STUDENT HANDBOOK 2025 ~ 2026

SASHABAW MIDDLE SCHOOL
5565 PINE KNOB LANE
CLARKSTON, MI 48346
2025/2026

MAIN OFFICE: 248.623.4200
COUNSELING OFFICE: 248.623.4212

ADMINISTRATION

Elizabeth Walker, Principal
Jordan Stoyek, Assistant Principal
Amy Wade-Tiffner, Dean of Students

CENTRAL OFFICE ADMINISTRATION

Shawn Ryan, Superintendent
John Lucido, Assistant Superintendent of Administrative Services
Nancy Mahoney, Assistant Superintendent of Instructional Services
Kirsin Knag, Executive Director of Business Services
Westley Goodman, Executive Director of Operations
Stacey Theophelis, Executive Director of Student Support Services
Christa Fons, Executive Director of Special Programs

BOARD OF EDUCATION 2026-2027

Stefanie Crane, President
Steve Hyer, Vice President
Elizabeth Egan, Treasurer
Cheryl McGinnis, Secretary
Mike Clark, Trustee
Amanda Love, Trustee
Greg Need, Trustee

TABLE OF CONTENTS

School Calendar
Who to see – Where to go
Administrative/Counseling Assignments

I. Extra-Curricular Activities
II. General Student Information
III. Behavior Expectations
IV. Academic Policies
V. Attendance Policy & Procedures
VI. Emergency Procedures
VII. Search and Seizure Policy
VIII. Prohibited Acts

NOTE: ALL Sections (I – VIII) contain policies and procedures specific to Sashabaw Middle School (SMS) and/or to the Clarkston Community Schools (CCS). .

NON DISCRIMINATION POLICY

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disability Act of 1990, and the Genetic Information Nondiscrimination Act, it is the policy of the Clarkston Community School District that the Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and activities, including employment opportunities. For information, contact the Director of Personnel, 6389 Clarkston Road, Clarkston, MI 48346, 248.623.5400.
For information regarding ADA, contact the Deputy Superintendent, 6389 Clarkston Road, Clarkston, MI 48346, 248.623.5400.

CLARKSTON COMMUNITY SCHOOLS MISSION STATEMENT

The mission of Clarkston Community Schools is to create a learning environment where students, staff, and families are challenged, healthy, engaged, safe, and supported.

SASHABAW MIDDLE SCHOOL MISSION STATEMENT

The mission of Sashabaw Middle School is to ensure learning in a positive, challenging, and supportive environment so that each student will become a productive member of society

SMS CALENDAR 2025 - 2026 (Tentative)

2026/August

8/19 Walk Your Schedule/Open House/Picture Day (Last names A-K 12pm-2:30pm and L-Z 3:30pm-6pm)
8/24 First Half Day of School for Students

September

9/4-9/7	No School for Students/Labor Day Holiday/School Closed
9/8	School Resumes
9/11	6th Grade Back to School Party 2:45 P.M. ~ 4:00 P.M.
9/18	7th Grade Back to School Party 2:45 P.M. ~ 4:00 P.M.
9/14 & 9/15	6th Grade Day Camp Team B
9/21 & 9/22	6th Grade Day Camp - Team C
9/28 & 9/29	6th Grade Day Camp - Team D

October

10/5 & 10/6	6th Grade Day Camp Team A
10/7	Student Count Day
10/9	No School for Students/Teacher Inservice
10/12	Parent/Teacher Conferences 4:00 P.M. ~ 7:00 P.M.
10/16	Half Day for Students/Parent Teacher Conferences 12:00 P.M. ~ 3:00 P.M.
10/19	No School for Students/School Closed
10/21	Picture Retake Day
10/23	End of Quarter 1
10/26	Quarter 2 Begins

November

11/23~24	No School for Students/Teacher Inservice
11/25	No School for Students/Teacher Flex Day
11/26~27	Thanksgiving Recess/School Closed
11/30	School Resumes

December

12/18	Half Day for Students/Teacher Records PM
12/21~1/1	No School for Students/Winter Recess

2027/January

1/4	School Resumes
1/14	Half Day for Students/Teacher Records
1/15	Half Day for Students/Teacher Records/End of Quarter 2
1/18	No School/MLK Jr. Day/School Closed
1/19	Quarter 3 Begins

February

2/5	No School for Students/Teacher Inservice
2/10	Student Count Day
2/15~2/16	No School for Students/Mid-Winter Recess/School Closed

March

3/5	No School for Students/Teacher Inservice
3/15	Parent/Teacher Conferences 4:00 P.M. ~ 7:00 P.M.
3/19	Half Day for Students/Parent Teacher Conferences 12:00 P.M. ~3:00 P.M.
3/26	End of Quarter 3
3/29~4/2	No School for Students/Spring Recess/School Closed

April

4/5	School Resumes/Quarter 4 Begins

May

5/28	No School for Students/Teacher Inservice
5/31	No School for Students/Memorial Day/School Closed

