



East Lansing Public Schools

## MacDonald Middle School



## Handbook and Code of Conduct

2018-2019

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## Student Conduct

In an environment that fosters respectful and supportive relationships, the staff of MacDonald Middle School will use research-based instruction to engage every student in a rigorous and relevant curriculum. We will join the parents and community in assisting students to become lifelong learners and responsible citizens.

School regulations are designed to maintain a climate conducive to learning, respectful of the rights of others, and adherence to the law. The following are expectations regarding student conduct on school property, at all school-sponsored events and on school buses:

- Disruptive, potentially destructive or dangerous behavior will not be permitted. Examples of such conduct include profanity, shouting, running in the halls, misuse of school facilities, littering, fighting, and throwing objects and disrespect to peers and adults.
- Students must exercise restraint in their written and oral communication and public displays of affection, no ethnic or racial slurs, no sexual comments, no intentional provocation, abusive or demeaning language shall be used at any time.
- Any act, which is unlawful as indicated by local ordinances of state or federal law, is strictly prohibited and will not be permitted. Examples of such illegal acts include extortion, assault, arson, bomb threats, tampering with firefighting equipment, smoke bombs, firecrackers, theft, malicious destruction of property, and possession, use or being under the influence of alcohol or illegal drugs on school property. Such violations will be reported to law enforcement officials. Violators may be suspended immediately.
- Students are required to respond positively to a reasonable request of staff. Such requests might include leaving a specific area of the school building or grounds, identifying themselves, reporting to the office, etc. Refusal can be regarded as insubordination and will result in the appropriate disciplinary action by school officials.

In general, student behavior that warrants disciplinary action will be handled in one of four manners, depending on the nature of the misconduct:

- Violations of classroom or minor school rules – These offenses are generally handled by the individual staff member.
- Chronic violation of classroom rules – These offenses are generally discussed in conference with teachers, administration, counselors, and parent/guardian. If another plan has not been developed, this behavior may yield a referral to a school administrator.
- Violations of major school rules – These offenses are generally referred to a school administrator.
- Violations of local, state, or federal law – These offenses must be referred to a school administrator who is required to notify and cooperate with law enforcement agencies.

In all four instances, the school administration may take action deemed necessary following due process including, but not limited to warnings, lunch detentions, after school detentions, restorative practices, in-school suspensions, Monday night school detentions, Saturday School Detention community service, probationary status, out-of-school suspension, and/or expulsion. **School consequences take priority over other school related activities** (For example, students will be required to miss athletic practice/games when assigned an after school detention)

## ACTIVITY NIGHT, ASSEMBLES, SCHOOL TRIPS, EXTRA-CURRICULAR

During the school year, students have the opportunity to participate in Activity Nights, school assemblies, and field trips. These activities are privileges. Students should be in both academic and behavioral good standing to participate in these activities. The following guidelines are in effect for Activity Nights:

1. The dress code policy is in effect for all Activity Nights.
2. A student may be removed at the discretion of the administration and a parent may be phoned.
3. If a student leaves Activity Night, he/she may not return.
4. Students will present a student ID for entry into all student activities.

Violation of these guidelines may result in removal from the dance/activity. MMS administration will communicate with students/parents when students are not allowed at these activities. Failure to adhere to school rules will result in consequences as written in MMS Code of Conduct.

## APPOINTMENTS

A note in the student planner stating the appointment time should be used for early release. Students must show planner notification to teacher and then meet their parent in the office.

## ARRIVING AT SCHOOL

If arriving by car, students should be dropped off in the adjacent parking lot no earlier than 7:30 a.m. Due to safety considerations, students should not be dropped off on Burcham Drive. Students are to be dropped off in the circle drive or in the parking lot only.

## ATHLETICS

MacDonald Middle School is in partnership with the City of East Lansing to provide a MHSAA competitive sports program. Sports offered include boys' and girls' basketball, cross-country, track and field, and girls' volleyball. A student athlete must complete a progress report and have no more than 2 Es to try out for a team. In order to participate a student must be passing each of their classes. These standards will be communicated throughout the year and will be monitored on a weekly basis to determine eligibility by the front office. Students who have failing grades during the season will need to complete a progress report. If a student remains ineligible for three consecutive weeks, he/she will be dismissed from the team. Students participating in club sports not affiliated with MacDonald Middle School must meet the same standards as written above. Students may not participate in athletic events on days when they have unexcused absences or suspensions.

