MILL CREEK MIDDLE SCHOOL

100 Betty ST NE
Comstock Park, MI 49321
Mrs. Cassie Bryant, Principal
(616) 254-5100

MISSION STATEMENT

The Mission of the Mill Creek Middle School Staff is to prepare students for adolescence and high school years while educating them to become life-long learners.

MILL CREEK'S GOALS

- At the end of 8th grade, students will be ready for Algebra 1
- All students will be familiar with the PBIS process
- Clear and concise communication between school and home.

On behalf of the staff at Mill Creek Middle School, welcome to your school. I am thrilled to begin this journey with you as your principal.

Middle school is a special time. You are experiencing many changes as you grow physically, emotionally, academically, and socially. You will be asked to take on more challenging work, make more decisions for yourself, and become increasingly independent. Along the way, there will be successes to celebrate, mistakes to learn from, and challenges to overcome.

My hope is that when you walk through the doors of Mill Creek each morning, you know that you belong here. You are known and you are valued. You have people here who care about you. Our teachers and staff are committed to helping you discover your strengths, build confidence, and become the very best version of YOU.

As you become more independent, remember that the choices you make matter, not just to you, but to the people around you. Take pride in your work. Treat others with kindness and respect. Step up when you see someone who needs help. Ask for help when you need it. Try something new. And when things don't go as planned, give yourself permission to learn, grow, and try again.

Mill Creek is more than a building. It is a community made up of students, teachers, staff, and families. The memories you make here will become part of your story. Years from now, I hope you remember not only what you learned in your classrooms, but the people who made you laugh, the teachers who believed in you, the friendships you made, the challenges you overcame, and the moments when you realized you were capable of more than you realized.

So, Panthers, this is your school. Take care of it. Take pride in it. Take care of one another. Get involved. Have fun. Work hard.

And know that I am here cheering you on every step of the way. I cannot wait to see what this year holds for each of you!

With Panther Pride,

Cassie Bryant
Principal

PowerSchool Link: https://powerschool.cppschools.com/public/

STUDENT HANDBOOK

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

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

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of April 30, 2026. If any of the policies or administrative guidelines referenced herein are revised after May 1, 2026 the language in the most current policy or administrative guideline prevails.

EQUAL EDUCATION OPPORTUNITY

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

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Daniel Holden
Assistant Superintendent
616-254-5007

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

PARENT INVOLVEMENT

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents and family members in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. This policy shall serve as the District policy, as well as the Parent and Family Engagement policy for each school in the District.

The Elementary and Secondary Education Act (ESEA), as amended by the Every Student Succeeds Act of 2015 (ESSA), defines the term "parent" to include a legal guardian or other person standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare).

The term "family" is used in order to include a child's primary caregivers, who are not the biological parents, such as foster caregivers, grandparents, other family members and responsible adults who play significant roles in providing for the well-being of the child.

Family engagement is a collaborative relationship between families, educators, providers, and partners to support and improve the learning, development and health of every learner. The principles of family engagement include: relationships as the cornerstone; positive learning environments; efforts tailored to address all families, so all learners are successful; purposeful and intentional efforts that clearly identify learner outcomes; and engaging and supporting families as partners in their child's education.

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

A. **Relationships with Families**

1. cultivating school environments that are welcoming, supportive, and student-centered;

2. providing professional development for school staff that helps build partnerships between families and schools;

3. providing family activities that relate to various cultures, languages, practices, and customs, and bridge economic and cultural barriers;

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

B. **Effective Communication**

1. providing information to families to support the proper health, safety, and well-being of their children;

2. providing information to families about school policies, procedures, programs, and activities;

3. promoting regular and open communication between school personnel and students' family members;

4. communicating with families in a format and language that is understandable, to the extent practicable;

5. providing information and involving families in monitoring student progress;

6. providing families with timely and meaningful information regarding Michigan's academic standards, State and local assessments, and pertinent legal provisions;

7. preparing families to be involved in meaningful discussions and meetings with school staff.

C. **Volunteer Opportunities**

1. providing volunteer opportunities for families to support their children's school activities;

2. supporting other needs, such as transportation and child care, to enable families to participate in school-sponsored family involvement events.

D. **Learning at Home**

1. offering training and resources to help families learn strategies and skills to support at-home learning and success in school;

2. working with families to establish learning goals and help their children accomplish these goals;

3. helping families to provide a school and home environment that encourages learning and extends learning at home.

E. **Engaging Families in Decision Making and Advocacy**

1. engaging families as partners in the process of school review and continuous improvement planning;

2. engaging families in the development of its District-wide parent and family engagement policy and plan, and distributing the policy and plan to families.

F. **Collaborating with the Community**

1. building constructive partnerships and connecting families with community-based programs and other community resources;

2. coordinating and integrating parent and family engagement programs and activities with District initiatives and community-based programs that encourage and support families' participation in their children's education, growth, and development.

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability. Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent or his/her designee The District will provide homebound instruction only for those confinements expected to last at least five (5) days. Applications for individual instruction shall be made by a physician licensed to practice in this State, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides. ( ) unless enrolling under the District's open enrollment policy. ( ) unless enrolling and paying tuition. New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following: A. a birth certificate or similar document, B. court papers allocating parental rights and responsibilities, or custody (if appropriate), C. proof of residency, D. proof of immunizations. Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment. Students **enrolling from another school,** must have an official transcript from their previous school in order to have credits transferred. The guidance office will . assist in obtaining the transcript, if not presented at the time of enrollment. **Homeless students** who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. New students eighteen (18) years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent. **A student who has been suspended or expelled by another public school in Michigan** may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during

the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

TRANSFER OUT OF THE DISTRICT

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

IMMUNIZATIONS

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Parents/guardians should contact the main office for exiting information if their student is withdrawing from Mill Creek Middle School.

STUDENT WELL BEING

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

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

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

LAW ENFORCEMENT

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or en route to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy. Law Enforcement may also be contacted when a student is suspected of possession or consumption of illegal drug or alcohol. This does include Vaping.

REPORTING

The Board directs administrators to notify law enforcement when required by the Statewide School Safety Information Policy and to make all other reports and provide all other notifications required by the School Safety Information Policy or any state or federal law. The Board directs administrators to refer a student who is expelled for 1) possession of a dangerous weapon; 2) arson; 3) criminal sexual conduct; or 4) 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 eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

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 in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non casual-contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality. Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Humanimmunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's Preparedness for Toxic Hazard and Asbestos Hazard Policy and asbestos management plan will be made available for inspection at the Board offices upon request.

ATTENDANCE

State law requires regular school attendance. The student, parents, and school share the responsibility for student attendance. Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits. Students who have good attendance generally achieve higher grades and enjoy school. **By law, students who are habitually absent and/or tardy must be reported to the ISD Truancy Office.**

ABSENCES, EXCUSED

If a student is ill and/or unable to attend school, a parent or guardian is required to notify the school office (616-254-5100) of their child's absence. If 3 days pass without a note or phone call, the absence will be unexcused. If a student is absent for more than 3 consecutive days, the school may ask for a doctor's statement verifying the illness. Excused Absence Examples**,** including but not all inclusive are:

- Illness
- Doctor / Dental Appointments

- Family Emergency
- Required Court appearances
- Family Vacation when prearranged one week prior with the office
- Death in family
- Funerals
- Religious Observations

ABSENCES, UNEXCUSED

Unexcused Absence Examples, including but not all inclusive are:

- Overslept
- Missed the bus
- No ride
- Skipping classes / school day
- A pattern of excessive absences, even if excused
- Parental failure to excuse an absence within 3 days
- Leaving class early without permission

ABSENCES, EXEMPT

Medical, dental, court and other appointments should be scheduled during non-school hours, however, this is often difficult to accomplish. Presentation of documentation of these appointments to the school office will exempt these absences from those that are required to be reported to the Truancy Officer.

TRUANCY/CHRONIC ABSENTEEISM

Chronic Absenteeism is when a student misses 10% or more of the scheduled school days (to date). This includes both excused and unexcused absences.

Truancy If a student is chronically absent/truant, the following steps will be taken

- After 5 (five) absences that do not qualify as exempt (see above), a letter will be emailed to the parent/guardian. Parents/guardians are expected to have an email address on file with the school and check it regularly.
- After 10 (ten) non-exempt absences, a referral may be made to the Kent ISD Truancy Office. The parent/guardian will be asked to make an appointment with school personnel to complete an Attendance Improvement Plan.
- If an improvement in attendance does not occur, a referral for Truancy Action will be made to the Kent County Truancy Officer. Exempt absences as described above do not count in these absences.

TARDINESS and LATE ARRIVALS

Students are expected to be in the classroom on time. Tardiness disrupts the educational environment and detracts from the quality of every student's education. Teachers will inform students of consequences for tardies as part of their classroom structure. Persistent tardiness will be considered insubordination and result in disciplinary action and a referral to the office.

A student is considered tardy if he or she is not in their assigned classroom promptly at the start of each class. Any tardy is considered unexcused when a student arrives to class late without a legitimate pass signed by a staff member. Students who arrive more than ten minutes after the start of class without a pass will be marked absent and considered skipping class. Appropriate discipline will be issued. Excessive tardiness to school may result in a truancy referral. Whenever a student arrives late to school, excused passes will only be issued for one of the excused absences listed above.

TARDY POLICY: Tardy Policy resets each quarter (9 weeks)

- Students will receive three warnings for tardies before they begin serving consequences.
- On the fourth, fifth, and sixth recorded tardies, the student will be issued a lunch detention for each and parent/guardian contact will be made.
- On the seventh, eighth, and ninth recorded tardy, the student will be issued an after school detention and parent/guardian contact will be made.

- On the tenth recorded tardy, a parent/guardian meeting will be held with the student and administrator to place the student on a tardy contract. It will be explained to the student and parent/guardian that an eleventh tardy will result in stronger disciplinary action as determined by administration. Tardy plan will be discussed with the parent/guardian.

- On the eleventh and above recorded tardies, progressive disciplinary action will be applied as determined by administration. Tardy plan could be put into place for the student.

- When supported by the parent/guardian or when requested by the student, the administration may consider substituting community service as an appropriate consequence to limit missed instructional time.

MAKE-UP WORK DUE TO ABSENCE

Illness – If a student is absent for more than 3 days due to illness, a student or parent can request homework from the office. We ask that you call by 9:00 AM to make sure teachers have adequate time to prepare the work. A student has as many days as they were absent to make up the work after returning to school. If a student is hospitalized for more than 5 days, they will be responsible for major assignments (assessments, projects, etc. as determined by the teachers) upon their return to school.