June

6/2	Wolf Day
6/3	Half Day for Students/Teacher Records
6/4	Last Half Day for Students/Teacher Records

WHO TO SEE---WHERE TO GO

Main Office
Administration: Elizabeth Walker, Principal
Jordan Stoyek, Assistant Principal
Amy Wade-Tiffner,, Dean of Students

Counseling Office
Counselors

A-Fe: Lisa Nardone - **lanardone@clarkston.k12.mi.us**
Fi-K: Nicole Toderan - **nrtoderan@clarkston.k12.mi.us**
L-Re: Taylor Orr - **tmorr@clarkston.k12.mi.us**
Ri-Z: Warren Meehan - **wtmeehan@clarkston.k12.mi.us**

WELCOME

Dear Students:
Welcome to Sashabaw Middle School. It is the intent of the staff to provide you with a quality education enabling you to become contributing, productive citizens with a set of problem-solving skills and knowledge that will benefit you for life in a changing adult world. You are invited to take advantage of the opportunity to gain an academic education and to choose experiences from an array of successful co-curricular activities.

It is necessary for each of you to accept the responsibility for your own education and to put forth the effort necessary to make the most of this opportunity. To insure a safe learning environment we expect you, the student, to adhere to school rules and follow our Student Code of Conduct. In the end, your attitude, effort, and behavior determines your school experience. Please try to exercise REASON, RESPECT, and RESPONSIBILITY in everything you do.

Elizabeth Walker
Principal

CLARKSTON COMMUNITY SCHOOLS RESPECT CODE

Mutual respect among all members of our school community is the cornerstone of our interaction and behavior. We acknowledge the dignity and worth of one another. We strive to create a welcoming atmosphere by our courtesy to others and our conduct.

Students and Staff of Clarkston Community Schools:

Have the right to be physically safe. Have the responsibility not to harm other people or their belongings. Have the responsibility to value the school property and help maintain a clean and safe environment.

Have the right to be emotionally safe. Have the responsibility to promote acceptance of self and others. Have the responsibility to consider and be sensitive to the needs and feelings of others.

Have the right to communicate their needs and feelings. Have the responsibility to express themselves in a constructive, non-threatening manner. Have the responsibility to make amends after offending others.

Sashabaw Middle School is where:

Instruction will meet the needs of all learners.

- Teachers will use current research-based practice to engage students and promote achievement.
- Teachers will implement instruction, which continuously evolves to meet the needs of all learners in a respectful manner.

Assessment will be an instructional tool used to evaluate and improve student achievement and staff self-evaluation.

- Teachers will use summative and formative assessment to improve student achievement.
- Teachers will use assessment data for self-evaluation when designing or adapting instruction to ensure student learning.

Curriculum is aligned to District and State standards and benchmarks.

- Teachers will design lessons aligned to the current curriculum and benchmarks to meet the needs of all learners.

Culture will be collaborative in the use of curriculum, instruction, and assessment that is student centered and inclusive of all learners.

- SMS staff will collaborate to provide a support system for the academic, physical, cognitive, emotional, and social needs of all students.
- SMS staff will model empathy, mutual respect, and an appreciation for diversity.
- SMS staff will foster an environment where the school community feels a sense of safety, pride, and involvement.

I. EXTRA CURRICULAR ACTIVITIES

Interscholastic sports are designed for students who may qualify in a specific sport to compete with other school districts. Ability, as determined by a coach, may be a qualifying criterion for participation. Intramural sports and clubs are offered to all 6th and 7th grade students based on student interest and availability.

SOCIAL ACTIVITIES

A variety of activities, including athletic events, fine arts performances, and club/activity afternoons are offered at Sashabaw Middle School. Failure to have rides available 15 minutes after the conclusion of an event may result in loss of activity privileges.

II. GENERAL INFORMATION

ACADEMIC & ACTIVITIES/NON-DISCRIMINATION COMPLIANCE

The Clarkston Community Schools, in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, states that it is the policy of the Clarkston Community School District that no person shall, on the basis of race, color, religion, national origin, or ancestry, age, gender, marital status, disability, height, weight, and/or any other legally protected characteristic, be discriminated against, excluded from participation, in, denied the benefits of, or otherwise be subjected to, discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education.

ACCIDENT REPORT

If a student is injured in an accident during school hours, please report the accident to the Main Office.

BACKPACKS, BOOK BAGS, ETC.

Students are to leave backpacks or bags in their lockers during the school day. No packages, bags or backpacks will be allowed during the last day of school. If brought, they will be stored in the main office until the end of the day.

BICYCLES

Students who ride bicycles to school should park and LOCK THEM IN THE RACKS provided.