### **ATTENDANCE/ABSENCE/TARDY POLICY AND REGULATIONS**

Student absences will be considered unexcused if they do not have a written excuse or a parent/guardian phone call. Calls should be made to the 24-hour attendance line, 517-333-7601 by 9 a.m. Parents are notified of unexcused absences nightly via an automated phone message and may excuse absences within 48 hours.

- Documentation must be provided to the office for each absence.
- Documentation is required within 48 hours of the student's return.
- Documentation will be kept in the student's file. This is significant to support the attendance policy.

Ten or more unexcused or excessive excused absences will be referred to truancy court. MMS will consider the number of excused absences excessive if they make up greater than 15% of days in session throughout the school year.

### **TRUANCY POLICY**

When a student receives ten (10) unexcused truancy codes they will be referred to truancy court. A student will receive one truancy code when:

1. Absent from school without authorization.
2. Late to the classroom 10 minutes after the scheduled beginning class.
3. Skipping a class.
4. Late to school after 5<sup>th</sup> offense each semester.
5. Three (3) unexcused tardies to class.

Leaving the building early habitually and excessive excused absences may also be referred to truancy court. Students who are considered truant are not allowed to make up class work assignments or tests missed as a result of an unexcused absence. Students leaving campus without authorization will receive additional disciplinary action to be determined by school administration.

### **TARDY POLICY**

School begins at 8:05 a.m. and students are expected to be in their first period class by this time. If they are not in their assigned classroom students will be marked tardy to school for that day. If arriving after 8:05 a.m., students need to report to the office, sign in and have their planner signed before going to class. Tardiness to school will only be excused for a medical or personal appointment.

### **TARDINESS TO CLASS**

Students have five (5) minutes between classes and are expected to be in class on time when class starts. Students are considered tardy upon entering the classroom after the bell rings unless they have an excused note from a staff member. Individual teachers will record tardies in each classroom. Students who are tardy to class will face classroom disciplinary action. Without an excused note, ten (10) minutes tardy is counted as an absence in class. Students are considered tardy upon entering the classroom up to five (5) minutes past the schedule beginning of the class unless they have an excused note from a staff member. **Tardies are cumulative throughout the day and consequences will be based on total tardies for each month.**

**Tardy #3 Warning/Parent Notification**

**Tardy #4 After-School Detention**

**Tardy #5 After-School Detention**

**Tardy #6 Monday Night School**

**Tardy #7 Saturday School**

**Tardy #8+ Consequences will be at the discretion of administration for students who have more than eight (8) tardies in a marking period, depending on frequency and other factors. Consequences may include but are not limited to ISS, OSS, loss of privileges, loss of class trip, etc.**

### **SKIPPING CLASS**

The following consequences will occur for each incident of skipping a class:

**First Incident: Warning**

**Second Incident: After School detention**

**Third Incident: After School Detention**

**Fourth Incident: Monday Night School**

**Fifth Incident: Saturday School**

**Sixth + Incident: Administration Discretion**

### **PRE-ARRANGED ABSENCES**

Any student who will be absent for a planned, extended period of time will need to complete a Pre-Arranged Absence form from the main office. This form will be signed by the student's teachers and turned into the office for administrator approval prior to the student's extended absence.

### **MISSED ASSIGNMENTS**

Students are responsible for contacting each teacher and completing assignments missed due to tardiness, absence, or early dismissal. Assignments missed due to truancy will result in a grade of zero for that assignment. Assignments may be requested for pick up in the front office, however, please note that the teachers have 24 hours to accommodate this request.

### **LEAVING THE BUILDING EARLY**

If a student needs to leave the school before 2:53 p.m., a parent/guardian must report to the office to sign the student out. If a parent/guardian would like the student to be in the office at a particular time, please write in the planner the time leaving and the student will show the teacher. Students are not allowed to leave school with any individual other than a parent/guardian without written permission from a parent/guardian. Students returning to school after an appointment should report to the office immediately to sign in. A signed pass will be given to enter the next class. Students are to remain on school grounds at all times. They are not to leave school property during regular school hours without permission from the office.