Advance Absences – If a student knows in advance they will be absent, they may request the work ahead of time. A Prearranged Absence Form is available in the office. The teacher has the discretion to assign work early and expect completed work upon return, or they may save work for the student to complete upon returning to school.

Family Vacation – Extended family vacations during regularly scheduled school days are discouraged. While students are able to make up the written work, they frequently are unable to learn the conceptual understanding of the material gained in the classroom. Teachers will be available for a minimum amount of help but will not be able to individually reteach a week or more worth of material missed during a vacation.

Out of School Suspension – If a student is suspended from school, they are required to complete work assigned during the suspension. The student or parent is responsible to pick up the work as soon as possible. The student must return the work to the teacher upon returning to school to receive credit. If it is a one day suspension and the work is not immediately available, the student will be responsible to get the makeup work when they return.

EARLY DISMISSAL / STUDENT PICK UP

Please call for an early dismissal or have your child provide a note to the office stating the reason and time a parent or guardian will pick them up. Students may be released only to persons authorized by the parent or guardian. Students are not allowed to wait outside the building for parents. For student safety, parents and guardians must sign students out from the main office.

ACADEMIC PROGRESS / GRADING

REPORT CARDS / PROGRESS REPORTS

Report cards are issued four times per year. A report is issued at the end of each (9) week marking period.

GRADES AND GRADE POINT VALUES

The point value for each letter grade is as listed. The grade point average (GPA) is calculated by adding all grade points earned and dividing by the total number of credits (for courses that earned a letter grade.) Courses in which only credit (CR) is earned do not affect the GPA.

A / 4.0 A- / 3.7 B+ / 3.4 B / 3.0 B- / 2.7 C+ / 2.4 C / 2.0 C- / 1.7 D+ / 1.4 D / 1.0 D- / 0.7 E / 0

HONOR ROLL

Students earning a GPA of 3.75 or higher will be placed on the "Principal's Honor Roll." Students earning a 3.5 to 3.74 GPA will be on the "Honor Roll". Negative comments on the report card, academic dishonesty (including cheating), or suspensions may eliminate the student from Honor Roll.

INCOMPLETE GRADES

Any student who receives an "Incomplete" on their report card will have 10 school days from the last day of the marking period to make up the assessments necessary to receive a grade for the course. If the assessments are not made up, the student will receive a failing grade (E) in the course.

PROMOTION POLICY

6^{th} – 8^{th} Grade Courses	Credit/Marking Period
Math	¼ Credit per quarter / 1 credit full year
Language Arts	¼ Credit per quarter / 1 credit full year
Science	¼ Credit per quarter / 1 credit full year
Social Studies/US History	¼ Credit per quarter / 1 credit full year
Electives	¼ Credit per quarter / 1 credit full year

Academic Requirements: Students must earn 75% of the possible credits in each course to be promoted to the next grade level. Students who have not successfully achieved 75% of the needed credits in each course will be required to attend summer school. Up to two classes may be completed through summer school.

Attendance: Research indicates that lack of regular and consistent attendance is one of the most common causes of student failure. Attendance will be a factor in consideration for promotion.

Special Exemptions: A team consisting of an administrator, counselor, and a teacher may make special exemptions from the above requirements. Students who fail courses but receive a proficient score on the M-STEP/PSAT assessment in the study area in which they failed will have their case reviewed.

POWERSCHOOL ON-LINE STUDENT INFORMATION SYSTEM

Parents and students will have the opportunity to view student grades, attendance, and discipline records online. Parents and students will be issued access information, logins and passwords to have read only access to view student grades. This will permit viewing of the graded assignments in each class exclusively for your own student's grades.

PowerSchool Link: https://powerschool.cppschools.com/public/

DROPPING OR ADDING A CLASS

Students may not drop or add a class to their schedule without prior approval from the counselor and parent. After students receive their schedule and registration has taken place, schedule changes will be discouraged except in special circumstances. Students who feel a change is necessary should complete a Request for Schedule Change form located in the Counselor's Office. A counselor will assist students in changing schedules when necessary. Schedule changes may occur within the first ten (10) school days of the semester. A substitute class will be added with the permission of the counselor and the instructor. After this time, schedule changes may only be initiated by the instructor, administrator, and/or counselor. The earned grade in each class will be issued for all classes listed on the schedule. Schedule changes for personality concerns, teacher preferences, or the desire to be with other students will not be granted.

ACCIDENTS, ILLNESS, OR INJURY

Students are directed to report any injury or illness to the supervising staff member. Parents will be notified upon accident, injury or illness if necessary. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction

in the school setting. Mill Creek Middle School will adhere to the State of Michigan and the Kent County health department guidelines regarding lice and nits.

AFTER SCHOOL EVENTS POLICY AND PROCEDURES

Guidelines for after-school events:

1. When students attend an after-school event, they must leave the building after school and can only return when doors to the event open.
2. Dress must be appropriate for the occasion and the school's dress code policy is in effect.
3. Students who leave the event may not return.
4. During events, students are only permitted in designated areas and bathrooms.
5. Students exhibiting inappropriate behavior will be sent home without a refund and may receive a disciplinary consequence and can be prohibited from attending any further events.
6. All chaperones, staff, and volunteers are to be respected as representatives of MCMS.
7. Students are reminded to acquire rides before the end of the event.
8. Any student that has had a suspension in the last 30 days may not attend/participate.

ANIMALS/PETS

Prior permission from the teacher(s) and administrator must be given to the pet's owner before an animal or pet is allowed to be brought to school. Parents must be able to provide transportation to and from school. Pets or animals are not permitted on school buses.

ASSESSMENTS

Students at MCMS are given the Michigan Student Test of Educational Progress (M-STEP). Students also participate in Measures of Academic Progress (MAP) assessments three times a year. Eighth grade students will also take the PSAT 8/9.

BEVERAGES / FOOD

All cafeteria food items must be consumed in the cafeteria. Only water is permitted in the hallways due to the possibility of spills staining the carpets. Please refer to each teacher's policy on food and beverages in the classroom.

BICYCLES

Students, with parent authorization, may ride bicycles to and from school. Bicycles should be locked securely in the racks provided in the north parking lot off Betty Street.

BOOK BAGS/BACKPACKS/PURSES

Students are not permitted to bring their backpacks to class during the school year.

BUILDING HOURS

The school is unlocked at 7:00 a.m. The main office is open in the morning at 7:00 a.m. and closes at 3:15 p.m. Students arriving before 7:20 a.m. will need to remain between the doors in the foyer area. Any student or group of students remaining in the building after 2:40 p.m. must have permission from a member of the faculty.

BUSSES

All students are urged to ride the school bus provided for their convenience. Riding the school bus is a privilege, not a right. Students are expected to discipline themselves and comply with the orders of the operator. Misconduct on buses will not be tolerated, and will result in forfeiture of the privilege of riding. There must not be disturbances of any kind, which might distract the driver and imperil the safety of the passengers. Drivers have the right to assign special seating to students. Video cameras have been placed on the buses to monitor and record student behavior.

- A student should always be at the bus stop at least five minutes before the bus is scheduled to be there and remain off the roadway while waiting for the bus. Students must comply with all school regulations at a bus stop.
- Bus riders should not move to board a bus until it is completely stopped and the door is open.
- Cross in front of the bus, and then only upon the signal of the driver, when crossing a street.
- Bus riders must remain seated when the bus is in motion.
- Bus riders should leave their seats only after the bus has come to a complete stop at their own bus stop. Exit through the emergency doors is expressly forbidden. This is for emergency use only.
- No part of the body should be allowed to protrude from the window or in the aisles. Windows or doors are not to be opened without the permission of the driver.
- Shouting, screaming, smoking, lighters, dangerous objects, weapons, squirt guns, vulgar talk, throwing objects, running, fighting, and pushing are not permitted.
- The rider causing the damage shall pay for any damage to the bus.
- All riders should help keep the bus clean and sanitary on the inside.
- Be courteous and obedient to the bus driver to enable that driver to make the school bus ride safe. Refusal to identify yourself to the driver or giving a false name may result in immediate denial of transportation.
- No pets or animals are allowed on the bus.
- No student is permitted to get on or off the bus at another school or at another student's bus stop without written permission from a parent and approval by an administrator.

SCHOOL BUSES - VIDEO RECORDINGS

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videorecording of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

ACADEMIC INTEGRITY

Students are expected to do their own work as directed by their teachers. To submit another's work as their effort, to copy, including work/reports copied using a computer, or secure from others' answers to homework, or testing questions/problems is prohibited. Consequences for dishonesty/cheating will be handled by the individual teacher or administrator and may result in students being excluded from the honor roll. First offense will result in a grade of zero "0" being issued for the test/quiz/assignment. A second offense may result in a failing grade for the marking period where the violation occurred. Due process will be provided. Parents will be notified immediately by the teacher.

CLOSED CAMPUS

Mill Creek Middle School has a closed campus policy which means students are not allowed to leave school grounds upon arrival or at any time during the school day without written permission from their parents and approval of the school's administrator.

DAILY SCHEDULE

Students may enter the building at 7:20 AM

Advisory 7:40 - 8:00

1st hour 8:04 – 8:59	**4th hour** 11:01 - 12:29	10:57-11:27	7th Grade Lunch
2nd hour 9:03 – 9:58	**5th hour** 12:33 – 1:28	11:28-11:58	6th Grade Lunch
3rd hour 10:02 – 10:57	**6th hour** 1:32 – 2:30	11:59-12:29	8th Grade Lunch

Students shall exit the building by 2:40

DISCIPLINE / STUDENT GUIDELINES FOR DISCIPLINE

STUDENT GUIDELINES FOR DISCIPLINE

The purpose of discipline at Mill Creek Middle School is to help students make better choices and decisions in the future. The following acts of student misconduct are in violation of Board of Education policy.

Mill Creek Middle School offers a PBIS Center for students to receive both academic and positive behavioral support. The center is used for the following purposes:

- Student referrals
- Small groups
- Transition Plans
- Conflict mediation
- Lunch detention
- After-school detention
- Test Taking
- Independent work space (work make-up, individual support etc.)

POSITIVE BEHAVIOR FOR INTERVENTION AND SUPPORT (PBIS)

P.R.O.S. – Be Prepared, Show Respect, Take Ownership, Act Safely

Mill Creek Middle School has implemented the use of Positive Behavior Intervention and Support (PBIS) into the school culture. PBIS is a proactive approach to behavior management on a school-wide level for creating and sustaining safe and effective schools. PBIS places emphasis on prevention of problem behaviors, development of prosocial skills, and the use of data-based problem solving for addressing existing behavior and academic concerns.
The key components of an effective school-wide PBIS system involve: clearly defining and teaching a set of behavioral expectations, consistently acknowledging and rewarding appropriate behavior, constructively addressing problem behavior, and effectively using behavioral and academic data to assess progress.