BULLYING AND OTHER AGGRESSIVE 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. (See Board Policy: 5517.01)

CELL PHONES AND ELECTRONIC COMMUNICATION, LISTENING & STORAGE DEVICES

Students may use personal communication devices (PCDs) before and after school as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after-school activities (e.g., extracurricular activities) and at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. Also, during school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "on" with prior approval from the building principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves

FIELD TRIP SCREENING

Only currently enrolled students are allowed on trips. Any student who is suspended from school for any reason at the time of the trip cannot participate. Any student with more than three (3) behavior referrals is subject to review by referral of the teacher/sponsor in charge. The review may result in denying a student's participation or place the student on probation – a warning status. If problems continue, the student may be removed from the trip. All of these actions will result in written notification to the parent. If a student is removed from a trip, then that student will receive an alternate assignment relative to the experience.

Procedure for removal of students from a school sponsored trip:
The Trip Screening Committee will consist of the faculty chaperone(s) and one administrator. It may take the following actions upon reviewing a student for participation in the trip: A. Removal - Student is denied participation in the trip; B. Probation - Placed on warning status, additional problems resulting in removal from trip. (Only currently enrolled Sashabaw Middle School students are allowed on trips.)

GUIDANCE AND COUNSELING

There are counselors available each day to aid any student in educational, vocational or personal social problems. Students are urged to stop in and become familiar with the counselors early in September. Parents wishing to contact a counselor may call the counseling office. Parents may check their child's progress via ParentVue and/or contact teachers at any time for a report on their child.

HALL PASSES

Every student must use the SmartPass from their teacher to leave a particular class. A SmartPass authorizes a student to be in the hall during classes. Abusing a pass may result in losing the privilege of leaving class. Students wandering the halls without a SmartPass could receive discipline.

ILLNESS PROCEDURES

Students becoming ill should notify the office immediately. Parents or an emergency contact will be notified to come to the school if it is necessary that the student go home. Being in the lavatory "sick" during a class period without the office being informed may be considered an unexcused absence and viewed as skipping class. When students leave during the day due to illness, a parent or an emergency contact must sign them out.

INSURANCE

Clarkston Community Schools does not assume any financial responsibility for medical or hospital expenses incurred because of athletic injuries. Athletics is a voluntary program in which the students may participate if they desire, but athletes do so at their own risk of injury. All athletes are required to carry some form of accident or health insurance before participating in tryouts, practice sessions, or athletic contests.

LOCKERS

Individual lockers and locker combinations will be assigned to each student upon entrance to the Middle School. Memorize your combination and DO NOT DIVULGE IT TO ANYONE. Students are responsible for the contents of their lockers. Any locker that does not operate correctly should be reported immediately to the Main Office. DO NOT SHARE LOCKERS! Locker combinations will not be changed during the year. Students' lockers are property of the school system. The school reserves the right to search lockers. Gym lockers are assigned for use during gym class, and students should ensure their belongings are secured in a locked locker. Students should not leave personal items in gym lockers once they leave gym class.

LOST AND FOUND

Check the Lost and Found (located in the 6th and 7th grade Cafetoriums) for items that are lost. When students find something that belongs to someone else, they can take it to the Lost and Found area. Cell phones, Chromebooks, iPads, iPods, earbuds, eyeglasses and other valuable items that are found should be brought to the main office. Please inform the main office if any of these items are lost. ***Putting your student's name on valuable items, water bottles, lunch boxes/sacks, jackets, sweaters, and ALL personal possessions will make it easy to return them in case lost or misplaced.***

LUNCH PROGRAM

Students may buy or bring their own lunch. The hot lunch program provides a well-balanced meal at a nominal charge. Students may bring a lunch and they may buy a la carte items. No student is allowed to leave the school grounds during the lunch period.

The following rules of conduct are to be observed in the use of the cafeteria by each student:

1. Everyone will proceed to the cafeteria in an orderly manner. All students must report to the cafeteria during their scheduled lunch period. Failure to do so will be viewed as skipping.
2. There is to be no saving of places in the lunch line or saving seats in the cafeteria.
3. There is to be no throwing of debris or food at any time; disciplinary action will be enforced.
4. Excessively loud talking or noise in the lunchroom will be regarded as misbehavior. No horseplay and/or activities which may create a safety hazard are allowed.
5. After lunch is finished, cafeteria supervisors may give students permission to go outside during warm weather.
6. Students are not to leave the cafeteria without the permission of a supervisor. Students are not permitted in the halls without a pass.
7. Students are to leave their tables clean. No food or paper is to be left on the floor.
8. Each student is to see that all paper and uneaten food is placed in the proper receptacles.
9. Absolutely no food or beverages are allowed in the halls.
10. Students are expected to notify a supervisor or custodian in the case of food being spilled and to assist in cleaning it up.
11. Tardiness to the cafeteria is considered the same as to class. The same expectations and procedures apply.