## **BICYCLES**

Students must assume all responsibility for riding a bicycle safely to school. Bike helmets are recommended. All bikes must be secured to the rack provided by the school and should be individually locked.

## **BULLYING POLICY**

"Bullying" is defined as any written, verbal, graphic, gesture or physical act (including electronically transmitted acts, i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
2. 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;
3. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
4. 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.

Bullying or other aggressive behavior toward a student, whether by other students, staff, administrators or third parties, including Board members, parents, guests, contractors and their employees, vendors and their employees, 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, social or psychological degradation, including persuading others to engage in the above actions."

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.

Any student who believes he/she has been or is the target/survivor of bullying, hazing, or other aggressive behavior should immediately report the situation to the principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate action. Individuals may also be referred to law enforcement or other appropriate officials.

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.

\* The full version of Board of Education Policy 8260 (Bully Prevention) is available in the main office at MMS.

## **BOOK BAGS**

Bags such as (but not limited to) a tote, backpack, book bag, duffel bags, sport bags, purses, etc., are permissible to bring appropriate materials to and from school. These bags may **not** be carried into the classroom or in the halls between classes.

## **BUS/LATE BUS TRANSPORTATION**

Only students living in designated bus areas are authorized to ride school buses. Visitors are not permitted on school buses during regular runs. East Lansing Board of Education policy states, "Students who wish to ride a different bus for a specific purpose may do so providing they present written permission from their parent(s)/guardian(s) to the Principal and receive approval. Students shall not be transported to different stops for birthday parties, social events or any program not sponsored by the East Lansing Public School District. The same policy shall apply to a non-bus student who on a specific occasion has a justifiable reason for riding a school bus to a specific destination. In order to do so, written authorization must come from a school administrator. These notes must come from the parent and must include the date, the destination of the student, and a signature. Bus rules apply whenever a student rides a bus for any reason. The bus driver is in charge; therefore students are to obey all directions given by the driver. When entering, riding, and exiting a bus the following safety rules apply (along with the MMS Code of Conduct):

- Line up to enter the bus and remain on sidewalk until directed by driver to enter bus
- Do not crowd or push
- While waiting for a bus, do not touch any part of the bus while in motion
- Be seated immediately after boarding the bus and remain seated until you arrive at your destination
- Use the emergency exit as directed by the driver
- Stay out of the roadway and stand on sidewalks when available
- Use caution whenever crossing a street or road
- Do not throw any object, including snowballs, at or in buses or at bus stops
- Do not harass the driver in any manner
- Keep all parts of your body inside the bus at all times
- Do not eat on the bus
- Do not participate in any disruptive conduct, including fighting, unseemly noise, or objectionable language

### **CELL PHONES/ELECTRONIC DEVICES/SMARTWATCHES/LASER POINTERS/ELECTRONIC READERS**

Students are prohibited from carrying a cell phone, pocket pager, MP3 player or any other electronic or personal communication device during the school day. **They must be turned off and secured in the locker during the school day. They will be confiscated if seen.** Students are discouraged from bringing expensive items to school. MacDonald Middle School is not responsible for lost or stolen items. Cell phones and personal audio equipment with headphones must be turned off upon entering the school building. Laser Pointers are not permitted in school. If student brings a laser pointer to school, it will be confiscated.

Consequences for each incident will be as follows:

**First Incident: Student picks up item from office at end of the day**

**Second Incident: Parent picks up item from office at end of the day**

**Third Incident: Parent picks up item from office at the end of the next day**

**Fourth Incident: Parent picks up item from office at the end of 5 days**

### **CHEATING/PLAGIARISM**

Students are expected to take pride in their own work and be responsible for assignments. Unless the teacher specifically designates an assignment as a group project, students are expected to complete projects and assignments independently. A zero will be given on work copied or plagiarized; teachers will notify the parents and the situation may be referred to an administrator for further disciplinary action.

### **COMPUTER TECHNOLOGY/ACCEPTABLE USE POLICY**

All students at MacDonald Middle School are expected to use computer technology in an ethical and responsible manner. Every student will be asked to read and sign an electronic communications acceptable use agreement. Violations of this agreement may result in the loss of computer access as well as other disciplinary or legal action.

