



**MATTAWAN CONSOLIDATED SCHOOL**

# **MIDDLE SCHOOL HANDBOOK**

**EMPOWERING THE FUTURE TOGETHER...  
WITH MATTAWAN PRIDE**

**MATTAWAN MIDDLE SCHOOL**  
56720 Murray Street, Mattawan, MI 49071  
269.668.3361

# **MATTAWAN MIDDLE SCHOOL**

## **2024.2025 SCHOOL YEAR**

### **MISSION**

Partnering with our community and families, we provide the highest quality education for all students in a caring, safe, and inclusive learning environment.

### **VISION**

Mattawan Consolidated School will be the leading collaborative learning community in which every individual will be valued, engaged, and empowered in an ever-changing, global society.

<b>Partnerships:</b>	We engage with our school community to define our shared vision for student success
<b>Respect:</b>	We treat others the way we want to be treated.
<b>Inclusion:</b>	We believe everyone should feel respected, valued, and supported for their diversity.
<b>Development:</b>	We believe in continuous growth.
<b>Excellence:</b>	We believe in setting and achieving high expectations.

### **SCHOOL COLORS**

Blue and Gold

### **MASCOT**

Wildcat

### **SPIRIT SONG**

Fight on our Mattawan - Never, never yield.  
The blue and gold - We proudly hold  
As we march down the field. Rah! Rah! Rah!  
Our team is here to win - No foe do we fear  
FIGHT! FIGHT! For Mattawan.  
**Hear our Cheer! RAH!**

### **MATTAWAN BOARD OF EDUCATION**

**Ted Roethlisberger, President:** [troethlisberger@mattawanschools.org](mailto:troethlisberger@mattawanschools.org)

**Shari McGrath, Vice President:** [smcgrath@mattawanschools.org](mailto:smcgrath@mattawanschools.org)

**Vickie Mabin Herzberg, Treasurer:** [vherzberg@mattawanschools.org](mailto:vherzberg@mattawanschools.org)

**Mark Noffsinger, Secretary:** [mnoffsinger@mattawanschools.org](mailto:mnoffsinger@mattawanschools.org)

**Onur Arugaslan, Trustee:** [oarugaslan@mattawanschools.org](mailto:oarugaslan@mattawanschools.org)

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## **MESSAGE TO THE STUDENTS**

Welcome to Mattawan Middle School. This handbook is intended as a guide to the information, policies, and procedures that govern the basic operation of our building. It is essential that all students know the contents and use the handbook throughout the year. Administrators, counselors, and teachers will help answer questions about this guide and/or topics, which it does not address.

## **MIDDLE SCHOOL ADMINISTRATORS & COUNSELORS**

### **Principal**

Chip Schuman  
Phone: 269.668.3361 Extension 1480  
Email: [cschuman@mattawanschools.org](mailto:cschuman@mattawanschools.org)

### **GOLD TEAM**

#### **Dean of Teaching & Learning**

Cathy Brewster  
Phone: 269.668.3361 Extension 1481  
Email: [cbrewster@mattawanschools.org](mailto:cbrewster@mattawanschools.org)

#### **Counselor**

Nicole Douglass  
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### **BLUE TEAM**

#### **Dean of Teaching & Learning**

Nate Engels  
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#### **Counselor**

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## **MATTAWAN MIDDLE SCHOOL LEARNING COMMUNITY ATTRIBUTES**

### **C.A.T.S. CONNECTEDNESS**

Everyone feels a sense of belonging to the school community “inside” and “outside” the school walls. This is fostered by positive relationships and opportunities for school and community involvement. All students have a meaningful personal connection to an adult in the school.

### **ACADEMIC RIGOR AND RELEVANCE**

Expectations for learning and academic achievement are high. Expectations for students are generated through a challenging curriculum based on individual student needs and district/state outcomes. It is expected that all students are intellectually challenged and provided relevant learning opportunities.

## **TRUST AND RESPECT**

Everyone feels connected with each other through a sense of trust and mutual respect. Trust and respect allows students to gain an appreciation for diversity and individuality. These qualities enhance student achievement both academically and socially.

## **SAFETY**

Everyone feels physically, psychologically and emotionally safe, which allows and encourages self-expression and learning. Students experience a safe and orderly environment in the school.