Mill Creek Middle School uses the acronym “P.R.O.S.” This includes a designed matrix and signage for all areas of the school and campus with expectations for students and staff: P: Prepared, R: Respect, O: Ownership, S: Safety.

Focus areas and behaviors for the PROS Matrix are:

- arrival, departure, bus, parking lot
- hallways
- classrooms and restrooms
- technology
- cafeteria
- athletics/extra-curricular activities

Incentives are in place for students when the expectations of the matrix are followed. A student has the opportunity to receive a P.R.O.S. Pass from any staff member during the school year. If a student is given a P.R.O.S. Pass, they have the opportunity to turn it in to their teacher for a reward or spend it in the P.R.O.S. Shop.

The ultimate goal is to increase academic performance, increase safety, decrease problem behavior, and establish positive school climates through these research-based strategies and systems.

Mill Creek Middle School Behavior Expectations

	Classroom	Hallway	Restroom	Cafeteria	Office	Technology	School-Related Activities (Assemblies, field trips, activity nights, athletics)
Be Prepared	• Arrive on time • Bring necessary materials	• Use your time wisely • Retrieve necessary materials before going to class	• Use the restroom during breaks	• Use your time wisely • Make your choices early	• Visit the office during breaks or with staff permission • Stop at the front desk for check in	• Ensure your Chromebook is fully charged in the morning • Bring your Chromebook and charger daily	• Arrive on time • Bring necessary materials
Show Respect	• Listen while others are speaking • Use appropriate voice level, tone, and language • Respect others' property • Show kindness to students and staff	• Use appropriate voice level, tone, and language • Respect others' property • Show kindness to students and staff	• Allow peers privacy • Use appropriate voice level, tone, and language	• Follow staff members' instructions • Use appropriate voice level, tone, and language • Respect others' property • Show kindness to students and staff	• Wait your turn • Use a quiet voice • Show kindness to students and staff	• Interact appropriately with others in the digital space • Only use your Chromebook when directed by staff	• Follow the rules of the event • Use appropriate voice level, tone, and language • Show kindness to students, adults, and property
Take Ownership	• Do your best • Show quality work • Ask for help when needed	• Go directly to your destination	• Wash your hands with soap and water • Clean up after yourself • Use the bathroom for intended purposes	• Make healthy choices • Leave a clean table, chair, and floor	• Reduce trips to the office by learning passwords, remembering locker information, and bringing your Chromebook to school	• Know where your Chromebook and charger are at all times • Use your Chromebook for intended purposes • Keep food and drink away from your Chromebook	• Model appropriate behavior for others
Act Safely	• Walk at all times • Keep hands, feet, and objects to self • Report safety concerns to staff	• Walk at all times • Keep to the right • Maintain reasonable distance between self and others • Report safety concerns to staff	• Leave devices in your backpack • Report safety concerns to staff	• Ask permission to leave • Walk at all times • Keep hands, feet, and objects to self • Report safety concerns to staff	• Report safety concerns to staff	• Use websites and communication tools approved by staff • Keep your login information private • Immediately report any inappropriate communication or website use to a staff member	• Follow staff members' instructions • Report safety concerns to staff

PBIS Center Expectations and Procedures:

- Students will respect the coordinator and other students at all times.

If the student is removed from class:

- The teacher will email or call the coordinator and/or administrator to notify that a student is being referred.
- Once the student indicates that they are ready to speak with the PBIS coordinator he/she/they will raise their hand.
- The student will be allowed to return to class at the discretion of the coordinator, administrator, and/or teacher.
- A student removed from class for disciplinary reasons will receive a consequence as determined by administration.

MINOR BEHAVIORS

The following is a list of actions that are considered incompatible with the purpose of education. This list does include, but is not limited to, actions that will result in some form of consequence including meeting with the school administration and may include a suspension.

1. Hitting, pushing, and grabbing others with the willful intention to harass or cause minor discomfort
2. Intent to do harm to another person by taunting, provoking, or inciting others to hit, push, or grab
3. Stealing or damaging the property of others
4. Loitering
5. Participating in a public school secret fraternity, secret sorority, a gang, or secret society
6. Falsifying school forms or records, or faculty signatures of teachers, or school officials
7. Insubordination
8. Rude or discourteous behavior
9. Violation of classroom rules
10. Use of racial or ethnic slurs
11. Littering
12. Leaving a classroom or school grounds without permission
13. Truancy – Absent from class or classes without permission
14. Swearing, obscene language
15. Lying, cheating, or plagiarism
16. Gambling
17. Being in an unauthorized area, i.e. unauthorized side of sidewalk along School Street
18. Inappropriate display of affection
19. Eating or drinking in other than designated places
20. Sale and/or possession of obscene literature, picture, or objects
21. Possession or use of nuisance items, i.e. squirt guns, stink bombs, shaving cream, rubber bands
22. Failure to present ID card upon request
23. Disorderly conduct – Any conduct that interferes with the educational process
24. Possession of matches, lighters or other devices that can be used to start a fire
25. Possession of electronic smoking devices-This can also be a Major based upon investigation by School Administration..
26. Possession of objects which emit harmful laser beams of light
27. Sharing passwords, accessing other students' files through the network
28. Using the Internet for purposes other than the educational reason for which it was established
29. Harassment/intimidation of others
30. Hazing – any method of intimidation into a student organization and/or sports team that causes or is likely to cause physical or mental harm or personal degradation
31. Pranks- This can also be a Major based upon investigation by School Administration.

MAJOR BEHAVIORS

The following behaviors are among the most serious offenses that school systems deal with on occasion. These are violations that cause a major negative disruption to the school environment. Such acts must and will be dealt with promptly. We have taken a zero tolerance approach for these types of behaviors. These offenses may automatically result in a recommendation for expulsion from school for the first offense and may also result in a referral to an appropriate law enforcement agency. The following list is not intended to be all inclusive. The administration reserves the right to define an offense as a MAJOR BEHAVIOR issue for purposes of this policy.

1. **Fighting or altercations between students will result in up to 5 days of suspension for the first offense and up to 10 days for the second offense. Continued participation in fights or altercations could result in expulsion from Mill Creek Middle School.**
2. Assault by an individual in which the purpose appears to do great bodily harm or disfigurement (Public Act 102).
3. Physically attacking a staff member or threatening to do physical harm to school personnel or property of school personnel, (Public Act 104).
4. Repeated bullying by a student against another student.

5. Sexual molestation, indecent exposure, or other non-consensual sexual conduct.
6. Robbery or extortion - - obtaining money under false pretenses.
7. **Possession or use of weapons or explosives, or injurious materials (this includes knives of all kinds, guns, metal pipes, chains, clubs, brass knuckles, large scissors, fireworks, weapon look-alikes and other objects which are used as a weapon).**
8. Arson or attempted arson.
9. Breaking and entering.
10. Vandalism or other intentional destruction or impairment of school property.
11. Possession, use, sale, or solicitation of dangerous and illegal drugs, (also the sale of or distribution of prescription and over the counter medication), marijuana, alcohol, tobacco, vaping devices, or any legally controlled substances or look-alikes.
12. Gross insubordination – willfully, openly defiant and public display of disobedience of a direct and proper order issued by a person in authority.
13. Threat assault to an employee, contractor, or volunteer, raising a fire alarm or a bomb threat, verbally or in person, or any threat to do great bodily harm that is a disruption to the educational process (Public Act 104).
14. Persistent disobedience (3 or more referrals for minor behaviors).
15. Trespassing on school property.
16. Any gang-related activity, such as: graffiti, dress, threats, fights or other activity that can be related as gang related.
17. Electronically "hacking" into the network or computers or delving into unauthorized areas of the network.
18. Damaging the electronic network's hardware or software.
19. Sexual Harassment/Bullying.
20. **Speaking/writing/displaying any version of the words: KILL, GUN, KNIFE, SHOOT or any other acts of violence in and out of the school setting in reference to a staff member, fellow student or the school building.**

MANDATORY EXPULSION

In compliance with enacted State and Federal laws, any Mill Creek student who is in possession of a dangerous weapon, as defined by law, or who commits arson or rape on school grounds, raising a bomb threat, false fire alarms, or other false reports of dangerous conditions directed at a school building, school property, or a school-related event shall be permanently expelled from the Comstock Park Schools and all Michigan public schools. This will include behavior while the student is in a school building, or while the student is en route to or from school on a school bus, at a school bus stop, or at a school-related activity. Consistent with prior actions of the Comstock Park Board of Education, the district has adopted a zero tolerance approach to the presence of weapons as well as other illegal and disruptive behaviors.

STATE-MANDATED PERMANENT EXPULSIONS

A district, or the district's designee, is required to permanently expel a pupil from the district for weapons, arson, criminal sexual conduct or physical assault to an employee, volunteer, or a person contracted by the school district, subject to the mitigating factors in MCL 380.1310d, specified below. These are referred to as "State Mandated" Expulsions.

- Dangerous Weapons
    - A pupil found to be in possession of a dangerous weapon in a weapon free school zone, must be separated from the general pupil population and is expelled from all public-school districts within the state (Revised School Code- section 380.1311(2)) until such time of reinstatement under section 380.1311(5).
    - **Dangerous weapons are defined as** a firearm, dirk, dagger, stiletto, iron bar, **knife with a blade over 3 inches in length,** pocket knife opened by a mechanical device, and brass knuckles. Firearm is defined under the federal Gun-Free Schools Act of 1994 as:
        - Any weapon (including a starter gun) which will or is designed or may readily be converted to expel a projectile by the action of an explosive.
        - The frame or receiver of any such weapon.
        - Any firearm muffler or firearm silencer.

- Any destructive device.

- A school board, or the district designee, is not required to expel the pupil if the pupil can establish in a clear and convincing manner at least one of the following:

  - The object or instrument possessed by the pupil was not possessed for the use as a weapon, or for a direct or indirect delivery to another person for the use as a weapon.
  - The weapon was not knowingly possessed by the pupil.
  - The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a dangerous weapon.
  - The weapon was possessed by the pupil at the suggestion, request or direction of, or with the express permission of school or police authorities.