MEDICATION (PRESCRIPTION AND NON-PRESCRIPTION)

It is the policy of the Clarkston Community School District, in compliance with Michigan Compiled Laws Section 380.1178, to have written authorization for a student to take prescribed medication during the school day. This information will be handled in a confidential manner. **Authorization is valid for one school year only.** Students taking prescription medication during school hours must provide the completed Plan of Care (POC) medical form/s from the CCS website and be signed by their physician and parent. The form/s include the name of the medication, reason for medication, dosage, time to be given, the length of time the student is to take the medication, and comments regarding the medication (if applicable). Medication forms are available online or in the main office. Over-the-counter medications require both physician and parent signature. The medication must be in the original container. Under no circumstances should medication be in the student's possession unless directed by a physician and approved by the principal (i.e. inhalers, Epipens). The medication must be left in the school office, along with the medical form/s. The student may be excused from class at the appropriate time to receive the prescribed medication.

SCHOOL CLOSING

In case of inclement weather or other emergency conditions when school must be closed, a district generated phone call to the most recently updated number in ParentVue will be made to inform you. Additionally, a notice may be given over the radio/TV/ and/or posted on the website. Please do not call the school. You should assume that school is open unless reported by one of the aforementioned communications.

SEARCH AND SEIZURE

School authorities may search school property such as lockers used by students, the person or property, including vehicles of a student. (See Board Policy: 5771)

SEXUAL HARASSMENT OF STUDENTS

The sexual harassment of students is strictly forbidden and a school district employee or student engaged in such conduct will be subject to discipline. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal and physical contact of a sexual nature. A report of such action should be made immediately to the building principal. (See Board Policy: 3362, 5517, 4462)

SPECIAL SERVICES

All students may take advantage of the following special services offered by the school and Oakland County:

Public Health Nurse	Youth Assistance Officer	Social Worker
Speech Correction	Learning Disabilities Teaching	Counselors
Special Education	Dental Care	Vision Screening

For information regarding these special services, contact the school counselors.

TELEPHONE

Students must have permission to use the telephone in the main office for emergencies during school hours. Use of public telephones or office phones by students will be left to the discretion of the administration and staff. Office phones are available for students after school in the event of an emergency, but not to make social, after-school arrangements.

TEXTBOOKS

Textbooks are issued in many of the classes at Sashabaw Middle School. At the time the book is issued, the teachers will record the number on the inside front cover and also the general condition of the book. Students who return books that have the number altered in any way will be charged for the book. Students who return books that are damaged will also be charged. It is extremely important that each student take care of his/her books to prevent charges at the end of the school year.

TRIPS/PREARRANGED ABSENCES

If a student is going on a trip or pre-arranged absence with his/her family, the student should come to the main office prior to the trip to get a TRIP SLIP. The student fills out the trip slip, takes it to each teacher for a progress report

and to request any work that should be made up during the trip. The form is then taken home for a parent signature and returned to the Main Office to the attendance secretary prior to leaving on the trip.

VEHICLES

Middle School students may not drive motorized vehicles to school. This rule is in effect for the safety of all. Bicycles are permitted, but it is recommended that they be locked during the day. Bicycle racks will be available for student use. Under no circumstances are students or adults to ride motorized vehicles on school grounds at any time without permission of the Principal.

VISITORS

Student visitors are not allowed in school unless approved by administration. All visitors are to report to the Main Office and will be issued a "Visitor Pass" to be visibly worn at all times when in the building.

III. BEHAVIOR EXPECTATIONS

DETENTION

Detention is a form of discipline given for various student infractions of school rules and guidelines. Parents of students who receive detention as discipline will be notified. The school does not provide transportation for the students attending detention.

Rules:

1. Student will be given notice when assigned detention.
2. Tardiness to detention, regardless of the amount, will result in being dismissed from detention and re-assigned for the following week.
3. Failure to report for detention may result in immediate suspension unless parents have contacted the office.
4. Disruptive behavior during detention will result in removal from detention, additional day(s) of detention and/or suspension from school.
5. Students go directly to detention with their belongings.
6. Detention time is a study time or may be used as a time for reflection of behavior.
7. Students will be responsible for providing their own transportation to and/or from detention.

DRESS CODE

This dress code conforms to the world of work. Since SMS is the "job" of students during their middle school years, this dress code will prepare students for their future. Provocative clothing and/or grooming that may have a tendency to disrupt the educational environment are prohibited at the discretion of administration. Students may be asked to return home to change their clothes if deemed inappropriate or suggestive. Failure to comply with the dress code may result in insubordination referral if the student refuses to comply. Please note that Sashabaw Middle School dress code will not discriminate individuals based on religious observations. Specific restrictions are:
Shoes must be worn at all times.

1. No roller shoes, i.e. shoes with wheels in the soles.
2. Shorts and skirts are to be an appropriate length for school (no more than 4 inches above the knee) or longer than fingertip length; uncovered undergarments are not allowed.
    a. Ragged and torn attire shall follow same minimal length requirements as noted in #3 above.
3. Tank tops, muscle shirts, halter tops, bare midriff, or off-the-shoulder blouses, see-through tops, open back tops, and attire that is ragged are not acceptable wearing apparel. Low cut shirts should not be more than 3 inches below the collarbone. All shirts and blouses must cover to the waist.
4. Pants, shorts, skirts, or skorts must be worn at the waistline. They must not inappropriately droop, sag, etc., and must cover undergarments.
5. Chains, wallet chains, sharp jewelry, spikes, and bandanas must not be worn on clothing.
6. No reference to alcoholic beverages, tobacco, narcotics, gang affiliation, or sexual innuendos of any form may be worn as part of student clothing. This refers specifically to advertising said products as well as any

form of narcotic paraphernalia. Clothing and buttons with writing and/or graphics with objectionable themes or implied obscenities are also strictly prohibited.