## **H.C.R.R. [HONESTY, CARING, RESPECT, RESPONSIBILITY]**

**HCRR** stands for **Honesty, Caring, Respect** and **Responsibility**. We practice these attributes every day to build healthy spirit, mind and body for all.

## **ABSENCE AND ABSENCE EXCUSES**

Regular attendance is a vital component of school success. From time to time, however, a student may be absent from school. When this occurs, it is important that parents/guardians communicate with us as follows:

1. Telephone the Middle School Office at 668-3361, between 7:45 - 8:45 a.m. on the morning of the absence.
2. If the student will be absent, for an extended period of time (more than two school days), or to pre-arrange an excused absence, please contact the school office (668-3361) to arrange for assignments or make-up course work. If your student is ill, please do not contact the office to arrange for course work unless they have been absent for more than two days. Your child can also check Google classroom for their assignments while absent.
3. It is also important to note that certain types of absences cannot be considered excused. These include such reasons as:
  - Oversleeping
  - Transportation problems (missed the bus)
  - In-school or out-of-school suspensions
  - Shopping trips, etc.

As with everything else, when it comes to absences, if in doubt, give a call. Days of school missed due to suspension will not be counted in computing absences for attendance requirements. Note: if a student is ten or more minutes late for a class, the student will be marked absent.

## **BICYCLES/VEHICLES**

Bicycles must be parked in the racks provided. All bicycles should be provided with locks. The school is not responsible for damage or theft while bicycles are on school property.

## **BUSES**

The majority of students are transported on school buses. Those riding buses have certain responsibilities for the safety of all students involved. Parents should stress the need for students to conduct themselves in an orderly manner at all times. Students are provided with specific rules and regulations by the Transportation Coordinator and bus driver. Any deviation from the acceptable standards may result in the student losing the privilege to ride a bus.

### BUS TRANSPORTATION

Bus transportation to and from school, the Technology Center, and other school related activities is a privilege and may be revoked. During such times, the bus driver is the adult in charge and is to be given the same respect and cooperation that is given to teachers and administrators. Violations of bus rules and policies will be dealt with in a manner consistent with school and classroom rules and procedures.

#### **General Bus Rules**

1. Follow directions given by the driver
2. Remain seated while the bus is moving
3. Use a quiet, polite voice
4. Keep hands, feet and all other objects to yourself
5. Do not throw or launch objects
6. Respect the rights of others

#### **Other Expectations**

1. Be on time
2. No eating or drinking on the bus
3. No animals or other similar creatures on the bus (Unless approved ADA exception.)
4. There must be silence at railroad tracks
5. Aisles and area surrounding the back door must be kept clear
6. No knives, firearms and/or other items that could be classified as potential weapons
7. No saving of seats
8. Obey applicable Student Handbook rules

Observe proper loading/unloading and bus safety procedures

## **BULLYING AND HARASSMENT**

Bullying, intimidation, or harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

### HARRASSMENT

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

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless handheld device), may be subject to District

disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

### **HATE LANGUAGE/RELATED ACTIVITY**

Hate language, speech or expression that disparage or demean a person or persons on the basis of (alleged) membership in a social group identified by attributes such as race, ethnicity, gender, sexual orientation, religion, age, physical or mental disability, and others. Typical hate language involves epithets and slurs, statements that promote malicious stereotypes, and speech intended to incite hatred or violence against a person or group. Hate speech can also include nonverbal depictions and symbols. (Also see Bullying/Harassment subsection and infraction definition.)

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or Dean of Teaching & Learning, or may report it directly to the district Compliance Officer:

**Compliance Officer**

**Assistant Superintendent**, Mattawan Consolidated School  
56720 Murray St., Mattawan, MI. 49071  
269.668.3361

**Compliance Officer**

**Director of Whole Child Services**, Mattawan Consolidated School  
56720 Murray St., Mattawan, MI. 49071  
269.668.3361

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

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

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

### **HARASSMENT**

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

Sexual Harassment may include, but is not limited to:

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

## **HAZING**

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

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

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

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



## **BULLYING AND OTHER AGGRESSIVE BEHAVIOR**

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

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

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

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

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

### **Notification**

Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building.

