the building principal shall communicate his/her decision to adjust, revoke, or sustain the disciplinary action. The decision of the principal is final.
- C. In all cases of disciplinary action, student will be reminded of the appeal options and procedures to be followed.

**MEDICATION:**

Any student/athlete who takes prescribed or over-the-counter medication must have a form (Medication Request and Authorization Form 5330 F1 or Authorization for Non-Prescribed Medication and Treatment Form 5330 F1a) filled out by his/her parent or doctor and submitted to the front office before they will be allowed to take any medication at school or at a school function. (See Medications in your student handbook).

**Reporting A Concern:** [https://www.icschools.us/parents/reporting\\_a\\_concern](https://www.icschools.us/parents/reporting_a_concern)

Imlay City Schools personnel are committed to fostering a positive and productive relationship with students and families. We seek to listen to, understand, and appreciate them. When students or families have a complaint or concern related to school or school programs, they can be communicated directly to school personnel. Concerns received will be handled impartially, with fairness, and in accordance with 1.) District policy, 2.) student/parent handbook respective to building/ grade/ program, and 3.) the collective bargaining agreements relative to personnel involved in the concern/complaint.

We recognize that concerns are best addressed at the level/department at which they occur, and most successfully resolved by the individuals directly involved in the matter of concern. As such, students and parents should handle concerns in such a manner and address them directly with the individual(s) involved. If unresolved, or if the concerns are egregious or involve impropriety, students or parents should voice the concern directly to the Director or Principal to whom the individual reports (or by whom the program is sponsored). For example, a concern with a teacher should be first addressed to the teacher, unless the concerning behavior is egregious or involved impropriety. If so, the Dean of Students or Principal of the building in which the individual teaches should be contacted.

There may be times when students or families first voice concerns to a Director, building administrator, or central office personnel. Depending on the nature of the complaint or concern, it may be directed to the appropriate department, office, or responsible party.

The very best way to voice a concern or complaint is by phone or by email. The Imlay City Community Schools website ([www.icschools.us](http://www.icschools.us)) has a staff directory tab on the main page. Names, phone numbers, and email addresses of all staff with regular, daily, access to a phone and computer are listed, and multiple search options are provided. Certain ICS personnel who do not have regular, daily, access to a phone and computer (typically bus drivers, maintenance, and non-instructional support staff members), are not linked in the staff directory. In such cases, students and families may direct concerns to the Director or school administrator(s) of the department in which the individual works, or to whom the program is sponsored.

As always, the central office secretaries can be contacted at 810-724-2765, and concerns **can** be properly redirected to the appropriate responsible party with ease.

Links to the staff and administrative directories can be found here:

<https://www.icsschools.us/staffdirectory>

<https://www.icschools.us/admin/directory>