7. Hats, bandanas, hoods, sunglasses or other head coverings of any kind may not be worn in school.
8. All coats and jackets and other outside attire must be left in lockers and not worn to class. If classrooms are cool, students should bring sweaters to wear at school.

SALES IN SCHOOL

Student sale of items in school is prohibited, except with prior permission from the Principal or Assistant Principal. (See Board Policy: 5830)

IV. ACADEMIC POLICY

CHEATING POLICY

Students caught cheating will receive a zero on the assignment or test. Non-compliance of procedures and policies of individual teachers and classes that are designed to eliminate cheating will also result in no credit or a zero being assigned.

GRADES/PROGRESS REPORTS

Reports Cards:
Report cards are available via ParentVue at the end of each marking period throughout the year. Parents are encouraged to use ParentVue at any time during the school year to check on their student's progress. Letter grades are used to report scholastic achievement on the report card. The letters represent the following degrees of progress:

A - Excellent Progress	I – Incomplete	AP – Art Proficient
B - Good Progress	NC – No credit	AB – Art Beginner
C - Fair Progress	P - Progressing	AN – Art Novice
D - Unsatisfactory	S – Satisfactory Completion	SEC - Secure
E – Failing	U – Unsatisfactory	DEV - Developing
F – Credit for Competency	AA – Art Advanced	BEG - Beginning

Requirements for Promotion - Grades 6-7:
All 6th - 7th grade students must meet the following requirements for promotion to the next grade: Successful completion (D- or higher) from the areas of Mathematics, English, Science and Social Studies. The building principal has the final responsibility for determining the promotion, placement, or retention of each student.
M.C.L.A. 380.132(4)(d), 380.248(d) (See Board Policy 5410)

SKIPPING

Students are expected to be in class every day, every hour. In the event that a student is missing from class and is not excused, consequences will result in administrative intervention to suspension.

SPECIAL EDUCATION SERVICES

The Student Support Services Department has the responsibility for serving all children who need Special Education programs and/or services. Programs are provided for students with any impairment and are operated according to mandated Federal, State and County regulations. Persons wanting information regarding referrals, evaluations, special programs, support services, etc., may inquire in the main office or by calling the Student Support Services office at 248.623.8080.

V. ATTENDANCE POLICIES

ATTENDANCE

The administration and teachers adhere to the philosophy that a complete and effective education requires consistent attendance. Students missing an excessive amount of school will be asked to provide a doctor's excuse for absences. A referral to Youth Assistance may be submitted. Students who miss 10 days per semester or 20 per school year may be reported for Truancy. Alternative educational programming may be suggested for those who qualify. In cases

other than injury or illness, we ask the cooperation of parents in insisting that the student attend school regularly.

1. Absences & Tardiness: Parents/guardians do not require a phone call to school for an absence or tardy. Optional, an email to one or more of your student's teachers (or counselor) is a way to communicate an absence. All absences are designated as unexcused in our student information system. Please always supply a note to the main office from medical professional/s if your student has seen one. This will change how the absence is displayed on the system. If your student is marked absent for one or more class periods, you will be receiving an automated phone call. If the absence is in error, please email the teacher/s for correction or explanation. In most cases, students will have the same number of days to make up missed work as the number of days they were excused. Excessive tardiness and/or absence may result in Administrative intervention to suspension. Tardy is arriving late to class less than 5 minutes (10 minutes during the first hour). Arriving after 5 minutes or more (10+ first hour), or leaving early more than 5 minutes, will be recorded as an absence.

If a student accumulates 4 tardies to hours 1 through 7, the student will be referred to an administrator for administrative intervention. The tardy policy is as follows:

- 3rd tardy: teacher informs student of tardies; no further action is taken. Teacher may email parent informing them of tardiness.
- 4th tardy: student is referred to administration. Student receives lunch detention. Parent is notified via email or phone call.
- 8th tardy: Student receives after school detention. Parent is notified via email or phone call.