### **COUNSELORS**

The MMS counselors are available to assist with any personal, social, or academic concerns. It is best to make an appointment to talk with a counselor. Stop by the main office during non-class hours and fill out a request form.

### **DRESS AND APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Appropriate footwear must be worn at all times.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.
- Hats and hoods may not be worn
- Headphones may not be worn as a fashion accessory

### **DRUG AND ALCOHOL POLICY**

Students are expected to attend school without being under the influence of or in possession of drugs, alcohol, or drug paraphernalia. Students will be in violation of school policy if:

1. They are found to be in possession of drugs, drug paraphernalia (including vapor pens) or alcohol on or in school property or during a school related function away from school property.
2. They are found to be in possession of look-alike drugs on or in school property or during a school-related function away from school property.
3. They use drugs or alcohol on or in school property or during a school-related function away from school property.
4. They are under the influence of drugs or alcohol while on or in school property or during a school-related function away from school property.

**The following consequences may apply:**

1. Parent/Guardian notification.
2. Police notification.
3. Disciplinary action, which may include up to 10 days suspension from school. During suspension, a student may not be on or in any school district property or attend any home or away school functions.
4. Conference with parents/guardians.
5. Possible referral for substance evaluation.

Students violating this policy will be subject to discipline ranging from suspension to expulsion. **(Disciplinary actions are cumulative for the entire East Lansing Public School experience.)**

### **DRUG AND ALCOHOL SALE AND DISTRIBUTION**

It is a serious violation of school policy to sell or distribute drugs, alcohol or look-alike drugs on school property or during a school-related function away from school property. Students in violation of this policy will be subject to the following consequences:

1. Parent/Guardian notification.
2. Police notification.
3. Conference with parents/guardians.
4. Suspension from school for ten (10) days pending decision regarding expulsion.
5. Administration may make a recommendation to the School Board for expulsion from East Lansing Public Schools.

### **EMERGENCY PROCEDURES**

Fire, tornado, external and internal threat lockdown, and emergency medical drills will be conducted throughout the school year. All persons in the building are required to comply with the established emergency procedures when activated. Directions for fire and tornado drills are posted in each room and are to be followed without exception. Walk; don't run, during a fire drill. No talking, joking, or horseplay will be tolerated. The teacher will lead the students out of the building. Administration notification will be the signal to return to class. In the event of discovery of fire, smoke, gas odor, or other related emergency, report the condition to the nearest adult.

### **EXPULSION FOR VERBAL/PHYSICAL ASSAULT/THREAT**

According to School Board Policy 5610.02, in accordance with P.A. 104 of 1999 (SB 206), "the Board shall expel or suspend a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student, commits verbal or physical assault against a district employee, volunteer, or contractor or makes a bomb threat or similar threat directed at a school building, property, or a school-related activity. This expulsion is subject to possible reinstatement after 180 school days".

### **FOOD AND DRINK**

Food and drink will be restricted to the school cafeteria. Students may not consume food or drink in the hallway or classroom. Due to allergy concerns, only a water bottle is permitted in the classroom. Please refrain from bringing treats to the classroom.

### **GAMBLING**

Gambling is not permitted on school property. Student participants may be suspended from school.

### **GANG AFFILIATION**

MacDonald Middle School enacts the following policy in order to ensure a safe and productive learning environment and to be able to protect the students from fear, intimidation, or distraction in school. No student on or about school property or at any school-related activity:

1. Shall wear or possess any clothing, jewelry, symbol, or other things that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang;
2. Shall commit any act, verbal or nonverbal (gestures, handshakes, etc.), that may reasonably be perceived by any student, teacher, or administrator as evidence of membership in or affiliation with any gang;
3. Shall commit any act, verbal or nonverbal, in furtherance of interest 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 for protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or violation of school district rules or policies; or
  - d. Inciting other students to act with physical violence on any person.

The term "gang", as used in this policy, means a group of two or more persons whose purposes or activities include the commission of illegal acts or violation of school-district rules or policies.