- Arson
  - A felony violation of Chapter X of the Michigan penal code MCL 750.71-80. A pupil found to be guilty of committing arson in a school building or on school grounds must be separated from the general pupil population and is expelled from all public school districts within the state. (Revised School Code - Section 380.1311(2)) until such time of reinstatement under Section 380.1311(5).
- Criminal Sexual Assault
  - A violation of Section 520(b)-(g) of the Michigan Penal Code being MCL 750.520(b)-(g). A pupil who commits criminal sexual conduct in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311(2)) until such time of reinstatement under Section 380.1311(5). A pupil who commits criminal sexual conduct against another pupil enrolled in the same school district may be suspended or expelled from school if it is determined that the interest of the school is served by the student's suspension or expulsion. (MCL 380.1311(1))
- Physical Assault - Pupil to Employee, Volunteer or a Person Contracted by the District
  - Defined in section 380.1311a of the Revised School Code as the act of intentionally causing or attempting to cause physical harm to another through force or violence. A pupil, in grade 6 or above, who commits physical assault in a school building, on school grounds, or at a school function must be separated from the general pupil population and is expelled from all public school districts within the state (Revised School Code 380.1311a(1)) until such time of reinstatement under Section 380.1311a(5).

ACTS OF VIOLENCE THAT REQUIRE EXPULSION

Physical Assaults by a Student against a Student

Public Act 102 of 1999 requires school districts to expel students up to 180 days for physical assaults. A physical assault is defined as: intentionally inflicting physical harm on an individual through force or violence and will be reported to law enforcement when:

1. The victim says they were injured.
2. There are visible signs (cuts, bruises, etc.)
3. Medical attention is required
4. An object was used to inflict injury
5. The victim did not fight back/retaliate

If you are involved in an assault as a victim, you must first prove that you did everything to avoid or retreat from the situation. If that is impossible, you have the right to protect yourself with only a degree of force necessary at the time to protect yourself from danger. This right to defend yourself lasts only as long as necessary to protect yourself or to allow for escape. You must also prove that you had an honest and reasonable belief that you were in danger of being harmed.

Physical Assaults by a Student against a School Employee, Volunteer, or Contractor

Public Act 103 of 1999 requires school districts to permanently expel students for 180 days for physically assaulting a school employee, volunteer, or contractor**.** The definition of physical assault is: intentionally inflicting physical harm on an individual through force or violence and will be reported to law enforcement when:

1. The victim says they were injured
2. There are visible signs of injury
3. Medical attention is required
4. An object was used to inflict injury
5. The victim did not fight back/retaliate

Threat Assaults by Students against a School Employee, Volunteer, or Contractor

Public Act 104 of 1999 requires school districts to expel students up to 180 days for any student that threatens a school employee, volunteer, or contractor.

1. A threat is defined as an offer to do bodily injury to another by force under circumstances that creates a well-founded fear of actual harm by the person being threatened and is coupled with the ability to carry out that act if not prevented.
2. All violations to Public Acts 102, 103, and 104 will be reported to a law enforcement agency.

Board Policy 5610

Suspension and Expulsion (*Adopted June 2022)*

STUDENT DISCIPLINE - GENERALLY

It is the Board's policy to provide students and staff with a safe learning environment free from substantial disruption. Consistent with this policy, the District may discipline students who engage in misconduct. Discipline may, but need not, include suspension or expulsion from school.

It is the Board'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. It is further the Board's policy to comply with all applicable state and federal laws related to student discipline.

It is the Board's expectation that this Board Policy, especially those provisions that require consideration of specific factors and the possibility of restorative practices before suspending or expelling a student, will reduce the number of out-of-school suspensions that exceed ten (10) days and the number of expulsions.

This Board Policy applies to all student conduct that occurs: 1) on school property; 2) at a school-sponsored or school-related event; 3) on the school bus; 4) traveling to or from school, including at a school bus stop; and 5) at any other time or place if the conduct has a direct nexus to the school environment.

STUDENT CODE OF CONDUCT

The Board directs the Superintendent to develop and regularly update a student code of conduct. The student code of conduct must: 1) identify offenses that may result in discipline; 2) identify the possible disciplinary consequences for each offense, which may, but need not, include suspension or expulsion; 3) be consistent with Board policy and applicable state and federal laws, including laws requiring mandatory suspension or expulsion; and 4) include a copy of the section of this Board Policy entitled "Suspension from Class, Subject, or Activity by Teacher."

CODE OF CONDUCT

A major component of the educational program at MCMS 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, religion, height, weight, disability, or ethnic background
-complete assigned tasks on time and as directed
-help maintain a school environment that is safe, friendly, and productive
-act at all times in a manner that reflects pride in self, family, and in the school

DEFINITIONS

For purposes of this Board Policy:

A. "Suspend" or "Suspension" means a disciplinary removal from school for less than sixty (60) school days.

B. "Expel" or "Expulsion" means a disciplinary removal from school for sixty (60) or more school days.

C. "Restorative practices" means practices that emphasize repairing the harm to the victim and the school community caused by a student's misconduct.

D. Superintendent, or his or her designee (hereinafter "Superintendent")

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 or its designee 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 or its designee 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 fifteen (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.

SUSPENSION FROM CLASS, CLUB, OR ACTIVITY BY THE TEACHER

A teacher may suspend a student from any class, subject, or activity for up to one full school day if the teacher has good reason to believe that the student: 1) intentionally disrupted the class, subject, or activity; 2) jeopardized the health or safety of any of the other participants in the class, subject, or activity; or 3) was insubordinate during the class, subject, or activity. Before suspending a student from a class, subject, or activity, a teacher must first determine whether suspension is warranted based on the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.

The Board directs any teacher who suspends a student from a class, subject, or activity to immediately report the suspension and the reason for the suspension to the building administrator or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the Board directs the building administrator or designee to ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures that apply to students with disabilities are followed.

The Board directs any teacher who suspends a student from a class, subject, or activity to, as soon as possible following the suspension, request that the student's parent/guardian attend a parent-teacher conference to discuss the suspension. The Board directs the building administrator or designee to attend the conference if either the teacher or the parent/guardian requests the attendance of a school administrator. In addition, the Board directs the building administrator to make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

DISCRETIONARY SUSPENSION OR EXPULSION

Under Michigan law, a suspension of ten (10) or fewer school days is presumed to be reasonable. A suspension of greater than ten (10) school days, or an expulsion, is, in most circumstances, presumed not to be warranted. Before imposing a suspension of more than ten (10) school days or an expulsion, District administration or the Board must rebut the presumption (i.e., explain why the suspension or expulsion is warranted despite the presumption) by considering the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than ten (10) school days or expulsion is warranted, the Superintendent must explain his or her rationale in writing. The rationale must be based on the above factors.

Before exercising this authority, the Superintendent must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

BUILDING SUSPENSION - TEN (10) OR FEWER DAYS

The Board delegates to all building administrators the authority to suspend a student for up to ten (10) school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension.

The building administrator may also suspend a student pending further investigation and possible further disciplinary consequences, including a longer-term suspension or expulsion. Before exercising this authority, the building administrator must consider all of the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.

Additionally, before suspending a student for any length of time, the building administrator must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

SUPERINTENDENT - LESS THAN SIXTY (60) DAYS

The Board delegates to the Superintendent the authority to suspend a student for up to fifty-nine (59) school days for an offense identified in the student code of conduct if the code of conduct states that the offense may result in suspension of up to fifty-nine (59) school days. Before exercising this authority, the Superintendent must consider all of the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.

Any time the Superintendent finds that a suspension of more than ten (10) school days is warranted, the Superintendent must explain his or her rationale in writing. The Superintendent's rationale must be based on the above factors.

Additionally, before suspending a student for any length of time, the Superintendent must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

SUPERINTENDENT AND BOARD - EXPULSION

The Superintendent may recommend that the Board expel a student for an offense identified in the student code of conduct if the code of conduct states that the offense may result in an expulsion. Before exercising this authority, the Board, the Superintendent, must consider all of the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.

Any time the Superintendent or the Board finds that an expulsion is warranted, the Superintendent or the Board must explain its rationale in writing. The Superintendent's and Board's rationale must be based on the above factors.

Before exercising this authority, the Superintendent and the Board must provide the student due process as described in the section of this policy entitled "Due Process." If the student is a student with a disability, the student's discipline is also subject to the section of this policy entitled "Students with Disabilities."

MANDATORY SUSPENSION OR EXPULSION

It is the policy of the Board to comply with the federal Gun-Free Schools Act and sections 1310, 1311, and 1311a of the Revised School Code. Nothing in this section of the Board Policy may be construed to limit the Board's discretion to suspend or expel a student for any offense that the student code of conduct identifies as possibly resulting in suspension or expulsion. The Board directs the Superintendent to refer all incidents that may result in a mandatory suspension or expulsion to the Board. The Board recognizes that, as explained below, in some circumstances it may choose not to suspend or expel a student.

POSSESSION OF A FIREARM

If a student possesses a firearm in a weapon-free school zone, the student will be permanently expelled unless the student demonstrates, in a clear and convincing manner, at least one of the following:

A. The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;

B. The student did not knowingly possess the weapon;

C. The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or

D. The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

If a student demonstrates one of the above circumstances in a clear and convincing manner and the student has not been previously suspended or expelled from school, the Board will not expel the student unless the Board finds that, based on the circumstances, expulsion is warranted.

POSSESSION OF A DANGEROUS WEAPON (OTHER THAN A FIREARM)

If a student possesses a dangerous weapon in a weapon-free school zone, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.

Additionally, the Board is not required to expel a student for possession of a dangerous weapon (other than a firearm) if the student demonstrates, in a clear and convincing manner, at least one of the following:

A. The student was not possessing the instrument or object to use as a weapon or to deliver, either directly or indirectly, to another person to use as a weapon;

B. The student did not knowingly possess the weapon;

C. The student did not know or have reason to know that the instrument or object constituted a "dangerous weapon"; or

D. The student possessed the weapon at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

APPLICABLE DEFINITIONS FOR DANGEROUS WEAPON OFFENSE

"Weapon-Free School Zone" means school property and a vehicle used by a school to transport students to or from school property.

"School Property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school, except a building used primarily for adult education or college extension courses.

"Dangerous weapon" means 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.

"Firearm" means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or (4) any destructive device. "Firearm" does not include an antique firearm.

"Destructive device" means 1) any explosive, incendiary, or poison gas (including a bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or similar device); 2) any type of weapon (other than a shotgun or a shotgun shell that the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half (1/2) inch in diameter; and 3) any combination of parts either designed or intended for use in converting any device into a destructive device and from which a destructive device may be readily assembled.

"Antique firearm" means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898; or any replica of any such firearm if the replica: 1) is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or 2) uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and which is not readily available in the ordinary channels of commercial trade. "Antique firearm" also means any muzzle loading rifle, muzzle loading shotgun, or muzzle loading pistol, which is designed to use black powder, or a black powder substitute, and which cannot use fixed ammunition. "Antique firearm" does not include any weapon that incorporates a firearm frame or receiver, any firearm which is converted into a muzzle-loading weapon, or any muzzle-loading weapon which can be readily converted to fire-fixed ammunition by replacing the barrel, bolt, breechblock, or any combination thereof.