2. Pre-arranged Absence for Vacations or other planned absences: Verified absences due to family trips and other planned day/s may not exceed a total of ten days per school year. In the case of family trip or other planned absences, it is the student's responsibility to complete a pre-arranged absence form (Trip Slip) that the parent must sign, each teacher, and a school administrator prior to the trip.
3. Assignments: Students who will be absent may get their assignments by logging on to Google Classroom.
4. Early Dismissal: If a student needs to be excused from school during the school day, he/she must bring a note from home to the office before school starts in the morning. The note must state date, time, and reason for the early dismissal, and the office will then issue an excused early dismissal pass. No note, then call the main office well ahead of time and we will get a pass to your student during the next passing time. Parents/Guardians/authorized people on ParentVue are required to check out the student from the office before the student leaves school for early dismissal. Students leaving school during school hours without permission from the office will face disciplinary action.
5. Participation in Activities: No student who has an unexcused absence or has been absent for the entire day because of illness may participate in an extra-curricular activity scheduled for the afternoon or evening of that school day or for the day following his/her absence.
6. Skip Days: Under no circumstances does the staff in the middle school approve or condone a grade level or school skip day. Any student organizing or participating in a skip day will face disciplinary action.

MAKE-UP WORK

In cases of excused absences, a student will be allowed the equivalent time to make up work as the time they missed. It is the student's responsibility to request the make-up work from the teacher.

VI. EMERGENCY PROCEDURES

DRILLS AND EMERGENCY EVACUATIONS

Periodically throughout the school year classes will be interrupted for safety drills. Please remain calm and follow the directions of your teacher. Your cooperation in these drills will allow proper preparation in the case of a real emergency

VII. SEARCH AND SEIZURE PROCEDURE

To maintain order and discipline in the middle school and to protect the safety and welfare of students and school personnel, school authorities may search a student or locker under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers are school property and remain at all times under the control of the school district; however, students are expected to

assume full responsibility for the security of their lockers. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may, for any reason, conduct periodic general inspection of lockers at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition. The administration may from time to time use the Oakland County Sheriff Department police drug dogs to search the building.

VIII. PROHIBITED ACTS

1. Arson
   A student shall not burn, or attempt to burn, any school building, structure or property or intentionally set, or attempt to set, a fire on school property, or cause or attempt to cause an explosion, or be in possession of materials which may be used in the aforementioned activities.
   Penalty Administrative intervention to expulsion

2. Bullying
   Please refer to the definition under the Harassment Policy at #17

3. Cell Phones/Electronic Devices
   A student shall not use a cell phone or an electronic communication device in school without prior approval from a building administrator. Please refer to the student handbook and board policy 5136 for specific school guidelines.
   Penalty – Administrative intervention to expulsion

4. Coercion, Extortion, or Blackmail
   A student shall not commit or attempt to commit extortion, coercion or blackmail. A student shall not engage in the act of securing or attempting to secure money or other items of value from an unwilling person, nor shall a student, by threats and/or violence, force another person to perform an unwilling act. Penalty Administrative intervention to expulsion

5. Copyrighted Material
   A student shall not unlawfully duplicate, reproduce, retain or use copyrighted material.
   Penalty - Administrative intervention to expulsion

6. Criminal Acts
   A student shall not commit or participate in any conduct or act defined as a crime by Federal or State law or local ordinance
   Penalty Administrative intervention to expulsion

7. Disruption of School
   A student shall not, by any type of conduct (violence, force, noise, coercion, threat, intimidation, fear, passive resistance, etc.), cause the disruption, disturbance, or obstruction of any School District function, activity or event, nor shall he or she engage in any such conduct if such disruption or obstruction is reasonably likely to result. Neither shall a student urge other students to engage in such conduct for the purpose of causing such disruption or obstruction.
   While the following acts are not intended to be exclusive, they illustrate the kinds of offenses encompassed within this rule, but it must be remembered that any conduct which causes disruption, or interferes with the education process, is forbidden.

a. Occupying any school building, school grounds, or part thereof, without the permission of a school building staff member which deprives others of its use;

b. Blocking normal pedestrian or vehicle traffic, the entrances or exits of any school building or corridor or room, without the permission of a school building staff member;

c. Preventing, attempting to prevent, or interfering with, the convening or continued functioning of any class, activity, meeting or assembly;

d. Instigating or participating in a disturbance, or causing a disturbance that interrupts the educational opportunities of others or threatens the general health, safety, and welfare of others on school property or at a school-sponsored activity.

Penalty - Administrative intervention to expulsion

8. Dress

A student shall not dress or groom in a manner which, in the judgment of a building administrator, is unsafe to the student or others or disruptive to the educational process. Specific guidelines for appropriate student dress are included in building student handbooks.

Penalty - Administrative intervention to suspension

9. Failure to Comply with Directions of School Personnel

A student shall not be insubordinate or fail to comply with district policies or instructions and directions of District employees (including substitute teachers and student teachers), volunteers or persons acting in a chaperone or supervisory capacity. Students who persistently violate school policy may receive disciplinary action.

Penalty - Administrative intervention to expulsion

10. Failure to Cooperate

A student shall not refuse to cooperate with School District administrators and/or teaching staff investigating a possible violation of this Code of Conduct and/or building rules, and no student shall make false statements or give false evidence to School District administrators and/or teaching staff. A student shall not refuse to testify or otherwise cooperate with School District personnel in any disciplinary proceeding.