### **GUM**

Gum is allowed in school unless otherwise designated as part of a teacher's classroom rule. No gum is allowed in the cafeteria and no gum or food is allowed in the media center or auditorium.

### **HALLWAY BEHAVIOR**

We believe students should behave appropriately in the hallways in order to promote a safe and orderly environment. Students must have a hallway pass/planner during class time.

**Hallway Rules** - Students are expected to adhere to the following guidelines:

- Walk on the right side of hallway
- Voice level "0" during class time
- Voice level "2" during passing time
- Hands and feet to yourself
- Arrive to class on time
- Keep free from litter and vandalism
- Follow adult directions immediately

### **HOMEWORK**

Students are expected to complete homework assignments. All assignments should be done legibly and turned in on time. When absent from school students have the responsibility to ask the teacher of each class missed about assignments. It is the responsibility of the student to use in-school work time efficiently and to keep up with assignments as they are given. Students may talk with a teacher and/or guidance counselor if he/she is having difficulty completing homework in the assigned time and experiencing frustration. Parents making requests for homework due to a child's prolonged absence can pick up assignments from the office within 48 hours of notification. Homework assignments are posted weekly on the teacher page on the ELPS website.

### **HONOR ROLL**

MacDonald Middle School strives to recognize our students' great work and behavior. Good academic standing and positive citizenship are two areas for acknowledgment. The following guidelines determine recognition:

Academic: A student is eligible if he/she earns all A's and B's

Citizenship: A student is eligible if he/she earns "Gs or Ss" in all classes.

Attendance: A student is eligible if he/she has 0 absences. This does not include school-related absences.

Honor Roll and Citizenship lists will be posted on the Blue Board at the end of each semester and a student may pick up a bumper sticker.

### LIBRARY PROCEDURES

Students may be assigned to school work in the library throughout the year. Students are expected to adhere to the following library guidelines:

- Voice level “0” during class time during individual work
- Voice level “1” during group/partner work
- No food or drink in the library
- Keep free from litter and vandalism
- Follow adult directions immediately

### LOCKERS

Students are to use **only** their assigned lockers. If a locker does not function properly, please notify the office. Lockers are to be kept neat, clean and locked even when left for a very short period of time. Combinations should not be shared with other students. Recording and/or distributing a locker combination assigned to another student or damage to any locker will result in disciplinary consequences. Lockers remain the property of East Lansing Public Schools. Students have no expectation of privacy with respect to items kept or stored in the lockers. MacDonald Middle School retains access to these lockers and personal locks are not to be used without permission from school administration. In cases where personal locks are allowed, a key and/or combination must be left with the office to afford access to our lockers. The East Lansing Public School District may make a periodic search or inspection of any locker.

### LUNCHROOM PROCEDURES

Each student has a 34-minute lunch period assigned by grade. A computerized cashier system is used in the cafeteria. All students will be issued a bar-coded card (food service I.D.) with a PIN (personal identification) number. Students are responsible for the card and are to bring it or cash to the cafeteria every day. Replacement cost for a lost or mutilated card is \$5 per card. Applications for free and reduced-priced Type-A meals are available on the Blue Board. If approved, students are eligible for one subsidized lunch per day and one breakfast in the morning. Students who allow friends to use their account are responsible for all debits to their account. Due to student food allergies, parents are discouraged from providing lunch to students other than their own. There are designated nut free, egg free and dairy free tables in the cafeteria.

### LUNCHROOM RULES

Students are reminded to follow all of the following cafeteria guidelines:

- Leave classroom materials in locker
- Use polite words and wait your turn
- Follow adult directions immediately
- Keep cafeteria free of litter and vandalism
- Stay seated and raise your hand to leave seat
- Treat others as you wish to be treated
- Respect ALL staff

### MEDICATION POLICY

Board Policy 5330 states that: “Employees of the District shall not give any medication, including aspirin, ointments, or cold tablets, to a student without specific, written directions, signed by a physician and by the student’s parents/guardians. The directions must include diagnosis, dosage of medicine, time of administration, a telephone number where the physician can be reached, and a telephone number where the parent can be reached.” Parents may request that medication be self-administered. A form will need to be signed which will be kept in the main office.