ADDITIONAL PROCEDURES FOR DANGEROUS WEAPON EXPULSION

The Board directs the Superintendent to ensure that if a student is expelled for possession of a dangerous weapon, the student's permanent record reflects the expulsion. The Board directs the Superintendent to refer a student who is expelled for possession of a dangerous weapon to the county department of social services or the county community mental health agency and to notify the student's parent or legal guardian (or the student if the student is at least age eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion. The Board further directs the Superintendent to make a referral to local law enforcement and to contact the student's parent/guardian immediately any time a student is found to have brought a dangerous weapon to school or possessed a dangerous weapon at school, at a school-related activity, or en route to or from school in a school vehicle.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for possession of a dangerous weapon may not enroll in the District.

ARSON

If a student is convicted of, or pleads guilty or no contest to, committing arson, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option; and

G. Whether lesser interventions would address the behavior.Additional Procedures for Arson Expulsion.

ADDITIONAL PROCEDURES FOR ARSON EXPULSION

The Board directs the Superintendent to ensure that if a student is expelled for committing arson, the student's permanent record reflects the expulsion. The Board directs the Superintendent to refer a student who is expelled for committing arson 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 eighteen (18) or is an emancipated minor) of the referral within three (3) calendar days of the expulsion.

Unless reinstated pursuant to section 1311(6) of the Revised School Code, a student expelled by another district for committing arson may not enroll in the District.

CRIMINAL SEXUAL CONDUCT

If a student is convicted of, or pleads guilty or no contest to, committing criminal sexual conduct, as defined in section 1311 of the Revised School Code, in a school building or on school grounds, the Board will consider whether to permanently expel the student or to impose a less severe penalty after first considering the following factors:

A. The student's age;

B. The student's disciplinary history;

C. Whether the student has a disability;

D. The seriousness of the behavior;

E. Whether the behavior posed a safety risk;

F. Whether restorative practices are a better option

RISK ASSESSMENT INSTRUMENT

The Comstock Park School District has developed an instrument to assess the level of risk for violence by a student. This guide will be used by a designated, trained building team to guide them in asking the right questions, involving the right people, and making decisions when issues of health or safety are presented. Also, when an administrator becomes aware of threats or violence or when other concerns arise which, in the administrator's judgment, signal a significant risk of violence on the part of the student, the instrument will be used.

SALE/USE/POSSESSION OF ILLEGAL DRUGS/ALCOHOL/TOBACCO/PARAPHERNALIA

The possession, use or sale of alcohol, controlled substances, inhalants, illegal drugs, tobacco, vape pens, drug look-alikes or drug paraphernalia by students is prohibited on school grounds or functions/activities. Students found in violation of this offense will be subjected to the following:

First Offense – Expulsion or 10 day suspension or 5 day suspension with parental agreement to attend a certified drug/alcohol/tobacco awareness program. This information must be released to the school. Vape pens will be tested by the School Resource Officer for THC. If the vape pen is found to contain THC then charges may be filed.

Second Offense – Expulsion or 10 day suspension. The student will also complete an additional awareness class. Referral to the superintendent for review. All violations will be reported to a local law enforcement agency.

- **All students who are found to be in possession or use of drugs, alcohol, vape pens, and/or tobacco will be required to attend Mill Creek Middle School's Substance Abuse, Education, and Awareness program. The purpose of this program is to help students develop the knowledge and skills to engage in healthy behaviors and decision-making and to increase their awareness of the dangers and consequences of risky behaviors and drug abuse. For the first offense, the student will attend the program for up to 5 days. Further offenses will result in the student attending the program for a duration of time as determined by school personnel.**

SEXUAL HARASSMENT/BULLYING POLICY

We make every attempt to provide a safe place for you to attend school. No student has to endure threats and feel uncomfortable in their academic setting. For these reasons, the following sexual harassment/bullying policy has been developed.

Definition of Sexual Harassment

Any unwelcome or unwarranted behavior that makes you feel uncomfortable, threatened or degraded, regardless of age or gender, including but not limited to: continual teasing, threatening, rumor spreading, stalking, name calling, notes of a

threatening and/or sexual nature, repeated requests for a date, grabbing/touching, pressure for sexual favors, phone calls of a sexual nature, rape/assault. These may be student to student, student to staff, staff to student, male to female, female to male, male to male, or female to female, either verbally or written (including use of computers or cell phones) or through gesture.

TITLE IX SEXUAL HARASSMENT

The Board of Education of the Comstock Park Public School District (hereinafter referred to as "the Board" or "the District") does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

The Board prohibits Sexual Harassment that occurs within its education programs and activities. When the District has actual knowledge of Sexual Harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating Sexual Harassment and will take appropriate action when an individual is determined responsible for violating this policy. Board employees, students, third-party vendors and contractors, guests, and other members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the District's education programs and activities.

TITLE IX COORDINATOR(S)

The Board of Education designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Dan Holden
Assistant Superintendent
616-254-5000
101 School St. NE
dholden@cppschools.com

Kendra Faustin
High School Principal
616-254-5200
150 Six Mile Rd. NE
kfaustin@cppschools.com

The Title IX Coordinator shall report directly to the Superintendent. Questions about this policy should be directed to the Title IX Coordinator.

The Superintendent shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

> The Board of Education of the Comstock Park Public School District does not discriminate on the basis of sex in its education program or activity, and is required by Title IX and its implementing regulations not to discriminate in

such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Dan Holden
Assistant Superintendent
616-254-5000
101 School St. NE
dholden@cppschools.com

Kendra Faustin
High School Principal
616-254-5200
150 Six Mile Rd. NE
kfaustin@cppschools.com

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at this link. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The Superintendent shall also prominently display the Title IX Coordinators contact information – including name(s) and/or title(s), phone number(s), office address(es), and e-mail address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

BOARD OF EDUCATION POLICY 5517.01 - 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.

Reporting

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

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

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for remedying any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

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

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

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include 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.

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.

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

A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or

D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.

C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, 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 a 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.

BULLYING

The National Center Against Bullying defines bullying as, “an ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behavior that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening.” Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.

According to the National Center Against Bullying, bullying is NOT:

- single episodes of social rejection or dislike
- single episode acts of nastiness or spite
- random acts of aggression or intimidation
- mutual arguments, disagreements or fights.

These actions can cause great distress. However, they do not fit the definition of bullying and they're not examples of bullying unless someone is deliberately and repeatedly doing them. These actions will result in disciplinary action according to school policy.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

HAZING

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

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

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

A. illegal activity, such as drinking or drugs;

B. physical punishment or infliction of pain

C. intentional humiliation or embarrassment;

D. dangerous activity;

E. activity likely to cause mental or psychological stress;

F. forced detention or kidnapping;

G. undressing or otherwise exposing initiates.

How to Avoid Student Conflict

Attempt to keep yourself out of situations that may lead to conflict. Don't set yourself up to be intimidated by leading people on or talking badly about other people.

What To Do If Any Of These Do Occur

1. Let the person know that you do not like their behavior or comments. If you feel comfortable and safe doing so, tell them that their behavior bothers you and you want them to stop.

2. Write the incident in your own words. Include: **who** was involved, **what** happened, **when** did it happen, **where** did it happen, **how** did it make you feel and **who** witnessed the event. Incident reports are available in the main office.
3. **Report the incident!** Don't blame yourself. Sexual harassment/bullying and intimidation are unwanted and you may feel trapped, confused, embarrassed, scared or helpless. You did not ask for these feelings!

Whom to Report Incident To:

- Teacher
- Counselor
- Administrator
- Parent
- Coach

What Will Happen

1. There will be an investigation conducted by the administration or involved school personnel in a timely and confidential manner. **Administration will make every attempt to investigate all reported issues within three (3) days of the report. Reports will be prioritized on the basis of severity and information that is provided. In some cases more information will need to be provided before a full investigation can begin. Reports made over a school break or weekend may be delayed until school resumes. If an incident occurs outside of school and the incident carries over into the school environment, school administration will investigate to determine if action is warranted in the school setting.** The school resource officer may be consulted.
2. The parents/guardians of the victim(s) and the offender(s) will be notified in each incident
3. Penalty could include, but not limited to:
    - Verbal warning/detention
    - Conference with parent(s)/guardian(s)
    - Removal from participation in extracurricular activities
    - Suspension for up to 10 days or longer.
    - Long term suspension for the remainder of the school term
    - Long term suspension for the remainder of the school year i.e. longer than one term or semester, but less than a full school year
    - Referral to an appropriate law enforcement agency
    - Permanent expulsion from the School District

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. False reports of harassment are likewise prohibited. Retaliation or false reports may lead to legal or disciplinary action.

PROGRESSIVE DISCIPLINE POLICY

In an effort to affect a change in negative behavior, progressive discipline will be administered consequences for violations of the discipline code have been outlined previously for the FIRST offense. On the second and subsequent violations, progressively more severe consequences will be enforced. An example would be: a detention for the first offense, a parent intervention for the second, a suspension for the third and so on.

Excessive Referrals:

-1-3 referrals will result in lunch detentions.

-4-6 referrals will result in parent/guardian contact and after-school detention. After the 6th referral, a plan will be developed with the parent/guardian, student, and administrator to help the student with strategies that will reduce referrals.

-7-9 referrals will result in parent/guardian contact and ISS/OSS.

-10th referral and above will result in additional parent/guardian contact and OSS.

OK2SAY

A confidential way to report anything that threatens a student, school employee or school safety. OK2SAY encourages **confidential** tips on criminal activities or potential harm directed at students, school employees or schools. How to submit a tip:

- Phone Call-855.565.2729
- Text-652729(OK2SAY)
- Email-ok2say@mi.gov

RESTORATIVE PRACTICES

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student's misconduct. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board *(Superintendent)* shall consider the following factors: a) the student's age

b) the student's disciplinary history

c) whether the student has a disability

d) the seriousness of the violation or behavior

e) whether the violation or behavior committed by the student threatened the safety of any student or staff member

f) whether restorative practices will be used to address the violation or behavior

g) whether a lesser intervention would properly address the violation or behavior

The Board *(Superintendent)* will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board *(Superintendent)* can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the administration will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence. In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

DUE PROCESS PROCEDURES

A student being considered for suspension must be provided an informal administrative hearing. At a minimum, this will include a meeting between the Principal or another person authorized by the Board of Education to administer a suspension to the student. The purpose of this hearing is to notify the student of the charges and to provide the student an opportunity to defend himself/herself. The designated school representative convening the hearing must give the student oral or written notice of the charges. The designated school representative convening the hearing must give the student oral or written notice of the charges.

● If the student denies the charges, the designated school representative must provide an explanation of the evidence against the student and also provide an opportunity for the student to explain his/her side of the story.