Penalty - Administrative intervention to expulsion

11. False Allegations

A student shall not libel or slander, or make false allegations against another student, School District employee (including substitute and student teachers), Board of Education members or volunteers. Penalty - Administrative intervention to expulsion

12. False Alarms

A student shall not knowingly cause a false fire alarm, or make a false fire, bomb or catastrophe report. Penalty – Administrative intervention to expulsion

13. Falsification of Records

A student shall not use the name of another person or falsify times, dates, grades, addresses or other data on School District forms or records. A student shall not provide false, misleading or inaccurate statements or information on School District forms or records.

Penalty - Administrative intervention to expulsion

14. Fighting

An unplanned physical altercation resulting in pushing, shoving, or exchanging of blows between students will not be tolerated.

Penalty-Administrative intervention to expulsion

15. Fireworks, Explosives, Chemical Substances

A student shall not possess, handle or transmit any substance or prepared chemical that can explode, is capable of inflicting bodily injury, or is reasonably likely to cause

physical discomfort to another person. Penalty – Administrative intervention to expulsion

16. Gang Insignia/Activity

A student shall not wear or possess any clothing, jewelry, symbol or other object that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal (gestures, handshakes, graffiti, etc.), that may reasonably be perceived by a teacher or administrator as evidence of membership in or affiliation with any gang; a student shall not commit any act, verbal or non-verbal in furtherance of the interests of any gang or gang activity, including, but not limited to, (a) soliciting others for membership in any gang or gang related activity, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, committing any other illegal act or violation of School District rules or policies, or (d) inciting other students to act with physical violence on any person.

The term "gang" as used in this policy, means a group of two (2) or more persons whose purposes or activities include the commission of illegal acts or violations of this Code of Conduct, District rules or policies, or whose purpose or activities cause disruption or is likely to cause disruption to the educational process.
Penalty - Administrative intervention to expulsion

17. Harassment / Bullying – (Refer to District Board Policy 5571.01)

a. Any threatening, insulting, or dehumanizing gesture. Verbal, physical, electronic or written harassment for the purposes of this policy shall be defined as behavior that:

· Intimidates individuals or groups on any basis including race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, or genetic information (collectively, "Protected Classes")

· Involves an expressed or implied threat to personal safety has the effect of interfering with an Individual's participation in the curricular or extracurricular activities of the school district

· Bullies or hazes another student or teammate. (See district policy 5517.01)

· Is disruptive to the educational process that may have originated in or outside of school, on or off campus.

Penalty – Administrative intervention to expulsion

b. **Sexual harassment** for the purposes of this policy consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature that is severe or pervasive enough to create a hostile or intimidating school environment. Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include, but are not limited to:

· Written contact: sexually suggestive or obscene letters, notes, invitations, drawings, verbal contact; sexually suggestive or obscene comments, threats, jokes, any sexual propositions, comments about a person's body or sexual characteristics that are used in a negative or embarrassing way.

· Physical contact: any intentional pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, blocking movement, or coercing sexual intercourse.

· Visual contact, suggestive looks or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, magazines, graffiti, calendars or clothing.

A student who feels he/she is being harassed by peers or by a staff member of the Clarkston Schools, or is aware of the harassment of another student(s), shall report such incidents to a building administrator, counselor, teacher, school psychologist, school social worker, teacher aide, etc. The staff member receiving a student's report, a parent's report or observing an incident of alleged harassment is expected to examine the circumstances surrounding the alleged incident. If the receiving staff determines that harassment has occurred, they will take steps to end the harassment. In the event that the magnitude of the incident(s) warrants further follow-up measures, staff/faculty members will report charges of harassment to the building principal or his/her designee. The building principal or his/her designee will initiate a further investigation of the harassment charges and implement follow-up measures that he/she believes are appropriate. Should the investigation of the harassment incident(s) reveal that disciplinary action is warranted, it will be taken in accordance with the policies and procedures adopted by the Board of Education.
Penalty – Administrative intervention to expulsion

18. Indecency

A student shall not engage in conduct that is contrary to commonly recognized standards of decency and behavior, which includes obscenity, indecent exposure, or the use of language in verbal or written form, or in pictures, or in caricatures or gestures, which are offensive to the general standards of propriety. Penalty - Administrative intervention to expulsion

19. Insults/Verbal Abuse/Intimidation/Improper Communication

Students are expected to treat each other in a respectful manner. Engaging in any type of verbal abuse will not be tolerated. A student shall not make threatening, annoying, nuisance, vulgar and/or obscene communications, verbally, in writing, or by gestures, to School District employees (including substitute and student teachers), Board of Education members, chaperons, volunteers or visitors to the school building. Penalty– Administrative Intervention to expulsion

20. Personal Protection Devices

A student shall not possess, handle or transmit a personal protection device (e.g., pepper gas, mace, stun gun, electric shock device, etc.) capable of inflicting bodily injury or causing physical discomfort to another person.
Penalty – Administrative intervention to expulsion