### MONDAY NIGHT SCHOOL

Students may be assigned to Monday Night School as a result of disciplinary consequence or attendance. Monday Night School is held from 3:00 p.m. to 5:00 p.m. Failure to attend Monday Night School will result in a Saturday School.

### MONEY AND VALUABLES

Large sums of money and valuables should not be brought to school. Teachers and other school personnel are not responsible for personal possessions.

### OBSCENITIES

Obscene, crude and suggestive language and gestures, whether spoken, drawn, or worn, shall not be permitted. The following consequences will occur for each incident of absence language:

**First Incident: Warning**

**Second Incident: After School detention**

**Third Incident: After School Detention**

**Fourth Incident: Monday Night School**

**Fifth Incident: Saturday School**

**Sixth + Incident: Administration Discretion**

### PARENT/TEACHER CONTACT

We encourage good communication between parents/guardians and teachers as well as between individual students and teachers. The most efficient means of reaching teachers is to e-mail the teacher or call the main office at 517-333-7600 and be placed in their voice mail. Teachers are expected to respond to requests for communication within 24 hours. If parents wish to meet with teachers, you must give a teacher at least 24-hour notice.

Teacher e-mail addresses or classroom telephone numbers may be obtained through the school main office or the East Lansing Public Schools Website at [www.elps.us](http://www.elps.us) (**Staff directory**) **Teacher Pages**

Parents/students may visit individual teacher pages for information on homework, contact information, etc.



## **PLANNERS**

Students will receive a planner at the beginning of the school year. It is required that all MMS students have planners in their possession throughout the school day. The planner helps the student be responsible for their learning and establishes an opportunity for communication between school and home. Students are expected to make an entry for every class each class day. The planner is considered a textbook and should be treated accordingly. If a student loses their planner, they must purchase another one in the main office for \$5.00.

## **RELEASE OF INFORMATION**

Under the Michigan Freedom of Information Act and the Federal Family Educational Rights and Privacy Act, the school district is required to release, upon request, the information it maintains as "directory information."

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

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" by filing written notification with your student's school within thirty days after receipt of the district's public notice.

## **REPRODUCTIVE HEALTH AND FAMILY EDUCATION POLICY**

The East Lansing Board of Education has established a program of instruction, which includes HIV/AIDS and other serious communicable disease prevention education and sexual education. You have the right to review the materials and curriculum content. The Board of Education has made the materials and curriculum guides available for your review. If you wish to review the materials or curriculum content, please contact the district at 517-333-7463 to arrange a time for your review. You also have the right to observe instruction in your student's classroom. If you wish to do this, please call 517-333-7600 to make arrangements. Statute allows you to excuse your student from participation in the classes. If you wish to exercise your right to excuse your child from instruction without penalty, please complete the written notice provided by the office prior to instruction and return it to the office.

## **REPORT CARDS**

There are four nine-week reporting periods. Parent-Teacher conferences are scheduled during the first and third reporting periods. Teachers may send out Progress Reports mid-way through each reporting period if there is a concern about student grades. If a grade on the Progress Report or Report Card appears to be in error, contact the teacher. Student academic progress may also be check via PowerSchool and the Parent Portal. Parents are encouraged to check student progress weekly through Power School.

## **SATURDAY SCHOOL**

Students may be assigned to Saturday School as a result of disciplinary consequence or attendance. Saturday School is held from 8:30 a.m. to 11:00 a.m.

## **SCHOOL CLOSING DUE TO WEATHER**

The decision to close school because of severe weather is made by the Superintendent after consulting with East Lansing street departments, police and safety officials, and school maintenance crews. You will find information pertaining to school closing at [www.elps.us](http://www.elps.us). A message will be sent to phone numbers currently in PowerSchool. Local radio and television stations are also notified and will air the information.

## **SCHOOL HOURS**

Classes begin at 8:05 a.m. and end at 2:53 p.m. On half days, classes begin at 8:05 a.m. and end at 11:20 a.m. Late start days will begin at 10:05 a.m. School buses will run two hours later on late start days. The school building is open between 7:30 a.m. and 4:00 p.m. on full days and between 7:30 and 11:30 a.m. on half days. Students may not be in the building before or after these hours without a hall pass unless accompanied by a staff member, coach, club sponsor, or parent/guardian. Unless remaining for an activity, students must leave the building by 3:05pm. Parents/guardians will be contacted when students remain at school past 3:15 and will be asked to arrange transportation. Aftercare is available for a fee through the City of East Lansing.