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

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

### **Implementation**

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

## **Procedure**

Any student who believes they have been or they are the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or Dean of Teaching and Learning. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator.

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

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

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

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

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

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

## **Definitions**

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

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

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

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

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 (3). Some examples of bullying are:

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

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

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

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

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

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

- Harassment, see Policy 5517
- Hazing, see Policy 5516.
- M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011) Policies on Bullying, Michigan State Board of Education Model Anti-Bullying Policy, Michigan State Board of Education

## **CONDUCT**

Students are expected to display code of conduct behavior in all situations for which the school is responsible. The behavior should be the result of self-discipline; but, when this is unsuccessful, guidance from proper school authorities will be necessary. Code of conduct behavior includes:

1. Respectful behavior toward adults and students.
2. Observance and display of good citizenship at all times.
3. Compliance to all school regulations and rules.
4. Diligence in studies.
5. Regular and punctual school attendance.
6. Respect for the rights of others.

## **DRESS CODE**

Dress Code Violation. Inappropriate dress at school includes but is not limited to clothing that is revealing, suggestive or otherwise distracting; clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity; coats, backpacks and wearing of hats/hoods before and/or during school. Shorts and skirts that are not fingertip length with arms in a relaxed position at the side and spaghetti straps are prohibited. Footwear with a sole must be worn with no wheels. Wearing flags of any kind is prohibited, i.e.: as a cape etc.

## **DISCIPLINE**

The student code of conduct exists to help students identify and refrain from inappropriate and unacceptable behavior. The student code of conduct applies:

1. To all students who are on school property, at school related events, or in a school vehicle.
2. When a student(s) conduct at any other time or place has a direct and inappropriate effect on maintaining order and discipline, or on protecting the safety and welfare of student or district staff.
3. When a student is using school telecommunication networks, accounts, or other district services.

Disciplinary interventions are necessary when working to modify student behavior. The administration of these consequences will be progressive in nature and begin at a level established by the school administration. Typically, failure to comply with behavior expectations will result in one or more of the following:

1. Teacher/student and/or teacher/parent conference.
2. Counselor and/or administrative referral for appropriate intervention.
3. Detention. Academic time spent with a teacher/administrator during lunch, before and/or after school in which students are expected to complete school work and/or make-up time wasted/missed. Students who arrive late or violate the detention guidelines will be required to serve an additional time and/or face further disciplinary action.
4. Social Restriction. Students who violate the discipline code may lose the privilege of attending or participating in student activities, passing time, social time before and after school, and lunch time. In addition, a student on social restriction may be placed on an alternative schedule.
5. Community Service. Students who violate the discipline code may be required to complete some form of community service as reparation for their behavior. This may include cafeteria duty, cleaning the building, parking lot, buses, or other forms of community service deemed reasonable by the administration.
6. Restitution. Students who violate the student code may be required to compensate the violated party through financial means. This sum of money may include any costs that are accrued by Mattawan Consolidated School staff for work completed due to the infraction. In the event of loss, the student may be responsible for the entire replacement cost of the item(s).

7. Confiscation. In the event of a student being in possession of unauthorized item(s) or item(s) in violation of the code of conduct, the student may have the item(s) removed from their possession. Depending on the degree of inappropriateness, the student may or may not receive the item(s) back. If item(s) are unlawfully possessed, they will be turned over to the proper authorities for disposition.
8. Schedule Change. If a student's behavior is such that it pervasively interferes with the learning opportunities of one or more students, the students schedule may be changed to minimize the disruption. A schedule change may also consist of reducing the number of minutes in a class and/or having students start or end their day at alternate times.
9. Restorative Justice. Restorative justice is an approach to addressing conflict and misconduct that focuses on healing rather than punishment and values accountability over exclusion. Restorative Justice assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, Restorative Justice expects those who cause injuries to make things right with those they've harmed and with their community.

General Restorative Justice Guidelines:

- Conferencing
- Affective Statements
- Mediation
- Family Group Conferences
- Other strategies to address and learn from behavior

10. In-School restriction. Academic time spent during the school day, in which students are isolated from their peers, and academic, socio-emotional and/or behavioral interventions are provided. The parent/guardian will be notified of the action taken (verbally and/or in writing).