21. Physical Assault

A student shall not physically assault another student, a person employed by or engaged as a volunteer or contractor of the school (including substitute and student teachers). Physical Assault is defined as intentionally causing or attempting to cause harm to another through force or violence.
Penalty-Administrative intervention to expulsion

22. Scholastic Dishonesty – Plagiarism, Uttering and Publishing

A student shall not engage in academic cheating. Cheating includes, but is not limited to, the actual giving or receiving of any unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work. A student shall not engage in plagiarism, which includes the copying of language, structure, idea and/or thought of another and represent it as one's own original work. Penalty - Administrative intervention to expulsion

23. Smoking/Tobacco/Vaping

A student shall not vape, smoke, chew, or otherwise use tobacco, nicotine products or a "look alike" product. A student shall not, while on District property or in proximity of campus, in District owned vehicles, and at District-related events have in his/her possession or under his/her control tobacco in any form, or paraphernalia related to its

use.
Penalty –Administrative intervention to expulsion

24. Substance Possession/Use/Handling
Substances/Items covered:
- · Alcoholic beverages or intoxicants, including, but not limited to glue, aerosol paint, lighter fluid, reproduction fluid, or other chemical substance for the purpose of becoming intoxicated or under the influence.
- · Any drug, narcotic drug, marijuana, hallucinogen, stimulant, depressant and/or other controlled substance, or controlled substance whether or not intended for human consumption, and as defined in Article VII of the Public Health Code, being MCL 33.7101, et seq., and as defined in other Michigan or Federal Statute. If Article VII of the Public Health Code, being MCL 33.7101, et seq., is amended or repealed, then the definitions of a drug, narcotic drug, and controlled substance or controlled substance analog not otherwise defined herein shall be defined under the existing State Law.
- · Any prescription or nonprescription drug, medicine, vitamin or chemical substance; (e.g. pain relievers, stimulants, diet pills, pep pills, No-Doze pills, cough medicines, laxatives, stomach or digestive remedies, or other medications).
- · Any legal substance represented as an illegal or controlled substance, e.g. No-Doze as "speed" or "crack."
- · Any paraphernalia for the purpose of possessing or using substances covered or items used as such is prohibited unless otherwise permitted by law and/or the District.

If a medical drug test or alcohol test is offered and refused, it will be assumed that the student is under the influence and/or using a controlled substance. If accepted, results of a test administered by a medical professional or law enforcement officer must be shared with the school administration, in document form, by the end of the business day. Any disciplinary decision will stand unless proof of a negative drug test is provided.
Penalty - Administrative intervention to expulsion

25. Suspended Student on School Property or Attending School Activities
A student, while on suspension, shall not enter School District property without the permission of a building administrator. A student, while on suspension, shall not participate in, or attend any school-related activity, function or event, held on or off school property, without permission of a building administrator. Penalty - Administrative intervention to expulsion

26. Theft, Possession of Stolen Property or Damage of Property
A student shall not intentionally cause or attempt to cause damage to school property or the property of another person, or steal, or attempt to steal, or knowingly be in the unauthorized possession of school property or the property of another person.
Penalty– Administrative intervention to expulsion

27. Threats
Students making bomb threats, false alarms, or "similar threats" that place or that are perceived as placing the safety of one or more persons or of property at risk, will not be tolerated.
Penalty – Administrative intervention to expulsion

28. Trespass, Loitering
A student shall not be on school property or in a school building except to participate in the educational process of the School District, nor shall a student loiter in building

hallways, classrooms, bathrooms, or other areas of the building or grounds.
Penalty - Administrative intervention to expulsion

29. Truancy from School
A student shall not be absent from school (a full day, or any part of a day) without permission. A student shall not leave the school campus without following the proper check out procedure or without permission Penalty- Administrative intervention to expulsion

30. Verbal Assault
Verbal Assault at school directed against school employees, volunteers, contractors or other authorized personnel or students will not be tolerated. Verbal assault is to be considered any communication or behavior that, by its nature, poses a serious threat to the safety or well -being of others.
Penalty - Administrative intervention to expulsion

31. Violations of Building's Rules and Regulations
A student shall not commit or participate in any conduct or act prohibited by a school building's rules and regulations.
Penalty - Administrative intervention to expulsion

32. Weapons and Dangerous Instruments
A student shall not possess, handle or transmit a gun, knife, blackjack, brass knuckles, baton, martial arts device, paint ball gun, air-soft gun or other object or instrument that can be considered or used as a weapon or is capable of inflicting bodily injury.
Penalty - Administrative intervention to expulsion subject to the provisions of M.C.L. 380.1310d and 380.1311.

33. Weapons – Look-A-Like A student shall not possess, handle, or transmit any object or instrument that is a look-a-like" weapon or instrument (e.g., starter pistol, rubber knife, toy gun, etc.).
Penalty - Administrative intervention to expulsion subject to the provisions of M.C.L. 380.1310d and 380.1311.