● An impartial disciplinary judgment is made by school administrative personnel based upon evidence gathered by school personnel and by any other evidence or proof offered by the student in his/her defense.

● When there is justification to suspend, the designated school representative provides oral notice to the student and, where possible, the parent. Immediately following the decision to suspend, the parent should be notified in writing. The notice includes the

length of the suspension and any special conditions relating to it (examples are: bus suspensions, in-school suspensions and out-of-school suspensions), and provisions or requirements to make up missed work.

● If a student or a parent questions or disagrees with a disciplinary ruling they may appeal this decision, in writing, to the principal within five school days. There is no appeal beyond the principal for suspensions of 10 days or less. For suspension of more than 10 days, an appeal may be made to the Superintendent of Schools, in writing, within five school days of the principal's decision. Appeals will not be heard unless the aforementioned procedure is followed.

● Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

APPEALS PROCESS

If a student or a parent questions or disagrees with a disciplinary ruling, they may appeal this decision, in writing, to the next higher authority within five school days. The appeal levels to follow will be first to the Building Principal. **There is no appeal beyond the principal for suspensions of 10 days or less.** If that decision is not acceptable to the parent or student, they may appeal that decision to the Superintendent of Schools within five school days. In appeals of disciplinary action not exceeding ten days of suspension, the Superintendent's decision will be final. Appeals will not be heard unless the aforementioned procedure is followed.

EXPULSION PROCEDURES

Expulsion shall be defined as an exclusion of a student from school by the Board of Education. The Board has two (2) options:

1. Permanently expel a student.
2. Expel a student for a given period of time, such as a semester or the remainder of the school year.

General Procedure for Expulsion

The following conditions apply to expulsion:

1. The student must be found guilty by the administration of "gross misconduct" or "persistent disobedience" before recommending expulsion. When a student is persistently disobedient, the administration determines that other efforts to correct the student's behavior have been unsuccessful and that the student's conduct (including any previous disciplinary incidents) justifies expulsion.
2. An evaluation of the records must be made to determine if there is any evidence that the student may be handicapped. If the student is suspected of being handicapped, due process procedures must be followed. If the IEP determines the student is not handicapped, expulsion proceedings may continue.
3. The parent must be given written notice of the administration's intent to recommend expulsion. The notice shall include: a. The charge and evidence for the charge
    b. The time and place of the Board meeting to consider expulsion.
    c. The length of time the administration is recommending the student be denied enrollment (semester, year, permanently).
    d. A brief description of the hearing procedure (who will conduct it, how it will be conducted, etc.).
    e. A statement of the student's rights, including the right to be represented by the parent or counsel, the right to give testimony, present evidence and otherwise provide a defense.
4. Expulsion must be by formal action of the Board of Education. The Board may meet in closed session to consider expulsion when the student, student's parent(s), or guardian requests a closed session.
    a. The Board of Education must act to expel in public session with a quorum present.
    b. The expulsion must be by formal motion and confirmed by a vote of a majority of those members elected to and serving on the Board of Education.
    c. The action must appear in the minutes and be part of the public record.
5. Notice of expulsion must be sent to the juvenile division of the Probate Court for students ages 6-15. The court must be informed that the Board of Education has expelled the student, provided the reason for expulsion. and requested to review the case to assure that the student is placed in an educational program in accordance with the State mandatory school attendance law.
6. Notice may be sent to the juvenile division of the Probate Court for students ages 16 and 17 where the district believes that the court should review the circumstances surrounding the expulsion. This is suggested when the record indicates that expulsion could have been avoided with appropriate parental supervision, medical or psychiatric treatment. The school district may provide

a copy of the public record to the court, but should not make any judgment or recommendation about the need for medical or psychiatric treatment or foster home placement.

7. Where the Board of Education rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the Board of Education.
8. The student and/or parent(s) or legal guardian, or another representative of his/her choosing may be present at the meeting of the School Board to present a plea for the student.
9. If the student is represented by an attorney at the hearing, the Superintendent of Schools shall have an attorney represent the school system in the hearing.
10. During an expulsion, the student may not be on school property, attend classes, participate in or attend any extracurricular activity.

STUDENT RIGHTS OF EXPRESSION

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

A. A material cannot be displayed if it:

1. is obscene to minors, libelous, indecent and pervasively or vulgar,

2. advertises any product or service not permitted to minors by law,

3. intends to be insulting or harassing,

4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

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

STUDENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, the student 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. Any suggestions, concerns, and grievances may be directed to the Principal or to the student government.

A student may have the right to a hearing if the student believes they have been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade. (See also Board Policy 5710 – Student Grievance.)

DRESS CODE

- The school laws of the State of Michigan and CPPS Board Policy require a student to attend school in appropriate dress. (Non disruptive to the school environment)

Comstock Park Board of Education Policy states students should dress appropriately for school and be ready to learn. The school administration does not consider the question of dress as an issue of morality or decency, but a matter of appropriate dress for the place and situation. Students violating the dress code will be asked to change or have a parent/guardian bring appropriate clothing to change into. The building administration reserves the right to send students home if they come to school inappropriately dressed. **If a student does not comply with the dress code, the parent/guardian will be notified by school personnel and appropriate action will be taken to rectify the situation, including but not limited to providing a change of clothing or removal from the educational setting until the situation is resolved.**

- Some examples of <u>inappropriate</u> warm weather clothing include: strapless and spaghetti strap shirts or dresses, halter tops, one shoulder tops, crop tops, muscle shirts, and sheer (see-through) material. Bare midriffs should not be visible.
- No excessively torn clothing. There should be no tearing in places that would not be covered if the student was wearing shorts.
- No undergarments showing.
- No sagging.
- If you have to pull your top down or look down to make sure all is well, don't wear it.
- Shorts / skirts should be mid-thigh or longer.
- If you have to pull up your pants or shorts to make sure all is well, wear a belt.
- Bedtime style slippers are not allowed.
- Clothing which depicts gross, obscene, or sexual lettering or pictures will not be permitted.
- Coats and other outdoor wear are inappropriate attire for classrooms, halls and the cafeteria. Coats are to be stored in your locker.
- Clothing that promotes alcohol, drug or tobacco-related paraphernalia is considered inappropriate as it is contrary to our school policy regarding alcohol and drugs and may not be worn.
- For security reasons, clothing which could easily conceal illegal objects will not be permitted. Examples include but are not limited to: baggy pants / shorts, etc. Final determination of appropriate attire will be made by the building administration.
- Due to increased steps in safety, any chain link style jewelry with significant tensile strength is prohibited.
- Students will not be permitted to wear items such as hats, caps or hoods.
- Students shall not wear or possess any clothing, head wear, jewelry, symbol or any other thing that may reasonably be perceived by a student, teacher, or administrator as evidence of membership in or affiliation with a gang.
- **Arguing with a staff member about the dress code is insubordination and could result in detention and / or suspension**.

- Since it is difficult to predict in advance what the p.roblem dress will be, guidelines will be interpreted to students at various times, either on a group basis or individually.

Students should consider the following questions when dressing for school:

- Does my clothing expose too much? (no)
- Does my clothing advertise something that is inappropriate for school? (no)
- Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
- Am I dressed appropriately for the weather and school? (yes)
- Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

ELECTRONIC DEVICES

This policy is subject to change during the school year if the need arises. Students are allowed to use and possess an electronic device on school property. **Mill Creek Middle School and its staff are not responsible for damaged, lost or stolen devices.**

To ensure student safety and to keep the focus on learning and student achievement, Mill Creek Middle School will not permit the use of personal electronic devices during the instructional day; including all lunch periods**. It is expected that cell phones and other personal electronic devices will be powered off and stored in the students locker during the instructional day (7:40am – 2:30pm).**

I-Pods, headphones, and other music players will only be permitted before and after school unless specific permission is granted by the school administration. Students who do not follow these guidelines will be subject to device confiscation and disciplinary action for non-cooperation.

Recording or photographing another student(s) or staff member during school hours without permission or consent from a staff member is not permitted. Recording or photographing in a restroom or locker room is not permitted at any time before, during or after school hours. **Taking and distributing pictures, videos, etc. of other students or staff members without their consent on school grounds through social media, text, and/or any other method is not permitted and may result in suspension for up to 10 days and/or expulsion.**

All students possessing electronic devices assume full responsibility and risk for lost, damaged, or stolen equipment. Failure to follow this no device policy will result in the following:

- **1st offense -The device will be confiscated and returned to the student at the end of the school day.**
- **2nd offense - The students' parent/guardian will need to pick up the device from the school administrators.**
- **3rd offense - The students' parent/guardian will need to pick up the device from the school administrators and the student will be placed on a phone plan. A phone plan consists of the student turning their device into the main office prior to the start of the school day and picking the device up at dismissal. Students who refuse to comply with the phone plan will face additional consequences as determined by school administration. The duration of the phone plan will be determined by school administration and communicated with the parent/guardian.**
- **Continued offenses will result in a parent/guardian meeting and could result in an out of school suspension.** To help with student safety and academic success, we ask for your full support regarding this issue. If you need to contact your student during school hours, please do not attempt to contact them on their cell phone. **We ask that you call the office at (616) 254-5101**.
- Inappropriate use of electronic devices can carry over into the other portions of the student code of conduct, such as harassment, threatening statements, etc. and as a result, the code of conduct for each of these areas will be enforced.
- **Arguing with a staff member about the electronic devices policy is insubordination and will result in detention and / or suspension.**

ELECTRONIC USE POLICY

Comstock Park Public Schools' computers are networked within the building and between buildings in the district. The purpose is to support and enhance education or research that is consistent with the mission of the district. Students are permitted and encouraged to use the equipment for educational purposes, only after students have completed the agreement form and received approval.

It is impossible to list all infractions incompatible with the intended purpose of the computer network, but the following printed guidelines are intended to give students a general idea of what is expected.

- Students are to use the network in a way that does not disrupt or interfere with its use by others.
- Modifying or copying other users' files or data without their written consent is not permitted.
- Using the network or Internet for defamatory, harassing, or obscene mail or discriminatory remarks is prohibited.
- The information created by others is their property and the creator owns the rights.
- Using the network or Internet to access or store information that is not educationally relevant is prohibited. The school personnel reserve the right to interpret what is "educationally relevant" (this may include, but not be limited to, sexually explicit materials, methods/depictions to cause physical harm).
- Students may not share, distribute, or allow other students to use their personal passwords.
- The hardware or software should not be destroyed, modified, or abused in any way.
- Hacking, or any attempt to hack, into the computer system's network is strictly prohibited.
- The network and Internet may not be used for commercial purposes.
- Permission from an administrator must be granted to a student in order for them to bring a laptop or other portable electronics into the classroom or media center. The student request must be submitted, in writing, to an administrator, describing the educational benefit of the device, which cannot be afforded by the district's computer system.
- Encrypted communications.