General In-School Restriction Guidelines:

1. Academic work will be provided to ensure intensive and serious study during the in-school restriction from 7:40 am until 2:35 pm. Work that students complete during an in-school restriction will receive full credit.
2. All homework assigned during the time of the in-school restriction must be completed by the end of the restriction period unless allowed otherwise by the teacher.
3. Teachers may require students to take a test in the in-school restriction room at the same time that the rest of the class is working on the test in the regular classroom.
4. Students may be required to complete community service for the school while assigned to In-School Restriction.
5. While serving an in-school restriction, students must follow the guidelines and rules established for in-school restriction and directions from the adult in-charge. Failure to do so may result in suspension from school.

The Superintendent, along with the Building Administrator, will exercise discretion over whether or not to suspend or recommend expulsion of a student for persistent disobedience or gross misconduct. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Superintendent, along with the Building Administration, can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the Superintendent, along with the Building Administration, will still consider the factors.

A student may not be expelled or excluded from the regular school program based on pregnancy status.

11. Out-of-School suspension. Removal from school (1-10 days) for violations of the discipline code, in which the administration believes that both the student population and/or the student would be better served

by the student's removal from school. The parent/guardian will be notified of the action taken (verbally and in writing). As a restorative , a conference involving the student, parent/guardian, and administrator will be held to review the incident, clarify rules/expectations, and discuss next steps.

#### General Out-of-School Suspension Guidelines

1. When a student must be immediately suspended from school during school hours, an attempt will be made to contact the parent/guardian for transportation home. In the event the parent/guardian is not reached, or transportation cannot be arranged, the student will be isolated from normal school activities for the remainder of the day.
  2. Any student who has been suspended will not be permitted to participate in or be a spectator at student activities sponsored by the school during the period of suspension. This includes afternoon and evening activities during a day of suspension. The last day of suspension officially ends at midnight with the student returning to normal activities on the following day.
  3. Students who are members of an interscholastic athletic team must refer to the Mattawan High School Athletic Code of Conduct for additional information relating to requirements for participation in interscholastic athletics.
  4. Work assigned/assessments given during an out-of-school suspension may be completed/made-up for full credit.
12. Long-term Suspension or Expulsion. Board of Education and/or Superintendent level action taken based upon the recommendation of the building level administration to remove a student from school for a period of time in excess of 10 days up to and including permanent expulsion for gross misbehavior or persistent, malicious, or willful violation of the discipline code. Verbal notification shall be given to the student and parent by a building level administrator when a decision to remove the student from school is made. Within ten days of removal from school, written notification shall be given to the student and parent(s) detailing the alleged violations of the discipline code, supporting evidence, and administrative recommendation for disciplinary action, and hearing guidelines. A hearing will be held within 10 school days, unless otherwise agreed to by both parties.
13. Board Policy on Assault. Board Policy 5610.01 (p. 2 of 9) states that the Board shall permanently expel a student in grade six or above if that student commits a physical assault at school against a District employee, volunteer, or contractor. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical or verbal assault at school against another student.
14. **Physical assault** is defined as “intentionally causing or attempting to cause physical harm to another through force or violence.”

The Board shall suspend or expel a student in grade six or above if the student commits verbal assault at school against a District employee, volunteer, or contractor, or makes a bomb threat or similar threat directed at the school building, property, or a school-related activity.

- **Verbal assault** is defined as “a communicated intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat.”
- **At school** is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

The following includes, but is not limited to specific discipline infractions and their definitions to assist in communicating a common vocabulary about inappropriate behavior that will be addressed by the school.

## **INFRACTION**

### **ARSON**

## **DEFINITION**

Burning, or attempting to burn any school building, structure or property; or intentionally setting a fire on school property.

### **THREAT TO SCHOOL**

Any written or verbal threat directed toward any school property or school related activity.

### **BULLYING/HARRASSMENT**

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

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. 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 (3). Some examples of bullying are:

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

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

**"Harassment" (including Sexual Harassment, Hate Language, and Hazing)** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national

origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

Incidences involving Bullying, Harassment, Hate Language, Hazing, Aggressive Behavior or Intimidation will result in disciplinary action as determined by administration up to permanent expulsion from the school district.

#### **BUS MISCONDUCT**

Behavior that disrupts the transporting of students to and from school or events, including any violation of bus rules.