## **SEARCH AND SEIZURE (BOARD POLICY 5771)**

School authorities may search a student or a locker with or without consent, under certain circumstances and may seize any illegal, unauthorized or contraband material discovered in the search. This authorization to search shall also apply to all situations in which a student is under the jurisdiction of the district. Failure to permit searches and seizures as provided in this policy (5771) will be considered grounds for disciplinary action.

## **SEXUAL HARASSMENT (BOARD POLICY 5362)**

The Board intends that all contact between students, teachers, and other employees be in keeping with respect for the individual student and be of a nature, which does not make a student feel uncomfortable. Occasional compliments are not considered sexual harassment. Sexual harassment includes but is not limited to the following:

- Unwelcome sexual advances.
- Subtle or overt pressure for sexual activity.
- Engaging in improper physical contact.
- Making improper sexual comments, including sexual oriented kidding.
- Creating an intimidating, hostile, or offensive learning environment.
- Threats or suggestions that a student's education and/or advancement depends upon whether or not the student submits to sexual demands or tolerates such improper behavior.

Students who have concerns about any conduct or physical contact by a person employed by the district, by any fellow student, or by any person, should immediately report this concern to the building administrator, to a counselor, or to the Superintendent. Students should also discuss their concerns with parents or guardians. Any person who receives a complaint of conduct perceived to be sexual harassment should immediately report that concern to the principal. All complaints of sexual harassment will be investigated promptly. Any person found to have violated this policy would be subject to appropriate action, such as disciplinary action up to and including suspension or expulsion from school. Retaliation against any person for complaining about sexual harassment, or participating in a sexual harassment investigation, is prohibited and will not be tolerated.

## **SKATEBOARDS AND ROLLER BLADES**

Students are not permitted to ride skateboards or wear roller blades on campus.

## **SMOKING POLICY (SMOKE OR SMOKELESS)**

Possession, smoking or other uses of tobacco, including smokeless or chewing tobacco, is prohibited on the school premises or at any school function. Smoking is described as holding, puffing or exhaling, passing or throwing away a lighted tobacco product in the school building or on school grounds. Violation of this regulation shall result in suspension.

## **STUDENT IDENTIFICATION CARDS**

All students must have a picture I.D. card. Pictures for the student I.D. cards are taken during Picture Day in September or on the retake day in October. I.D. cards are to be shown at Activity Nights and other school activities. The cost of a replacement card will be \$5.00.

## **STUDENT RECORDS**

Students or parents/guardians may consult with an administrator or counselor by appointment concerning the contents of their student's school records. Records shall not be released to parents, but will be forwarded to the next school.

## **SUBSTITUTES**

Substitute teachers are guests in our building and students are expected to treat substitutes with dignity and respect. Any student who openly defies the classroom authority of a substitute teacher or who openly engages in willful misconduct or discourteous behavior will be sent to the office. Consequences will be consistent with MMS behavior rubric

## **SUSPENSION POLICY**

Suspension from school for a period of up to 10 days may result if a student is engaged in serious misbehavior or misconduct. The following information is a brief summary of the board policy on suspensions:

1. Actions that may lead to suspension or expulsion are:
  - Acts against the law;
  - Acts/violations against the school rules;
  - Harmful or potentially harmful acts against individuals or property or disruptive or detrimental to the school program;
  - Gross misdemeanors or persistent disobedience.
2. A suspension may include any or all of the following consequences:
  - Student may not be permitted to attend classes;
  - Student may not be permitted to attend or participate in extra-curricular activities - both home and away events;
  - Student may not be permitted to remain on school grounds.
3. The authority to suspend a student for 10 or fewer days rests with the principal/associate principal.
4. The authority to suspend for more than 10 days or to expel a student rests with the Board of Education.
5. In all suspensions, the student and parents/guardians will be informed of the reason for and the length of the suspension.