FIELD TRIPS AND EXCURSIONS

Students at school-sponsored off-campus events shall be governed by the school district rules and regulations and are subject to the authority of the school district official(s). Students who fail to comply with these expectations will be subject to disciplinary action that may include the loss of eligibility to attend school-sponsored off-campus events. While traveling away from our school, students should remember that they represent Comstock Park Public Schools and are expected to exhibit good sportsmanship and positive behavior. **Students with excessive disciplinary infractions throughout the school year may not be allowed to attend field trips and excursions as determined by administration. This includes end-of-the-year class trips.**

FIRE, TORNADO and LOCK DOWN DRILLS

Mill Creek Middle School will conduct fire, tornado, and lock down drills during the school year. Safety drills are required by law and are an important safety precaution. It is essential that when the first signal is given, all students and faculty obey orders promptly and clear buildings by prescribed routes as quickly as possible. During tornado drills, students are to go to the assigned area within the building. Classroom teachers will give instructions. During lock down drills, students will follow the teacher's directions.

HALL PASSES

For a student to be in the corridors during class hours, a hall pass must be secured from a staff member. No student is to be in the hall without a pass or signed planner from a staff member.

ILLNESS

Illness

When a child becomes too ill to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to take their child home. If the parent cannot be reached, the emergency contact person(s) will be called to take the child home. Any child experiencing the following symptoms will be sent home:

- Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has a rapidly spreading rash.
- Fever: A child with a temperature of 100°F or greater.
- Diarrhea: A child has two loose or watery stools.
- Vomiting.
- Abdominal pain: A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.
- Rash: The child with a rash AND has a fever or a change in behavior.
- Skin sores: A child with weeping sores on an exposed area that cannot be covered with a waterproof dressing.

Returning to school after an illness: Your child should remain at home until the contagious period of an illness has ended. This is for the health and safety of all the children. Your child may return if:

1. There have been no symptoms of illness for 24 hours (without the use of medication)

2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.

3. A physician's statement is provided verifying that the student is no longer contagious.

Communicable Disease

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed. *Further information can be found in CPPS Board Policy 8450

Accident/Injury

Students are directed to report any injury or illness to the supervising staff member. Parents will be notified upon accident, injury or illness if necessary. If a child needs serious, immediate medical attention, the school will contact 911, our Medical Emergency Response Team and the parent and/or emergency contacts.

Head Lice

If live lice are found, the school will call parents and notify them of head lice and the procedures to follow. Treatment that evening, and return to school the next scheduled day is recommended. Immediate removal of the child from school is unnecessary. Students are allowed to ride the bus home and to school the next day. At the most, a student should not miss more than one school day.

The student with suspected head lice should be discreetly restricted from activities involving close personal contact (e.g. hugging and team sports) and reminded not to share personal items, such as headphones. Outerwear should be segregated from that of others.

The informational letter, "Lice Found on Child", will be sent home with the student.

If there are several cases in the same classroom, the principal may choose to send a letter to all classmates' parents, asking them to check and treat all of their children as necessary.

*Further information can be found in CPPS Administrative Guideline 8450A

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the student/child is disabled and requires medication to benefit from the student'shis/her educational program.

For purposes of this policy, the following definitions shall be used:

"Administer" means the direct application of a nonprescription drug product or prescription drug, whether by injection, ingestion, or other means, to the human body.

"Medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies.

"Nonprescription drug product" means any non-narcotic drug product which may be sold without a prescription and which is prepackaged for use by consumers and labeled in accordance with the requirements of State and Federal law.

"Practitioner" shall include any physician, naturopathic doctor, dentist, podiatrist, optometrist, physician assistant, and advanced practice nurse prescriber who is licensed in any state.

"Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Administration of Prescription Drug Products by School Staff

Before any prescribed medication may be administered to any student during school hours, the Board shall require written instructions from the child's practitioner accompanied by the written authorization of the parent. Such documentation shall be kept on file in the school office. Prescription medication must be provided in the original container with the prescription label showing the name and telephone number of the pharmacy, the student's name, the name of the physician, the name of the drug, and the dosage to be administered.

All prescription medication shall be secured and appropriately stored (allowing for quick access and retrieval before, during, and after school hours), unless the medication is an emergency medication that the student is authorized to carry by Administration and self-administer by authorization of both the student's parent(s) and practitioner, and the possession of such medication by the student in school is not prohibited by law or regulation.

Administration of Nonprescription Drug Products by School Staff

Nonprescription drug products may be administered to any student during school hours only with the prior written consent of the parent. Such documentation shall be kept on file in the school office. Substances that are not FDA approved (i.e., natural products, food supplements) will not be administered by District staff. Nonprescription drugs that are provided by the parent may be administered by school staff only if the nonprescription drugs are supplied in the original manufacturer's package which lists the ingredients, recommended therapeutic dosage in a legible format, and the student's name. If a parent has completed the appropriate form authorizing the school to administer nonprescription drugs (e.g., acetaminophen, ibuprofen, diphenhydramine), the student may receive such drugs from the school's supply consistent with the parental authorization and the nonprescription drug dosage information. Any dosage of

nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a medical practitioner.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All staff authorized to administer medication or treatment will receive training on this policy and the Superintendent's guidelines, as well as appropriate procedures for administering the medication or treatment. This training shall be provided by qualified individuals with both knowledge of the District's policy and procedures and the administration of medications or treatment. Where possible, this training should be provided by a licensed registered nurse, a licensed physician's assistant, or a licensed physician.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accordance with the Superintendent's administrative guidelines.

Student Possession of Medication

Students are prohibited from possessing, using, carrying, or distributing in school, at school-sponsored events, or on school grounds any drugs or other products which, even though not defined as a drug, are used or marketed for use for medicinal purposes, such as to relieve pain or to relieve the symptoms of an underlying medical condition (including aspirin, ibuprofen, dietary supplements, CBD oil products, etc.).

The provisions of this policy are to be viewed together with the Board Policy 5530 - Drug Prevention.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accordance with the Superintendent's guidelines, if the following conditions are met:

A. there is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler (Form 5330 F1c), and

B. the building administrator has received a copy of the written approvals from the physician and the parent/guardian., and

C. there is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and the student's parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students with a need for emergency medication may also be allowed to self-possess and self-administer such medication, provided that they meet the same conditions established above. Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above.

General Provisions

Students shall be permitted to possess and self-administer U.S. Food and Drug Administration ("FDA") approved, over-the-counter topical products while on school property or at a school-sponsored event provided the student has submitted prior written approval of the student's parent/guardian to the Principal.

No student is allowed to provide or sell any type of medication to another student. Violations of this rule will be considered violations of the Student Code of Conduct and Policy 5530 - Drug Prevention.

The District and its personnel are immune from civil and criminal liability related to the administration or non-administration of medications to the extent set forth in applicable State law.

The Board shall permit the administration by staff of any medication requiring a delivery method other than oral ingestion when both the medication and the procedure are prescribed by a practitioner and the delivery is under the supervision of a licensed nurse, provided that the staff member has completed any necessary training and that staff member voluntarily agrees to deliver the medication. No staff member, other than a healthcare professional, may be required to administer medications that are administered by means other than oral ingestion.

INSURANCE

Student insurance information is available in the Mill Creek office.

LOCKERS

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The building principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without advance approval of the principal or his/her designee. Students may not display materials that are sexually suggestive, violent, discriminatory, inflammatory, or advertise or promote the use of alcohol, drugs or tobacco in or on their lockers. Removal of graffiti and end-of-year cleaning to the inside of a locker is the student's responsibility to whom the locker was issued. If necessary, cleaning costs will be passed on to the student's account. Please keep your locker closed and locked to help keep your locker secure. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR VALUABLE ITEMS WHEN LOST OR STOLEN. If it is necessary for you to bring something of value to school, check it in the school office for safekeeping. No contact paper or contact stickers will be permitted inside or outside the lockers. Open beverage containers are not permitted in the lockers.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers for the exclusive and sole purpose of storage for outer garments, footwear, personal items (such as grooming aids or lunch), and school related materials. Students shall not use the lockers for any other purpose, unless specifically authorized by school policy or the school principal, or his/her designee, in advance of students bringing items to school. Students are solely responsible for the contents of their lockers unless otherwise assigned by the principal or his/her designee.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search when there is a reasonable cause to believe that the locker may contain evidence of a crime, or special expertise is required in the search. The principal or his/her designee shall supervise the search. An adult witness shall be present during the search unless exigent circumstances exist. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE OF PERSONAL ITEMS

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of school policy or rules, or any other possessions reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee will be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

LOST AND FOUND

Lost items should be reported to your teacher or the office. Students are reminded that all books, as well as personal items, are their responsibility. MCMS is not responsible for articles misplaced, lost, or stolen. Found articles should be brought to the main office. Unclaimed items are donated to a charity.

LUNCHROOM PROCEDURES

Students are expected to conduct themselves properly during lunch by practicing good table manners and abiding by the following rules:

1. Students will consume food and beverages in the cafeteria only.
2. Students are responsible for disposing of all their waste materials into the garbage containers.
3. Students are to leave their table and floor area clean and suitable for luncheon use by other students.
4. Only students with a pass or staff member permission will be allowed to leave the cafeteria.
5. Extreme noise or inappropriate physical behavior that would interfere with classroom instruction or the safety of others is not allowed.

Students will be notified in advance if they were assigned lunch detention, lunch support, participation in a lunch group, or lunch in the office. Students must report directly to these locations after collecting their lunch.

MONEY

Students are discouraged from carrying large amounts of money to school or lending money to other students. If a student does lend money or other articles, collection or repayment is the responsibility of the students involved and should not disrupt the normal school environment. The school is not responsible for money that is lost, or not repaid. Money is not available from the office.

PARENT ADVISORY COUNCIL (PAC)

MCMS parents and guardians are encouraged to attend the meetings for the purpose of increasing communication between the home and school. The meetings provide an opportunity for parents to hear and be heard regarding the education of their children.

PUBLIC DISPLAY OF AFFECTION

Inappropriate public display of affection is not proper public behavior and not acceptable behavior at a middle school. An inappropriate public display of affection may include, but is not limited to: handholding, kissing, fondling, hugging, or other suggestive, physical contact.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review

materials or observe instruction must contact the principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SALE OF MERCHANDISE

Students may not sell or trade any items in school without the approval of an administrator.

SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed, if at all possible by 6:00 a.m., by the Superintendent. School closing, delayed starting time or early dismissal will be announced over local media stations, the local School Messenger system, and school social media. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies. When school is canceled due to inclement weather, please watch or listen closely to the announcement of the names of the school districts that are not in session. We will be identified as Comstock Park Public Schools. There is a school near Kalamazoo, Michigan, named Comstock Public Schools and this has created some confusion in the past. **Please watch or listen for "Park."**

SCHOOL SPONSORED EXTRA ACTIVITIES

Only current MCMS students may participate. **Any student that has had a suspension in the last 30 days may not participate (Social Probation).** This does not apply to school-sponsored activities (Band, Choir, athletics, clubs, etc.) in which a student participates. Details for individual events will be provided by the sponsoring group.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

- MCMS 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.
- Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.
- 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 principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

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

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

STUDENT LEADERSHIP

Student Leadership has a highly active role. Its purpose is not to govern students, but to serve as a coordination and discussion group between the student body and the administration. It is the place through which problems, ideas or questions arising from either students or the administration can be presented for discussion and consideration.

SPORTS PROGRAM

7th and 8th grade students (and 6th grade on a limited basis) are eligible to participate in interscholastic sports at MCMS. All students that are planning to participate must have a MHSAA physical dated on or after April 15 of the year school starts before they may try out. The forms are available in the office or on the Athletic website. A participation fee is required for each athlete. Academic and behavioral excellence must be maintained in order to participate in athletics. All student-athletes must follow the Mill Creek Eligibility Policy in order to participate in practice and games. Parents that have questions or concerns about the sports program may contact our Athletic Director at 254-5108. See the Athletic Eligibility Policy below for further information.

INTERSCHOLASTIC SPORTS OFFERED AT MILL CREEK MIDDLE SCHOOL

FALL – Cross Country, Football, Girls' Volleyball and Sideline Cheerleading
EARLY WINTER – Boys' Basketball, Competitive Cheerleading
LATE WINTER –Girls' Basketball, Wrestling
SPRING – Tennis, Track
*6th grade – Cross Country, wrestling, track, tennis, sideline cheerleading, and competitive cheerleading

ATHLETIC HANDBOOK

The Athletic Handbook has been designed to make athletes and parents aware of the rules and regulations of the Comstock Park Athletic Department. The Athletic Handbook is available at the CP Athletics Website (https://comstockparkpanthers.com/) or a copy may be requested in the main office.

ATHLETIC GUIDELINES

The purpose of middle school athletics is to develop the student athlete and support the academic programs at Mill Creek Middle School. Below are some procedural guidelines to assist athletes, parents and staff in understanding the academic and behavioral expectations that we have of our student athletes.

Middle School Classroom Behavior

Our athletes are expected to conduct themselves in a way that reflects positively on their team and school at all times, on the field of play, in the classroom and in the community. Teachers will provide classroom behavior issues to the Athletic Director. Any violation of the student code of conduct will result in the application of the following procedures:

1. Individual coaches will be made aware of behavioral concerns so that they may determine how they can help the student successfully integrate into the classroom environment.
2. In addition to consequences placed on students during the school day, individual coaches may also determine what action is necessary to correct negative behaviors when the student's misbehavior does not result in an out of school suspension. The coach's corrective action may include but is not limited to a reduction in playing time or practice privileges. Students that continuously receive poor classroom behavior evaluations may be removed from the squad.
3. If an athlete receives an in or out of school suspension as a result of behavior deemed unacceptable according to the student handbook, the athlete will not compete during the time of the suspension.
4. Athletes who engage in Major violations of the student code of conduct may be subjected to multiple game suspensions and loss of practice privileges at the discretion of the athletic director, coach, and building principal.
5. Athletes must attend the last five full hours during the school day to participate in a game or practice that day. Exceptions must be cleared by the Athletic Director prior to the absence. Exceptions are: a. Documented funeral b. School business c. Documented medical appointment d. Documented, required court appointment.

Academic Eligibility

The athletic director will conduct bi-weekly academic evaluations of all current competitive athletes to determine their eligibility for the upcoming week of competition. If an athlete is ineligible, the athlete will remain ineligible until informed otherwise. Academic eligibility is determined based on the following guidelines:

1. Middle school athletes who are passing 5 out of 6 classes will be academically eligible to participate and play. Michigan High School Athletic Association allows students passing 4 out of 6 classes full participation. We are using a standard above the minimum

2. Middle school athletes who have more than two failing grades will not be allowed to compete and may be subjected to the loss of practice privileges until their academic progress improves. Failing 4 out of 6 classes could result in a warning determined by school administration in certain circumstances.

STUDENT RECOGNITION

We, as a staff at Mill Creek, believe every student can achieve and exceed their academic goals. Much of this effort is personal accountability. As a daily reminder to students, we use a slogan termed, **PROS. PROS** stands for: **P** = Prepared **R**= Respect **O** = Ownership **S** = Safety

Students who demonstrate this trait will receive special recognition throughout the course of the school year.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records. Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found at Comstock Park Public Schools Central Office. Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the MCMS Main Office. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter. Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning: A. political affiliations or beliefs of the student or his/her parents; B. mental or psychological problems of the student or his/her family; C. sex behavior or attitudes; D. illegal, anti-social, self-incriminating or demeaning behavior; E. critical appraisals of other individuals with whom respondents have close family relationships; F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; G. religious practices, affiliations, or beliefs of the student or his/her parents; or H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. The Superintendent will provide notice directly to parents of students

enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

- The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW 20202-4605 Washington, D.C. www.ed.gov/offices/OM/fpco Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

STUDENT SAFETY AND FIRST AID

Due to heavy traffic in the immediate school area, students should exercise caution at all times when walking on school property. Students riding buses should be especially careful to follow all safe boarding and deboarding practices. Students who arrive late or leave in passenger cars must not interfere with the traffic flow of the school buses. Drop-off and pick-up points for students arriving in cars are in the front of school/School Street exit. Emergency first aid will be given when an accident occurs at school. All accidents or injuries requiring first aid should be reported immediately to the Principal's office. Parents will be contacted if treatment requires more than minor first aid.

STUDENT SUPPORT

Mill Creek Middle School offers a wide variety of services to students and their parents. Our counselor is available to guide counseling groups, provide information about summer activity opportunities, develop career preparation and for individual counseling.

- Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations may request assistance through a counselor, administrator, or teacher. Parents, teachers, or other students may also refer a student to the counselor. Referrals will be handled with sensitivity and confidentiality. Students have the right to keep communication with the counselor confidential unless consent is given to share with parents/guardians, staff, or other individuals. Exceptions include self-harm, suicidal ideation, homicidal ideation, harm done to the student, or potential threat to others.
- Immunity from school discipline will be afforded to students who make self-referral, provided they have not violated a school discipline policy prior to the self-referral (i.e., using, possessing, or selling alcohol or other illegal drugs, drug look-alikes, or paraphernalia).

INDIVIDUALS WITH DISABILITIES

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

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the guidance office at (616) 254-5100 to inquire about evaluation procedures and programs.

LIMITED ENGLISH PROFICIENCY

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

and in accessing the educational and extra-curricular program offered by the District. Parents should contact the guidance office at (616) 254-5100 to inquire about evaluation procedures and programs offered by the District.

STUDENTS TRANSPORTED BY PARENTS

All students who ride to and from school in a vehicle other than a school bus are to be dropped off and/or picked up at the School Street entrance to the building. **The Betty St. lot is for bus pick up and drop off only.**

TEXTBOOKS/MATERIALS

Comstock Park Schools, in accordance with the Michigan School Code, provides required books and materials for students. These materials are issued to the student and are the student's responsibility until the last day of school. Damage to the textbook, other than normal uses, will become the financial responsibility of the student and parent to have it repaired or replaced. Delinquent accounts will be furnished to the Superintendent of Schools. Parents are advised to record the book number and condition of all textbooks assigned to their student. Band uniforms or athletic uniforms must be returned prior to the last day of school. Any damage to equipment loaned to a student will become the student's financial responsibility to have it repaired or replaced.

VISITORS

Only students who are considering attending Mill Creek Middle School will be allowed to visit during the school day. All arrangements to visit must be by permission given by the principal or designee one day prior to the visit. **Parents/guardians wanting to visit their student's classroom and/or the school cafeteria are required to have a background check completed with the district. Parents/guardians must schedule the visit at least 24 hours in advance of their visit.** All visitors are required to register in the main office and obtain a visitor's pass. Students that are not enrolled at Comstock Park should not be on school property during lunchtime or other school hours of the day without administrative permission.

WEATHER INFORMATION

Procedures for actions during a weather emergency are placed in every classroom and will be reviewed by teachers. It is the responsibility of the student to know the procedures during such conditions. If such hazardous weather conditions occur before school begins, parents/guardians should listen to the local TV or radio stations for appropriate school information.

As per board policy, students will be held in school during a tornado watch or warning and for severE thunderstorms.

If a **tornado watch** is in effect at regular dismissal time, students will be dismissed to their regular bus runs. Weather conditions will be evaluated for walkers. If unsafe, students will be held at school and their parents notified (through the media and School Messenger system). Students who drive will be released.

If a **tornado warning** is in effect at regular dismissal times, all students, including those who walk or drive, will be held at school until the warning is lifted or parents have picked them up.

Concerned parents may pick up their children at any time during a watch or warning. However, parents may not pick up children other than their own unless written permission is on file at the school office.

After-school events will be canceled whenever tornado watches or warnings are in effect. If an "all clear" is announced two hours or more prior to the starting time of the event, it may be held as scheduled.

When a Comstock Park team is playing away from home, the general procedures shall be followed at the school site where the event is being held.

All Comstock Park school facilities will be closed if a tornado warning exists after school has been dismissed.

Equal Rights - Comstock Park Public Schools are committed to a policy of nondiscrimination on the basis of race, religion, sex, age, national origin and disability in all its programs and activities

STATEMENT OF NON-DISCRIMINATION GRIEVANCE PROCEDURE

If any person believes that Comstock Park Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX, Title VI, Title VII, or the Rehabilitation Act of 1973, Section 504, or is in some way discriminatory on the basis of sex, race, color, religion, national origin, or handicap, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Federal Law Compliance Coordinator at the following address: Federal Law Compliance Coordinator, Comstock Park Schools, Comstock Park, MI 49321, Phone 784-1740. Copies of Title IX, Title VI, Title VII and the Rehabilitation Act of 1973 are on file in the Central Office All filed grievances will follow the steps per Administrative Regulation #2800

RELEASE OF DIRECTORY INFORMATION

Comstock Park Public Schools, in accordance with the Family Rights and Privacy Act, has the practice of releasing student directory information to organizations or groups that request such information, unless the parents/guardians of a student request in writing that such information be withheld. Please forward that request to withhold directory information from being released to the attention of the building principal. This request must be made each school year.