#### **CAFETERIA MISCONDUCT**

Disregard for basic cafeteria expectations including but not limited to cutting in line, leaving trash on the table, horseplay, and inciting or participating in food fights.

#### **CHEATING**

Assistance used or provided in the completion of academic work which has not been approved by the instructor of the class.

#### **CLASSROOM DISRUPTION**

Classroom Disruption. Behavior that disrupts the educational process of other students in the classroom or interferes with the teachers ability to facilitate learning.

#### **CONTROLLED SUBSTANCE**

Possession and/or Use of Tobacco. Possession and/or use of any tobacco products.

#### **POSSESSION OF E-CIGARETTES/VAPING**

Possession and/or use of E-Cigarettes, Vape Pens (Electronic Nicotine Delivery Systems) or their components.

1. **Possession and/or Use of Controlled Substances.** Possession and/or use of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, narcotics and "look-a-like" drugs.
2. **Distribution of Controlled Substances.** Distribution and/or sale of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, tobacco, narcotics and "look-a-like" drugs.
3. **Paraphernalia Relating to Harmful Substances.** (i.e., glow sticks, pipes, roach clips, paper for wrapping marijuana and cigarette tobacco, vaping paraphernalia such as chargers, cartridges)
4. **Unauthorized Legal Substances.** Unauthorized distribution and or sale of vitamins/herbs, supplements, caffeine tablets, inhalants, etc. for mind altering and/or physical effects.



5. **Unauthorized Medication.** Unauthorized distribution and or sale of medication without the expressed permission of a middle school office employee.

**CREATING A SAFETY HAZZARD**

Actions that disrupt and/or threaten the learning environment, including but not limited to pulling a fire alarm without due cause, tampering with fire extinguishers, or discharging pepper spray.

**DISRESPECT**

Written/spoken communication or gesture that is abusive, obscene and/or profane.

Directed Profanity at an Adult. Directed (in your face) communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.

**EXPLOSIVES**

Possession, use or threat to use any substance or prepared chemical on school grounds that explode, burn or cause explosion, and/or are capable of inflicting bodily harm. This includes but is not limited to firecrackers, cherry bombs, smoke-making devices, caps or other incendiary devices.

**EXTORTION BY ROBBERY OR FORCE**

Use of threat, intimidation, force, or deception to take or receive something from someone else. This includes but is not limited to actions to secure favors, money or other items of value from another student or school employee by illegal means.

**FAILURE TO SERVICE CONSEQUENCES**

Neglecting to serve assigned community service, detention, in-school restriction or pay restitution within a reasonable time, or without prior arrangements with the person making the assignment.

**FORGING DOCUMENTS**

Altering school related documents with intent to deceive (i.e., attendance slip, absence/phone communication, hall pass).

**GAMBLING**

Participation in games of chance for money and/or other items of value, including but not limited to casual betting, betting pools, organized sports betting or other form of wagering.

**GANG RELATED ACTIVITY**

Individual or group behaviors associated with belonging to a band of youths that promotes juvenile delinquency and which has an adverse effect on the school and learning environment.

**HATE LANGUAGE/ RELATED ACTIVITY**

Hate language, speech or expression that disparage or demean a person or persons on the basis of (alleged) membership in a social group identified by attributes such as race, ethnicity, gender, sexual orientation, religion, age, physical or mental disability, and others. Typical hate language involves epithets and slurs, statements that promote malicious stereotypes, and speech intended to incite hatred or violence against a person or group. Hate speech can also include nonverbal depictions and symbols. (Also see Bullying/Harassment subsection and infraction definition.)