**The following factors will be considered prior to making a decision to suspend a student:**

- **Student's age**
- **Whether violation threatened health/safety**
- **Student's discipline history**
- **Whether to use restorative practices**
- **Seriousness of offense**
- **Whether lesser intervention is appropriate**
- **Whether student has a disability**

## **SUSPENSION APPEAL PROCESS:**

1. Decisions made by the associate principal may be appealed to the principal.
2. Decisions made by the principal may be appealed to the superintendent.
3. Decisions made by the superintendent may be appealed to the Board of Education.
4. For suspensions of more than one day, parents/guardians have the right to appeal the suspension if they are dissatisfied with the decision. The appeal must be in writing to the appropriate administrator within two school days from the date written notification of the action is received. The written appeal must state why the suspension is being appealed. The principal will determine the outcome of an appeal.

## **TEACHER INITIATED SUSPENSIONS**

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn.

## **TELEPHONES**

School telephones are for school business and emergency use only. Classes will not be interrupted for phone calls. Students may only use a classroom or office telephone during non-instructional time with permission from a teacher or office personnel. Phones are not to be used to schedule after school activities – please make these arrangements in advance with parents/guardians.

## **TEXTBOOKS**

Textbooks are furnished by the school and distributed by teachers in each class as needed. Students are responsible for paying for books assigned if they are lost or damaged. Writing in textbooks, other than in the space provided on the inside cover for name and room number, is prohibited. Fines will be assessed. Students with lost textbooks/library books will not be allowed to attend end of the year field trip or activities.

## **THEFT**

Students should report all suspected thefts to the associate principal's office and complete a report. Theft of major items will be reported to the East Lansing Police Department. Please take all precautions to secure items in the locker room or in the hall lockers. It is strongly recommended that students not carry large amounts of money or valuable items of any sort.

## **TITLE IX**

It is the policy of the East Lansing Public School district not to discriminate on the basis of sex in its education programs, activities or employment policies as required by title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Board of Education Office, 501 Burcham Drive, East Lansing, Michigan 48823. The office phone number is 517-333-7424. Any East Lansing School District employee, student, parent or guardian who feels subjected to an act of sexual discrimination may discuss the alleged violation with the building principal and Title IX building representative as a first step of the School District Grievance Procedure for Title IX as specified in the School District's Administrative Regulation #1441 a. A person may elect to file a complaint directly with the Office of Civil Rights "Department of Health and Human Services Washington, D. C. 20201.

## **UNLAWFUL PRESENCE/TRESPASSING**

No person shall willfully enter upon the lands or premises of East Lansing Public Schools without lawful authority after having been forbidden to do so by the principal, or his/her designated agent, except as provided by law. No person being upon said lands or premises may refuse or neglect to forthwith depart there from upon being requested to do so by the Principal or designated agent. Where signs at school building entrances direct persons to any office or any place to obtain permission to enter and remain inside building, no person shall enter into or remain in said building without complying with the order of the principal or his/her designated agent to obey said sign.

## **VISITOR AND GUEST PROCEDURES**

All visitors must report to the office, sign in and wear a visitor badge while in the building. Students not attending MacDonald Middle School shall not be in attendance at MacDonald. Parent wishing to visit a class with a student must make prior arrangements with the principal.

## **WEAPONS, DANGEROUS WEAPONS (POLICIES 5219, 5218)**

East Lansing Public Schools has been designated as a Weapon Free School Zone (Policy 5219). The Board of Education will permanently expel a student from attending school in East Lansing Public Schools if the student possesses a dangerous weapon (dangerous weapon means a firearm, dagger, dirk, stiletto, and knife with a blade over 3 inches in length, pocketknife opened by a mechanical device, iron bar, or brass knuckles) in a weapon-free school zone. Such expulsion is mandatory and shall be imposed in accordance with district procedures for student discipline, unless the student established that:

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

All expulsions will be entered and preserved on the student's individual permanent record and will be disseminated to any other public or private school where the expelled student seeks to enroll. Any possession of a dangerous weapon on school property will immediately be reported to the student's parent or legal guardian and the local law enforcement agency.

## **WORK PERMITS**

Applications for work permits are available on the Blue Board. The permit must be completed by the employer and student and parent prior to submitting it to the office for verification.