<b>GROSS INSUBORDINATION</b>	Willful disobedience or non-compliance of school rules, procedures, and/or the instructions of school employees.
<b>INSUBORDINATION</b>	Failure to follow directions or comply with a reasonable request from the adult in charge.
<b>INDECENT EXPOSURE</b>	Intentional act of revealing intimate parts (i.e., breasts, buttocks, groin, or genital areas) or undergarments covering these parts. This includes but is not limited to “mooning”, pantsing, urinating in public.
<b>LOITERING</b>	Being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without specific authorization of school personnel.
<b>NON-ESSENTIAL ITEMS</b>	Possession/use of cigarette lighters, matches, squirt guns, balloons, or other items that are not essential to the educational process.
<b>PHYSICAL CONFRONTATION</b>	A confrontation between two or more students which includes pushing, but doesn't escalate into a fight.
<b>FIGHTING</b>	A physical confrontation between two or more students in which a student hits or hits back. This includes but is not limited to kicking, punching, slapping, biting, scratching, and pulling hair.
<b>PHYSICAL ASSAULT</b>	Intentionally causing or attempting to cause physical harm. This includes but is not limited to a one way attack and/or physical violence that elevates beyond a fight. Assault of a district employee or volunteer will result in an immediate expulsion from school.
<b>PUBLIC DISPLAY OF AFFECTION</b>	Inappropriate or excessive displays of affection between students. This includes but is not limited to kissing, laying on top of or against one another, placing hands on intimate parts (i.e., breasts, buttocks, groin, or genital areas) or any other touching that may be perceived as sexual in nature.
<b>STUDENT APPEARANCE</b>	<p>Clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity, or other behaviors/topics that create conflict among the student body may not be worn at school.</p> <p>Student dress should be appropriate and not considered detrimental to the process of learning. One's dress should comply with applicable school laws for the State of Michigan and the student handbook. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting by administration.</p>

<b>TECHNOLOGY MISCONDUCT</b>	(See Also: Electronic Devices in the handbook) Violating the district technology acceptable use policy; using cell phones, media players or other electronic communication devices during restricted times; possessing and/or consuming food or beverage in a technology lab; resetting or restarting a computer without permission; abuse/misuse of a printer.
<b>THEFT OR UNAUTHORIZED POSSESSION OF PROPERTY</b>	Theft or Unauthorized Possession of Property. Stealing or possession of items or property of the school or of other individuals which is unauthorized by the rightful owner.
<b>TRESPASSING</b>	Being in or about any school building, vehicle or school related activity when specifically instructed not to be present.
<b>TRUANCY</b>	Excessive absence from school without legitimate authorization (i.e., medical condition, court placement).
<b>UNEXCUSED ABSENCE</b>	Absence which is not approved, including but not limited to a deliberate absence without the knowledge or consent of a parent or school employee, leaving class or the building without first receiving permission from a staff member, oversleeping, missing the bus, arriving to class over 10 minutes late, and every third tardy to a class.
<b>VANDALISM</b>	Willful defacing, destruction or damage of school property or the property of others.
<b>VERBAL CONFRONTATION</b>	Heated exchange between two or more students (i.e., verbal stand-off, pre-fight talk, taunting, intimidating or threatening language), that doesn't include physical contact.
<b>VERBAL ASSAULT</b>	Loud, hostile, and/or viable threat to cause physical harm or death. Assault of a district employee or volunteer will result in an immediate expulsion from school.
<b>WEAPON</b>	Possession, use, and/or distribution of a dangerous instrument designed or possessed to cause injury, or used for self-protection as defined in PA328. Dangerous instruments include, but are not limited to guns, knives, chemical spray or like substances, tasers, clubs, box cutters or toys that are presented as a real weapon.

## **DUE PROCESS RIGHTS**

The Board recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. If a student or her/his parent/guardian feels that her/his rights have been violated and the student is subject to 10 days or less of suspension, a written appeal must be submitted to the middle school principal within two (2) days of the original disciplinary action.

## **ELASTIC CLAUSE**

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the Student Handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents.

## **ELECTRONIC DEVICES, INCLUDING CELL PHONES, CAMERAS, GAME DEVICES, SMART WATCHES, ETC.**

Students may be in possession of a cellular telephone, or other electronic communications device, including smart watches, subject to the terms of this policy and the implementing procedures of the District. Devices may be used only in the following manner:

1. Use of the device shall be limited to before entering school in the morning and after the students leave the school at the end of the day.
2. Such devices must remain in locker, turned off, from 7:40 am – 2:35 pm, unless given permission from school administration for a health issue/emergency situation.
3. In no case will any personal communication device be allowed that provides for a wireless, unfiltered connection to the Internet.
4. Electronic communication devices must be off during the entire instructional day (7:40 am – 2:35 pm), including the lunch period, stored in the student's locker.
5. Students may not use any electronic communications device to send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, taking pictures or contributing to or constituting harassment.
6. Devices operated in violation of this rule, or for any illegal purpose, may be confiscated, and not returned until, when appropriate, a parent(s)/guardian(s) conference has been held. Furthermore, students are not permitted to video or take a picture of anyone without a staff member's permission.
7. Students violating conditions of these procedures and other school rules may be subject to disciplinary action according to board policy, implementing procedures and student handbook provisions.
8. The District is not responsible for the loss, theft, damage, or vandalism to a student's cell phone or ECD. Students are strongly encouraged not to leave them unattended or unsecured.
9. Taking photos or videos of school personnel and students without permission is prohibited. Creating false social media accounts using school personnel identity is also prohibited.

## **FIELD TRIPS**

Field trips may be offered to students throughout their Middle School experience. Field trips are a privilege for our students to attend and when we leave campus we are representing our school. The administration reserves the right to revoke the trip for students that have displayed behaviors that would put the success of the trip in question.

## **GRADING SCALE**

The following grading scale will be used at the Middle School:

A	100% - 93%	C	76% - 73%
A-	92% - 90%	C-	72% - 70%
B+	89% - 87%	D+	69% - 67%
B	86% - 83%	D	66% - 63%
B-	82% - 80%	D-	62% - 60%
C+	79% - 77%	F	59% - 0%

## **HALL TRAFFIC**

Because of the large number of students in the halls during each passing period, rules for hall traffic are essential for the benefit and safety of all. The simple, basic rules are:

1. Keep to the right in the halls.
2. Walk - do not run, push, shove, or chase.
3. Treat others as they would like to be treated.
4. Be on-time to all classes.

Teachers will be in the halls during passing time. They are there to help maintain a smooth flow of traffic. Please obey their instructions..

## **HOMEWORK**

Independent study is one of the most important aspects of a student's school life. The assignment of homework is an established part of the Mattawan Schools. To be successful in completing your school work, consider the following suggestions:

1. Find a quiet, well-lighted space for study.
2. Establish reasonable hours for study and stick to them.
3. Have books, supplies, and equipment ready for work.
4. Have assignments in writing when you leave class.
5. Be sure you understand the assignment before leaving class.
6. Go about your work systematically - spend a reasonable amount of time on each assignment.

If your student is ill, please do not contact the office to arrange for course work unless they have been absent for more than two days.

## **INSTRUCTIONAL MEDIA CENTER (IMC)**

The IMC contains materials for student use in preparation for class assignments or developing personal interests. Most materials may be checked out for home use. As a control factor in circulation of library materials, time limits on check-out materials are necessary. Fines are assessed for overdue items.

## **LOCKERS**

A student locker is assigned for student convenience for storage of outer garments and school materials. Purses, money, or other valuables should not be kept in the lockers. The lockers are the property of the school and NOT the student's private property. They may be opened and searched by school authorities at any time. This statement is "prior notice" of locker searches. Any unauthorized items found in a locker may be removed.

Students who damage lockers will be held accountable. Students are not allowed to share lockers and must not tell their combinations to anyone. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY GOODS LOST OR STOLEN AT SCHOOL. VALUABLES CAN BE KEPT IN THE SCHOOL OFFICE DURING THE DAY.** Literature, signs, and pictures posted inside a locker, which are not considered to be in good taste will be removed at the request of a staff member. Further, nothing should be on the outside of students' lockers.

No items are to be glued or taped to lockers. Only magnets or clips may be used to hold pictures, posters, etc.

Students are not allowed to have open containers of pop, juice, etc. in their lockers. If a soft drink is brought to school for lunch it must be consumed in the cafeteria during the lunch period. Book bags must remain in lockers and are not allowed to be carried between classes, or remain in classrooms. Exceptions are made for medical necessity.

**NOTE:** Entering or damaging another student's locker is a serious offense and will be treated accordingly.

## **LOST AND FOUND**

All articles found by students should be turned in to the office. The "Lost and Found" is located in the cafeteria. In the same manner, a student should inquire at the office for any item that has been lost. At the end of the year, unclaimed articles are discarded or given to a charitable organization.

## **LUNCH**

Students may purchase regular hot lunch, bring a bag lunch, or purchase items from the a la carte line. Students eat by grade level. Lunch may be purchased for the day, week or by semester.

Students purchase their meals with their prepaid debit accounts using their student ID. We encourage you to make an advance deposit for student meals. Money can be deposited into the lunch payment deposit mailbox inside the front entrance of the cafeteria. Terminals display students' names and photos during every transaction, to easily verify that students are being properly identified. A detailed record of every deposit, payment, meal and a la carte sale is maintained. Parents can request their student's account record at any time by contacting the Food Service office at 269-668-3361, Extension 1865.

### **THE FOLLOWING LUNCH RULES APPLY TO ALL STUDENTS:**

1. Students are to be orderly and quiet in passing to and from the cafeteria. Screaming or shouting in the cafeteria will not be tolerated.
2. Orderly lunch lines are to be maintained at all times.
3. Students are to clean up the tables and dispose of all content in appropriate containers when finished eating. Each person at a table is responsible for the area with respect to cleaning up. Students should cooperate about picking things up.
4. No food or drinks, except water (open containers) may be taken out of the cafeteria, they must be consumed in the cafeteria.

5. Horseplay, wrestling, boxing, punching and rowdiness are inappropriate in the cafeteria. This includes such activities as throwing food or other items.
6. Good conduct is expected during the lunch period. Disciplinary action will be taken against students who fail to comply which could include community service of helping clean the cafeteria.

## **MEDICATION**

### PRESCRIPTION MEDICATION

Prescription medication that is necessary for the health and well-being of a student may be administered in accordance with established Board of Education policy. No student shall administer prescription medication to himself/herself or to any other student without the expressed permission to do so as authorized by Middle School office personnel.

Parents are required to bring medication to the office, Not the student. New State law requires Parents to fill out an authorization form and obtain a physician's statement, pertaining to each prescription medication to be dispensed.

No student may, in any way, distribute a capsule, tablet or any form of material commonly thought to be a prescription medication without the expressed permission of Middle School office personnel. All students who have medication that needs to be administered during school hours must complete **Form 5330 -F1c Request for the Administration of Medication**. Once completed, this form and the prescribed medication must be submitted to the main office. Failure to abide by the conditions of this section may result in disciplinary action.

In special circumstances, students may be allowed to self-carry/self-administer certain emergency medications (Epinephrine Auto-Injectors, Inhalers, and diabetic supplies). To self-carry these emergency medications, the appropriate line on the Request to Administer Medication Form must be signed by a physician and a parent.

A student that has a question regarding their possession, use or contact with any capsule, tablet or other medication in any form should immediately consult with Middle School office personnel.

### NON-PRESCRIPTION MEDICATION

If there is a desire on the part of the parent to have some over-the-counter medication available to students on an on-call basis, a parent may complete **form 5330 - F1** and supply a reasonable amount to office personnel for possible administration. **Deviation from the manufacturer's instructions in the use of non-prescription medication is prohibited.** Students may not in any way distribute a capsule, tablet or any form of material commonly considered a non-prescription medication or substance. Failure to abide by the conditions of this section may result in disciplinary action. All medication of non-prescription medication (examples: aspirin or a similar substance of similar strength, Vitamin C, etc.) in the Student Resource Center office. Parents should bring in Tylenol, Motrin etc., in its original container, if a student would need to take something during the day.

A student that has a question regarding their possession, use or contact with any capsule, tablet or other medication in any form should immediately consult with a Middle School office employee.

## INSURANCE

In keeping with the area school districts, Mattawan Consolidated School District does not provide any type of health or accident insurance for injuries incurred by your child at school. As a service to students and their families, the District is making available a voluntary student accident insurance plan for your child at a very nominal cost to the families. The premium for this policy is minimal per year for school-time coverage. All school sponsored and supervised activities and time spent in school are covered in accordance with the terms and limitations of the policy. For an increased premium, the policy will cover your child 24-hours a day, 12 months a year, rather than only during school-time. For the student athletes in grades 9-12, there are additional options

available to cover interscholastic football. Benefits and rates are available through our District Central Office. 269-668-3361.

## **OFFICE AND STUDENT RESOURCE CENTER (SRC)**

The office conducts vital and necessary school business and parents should stop here for any assistance they may need. Students should use the Student Resource Center, located across from the main office, for all of their school-related issues. Students should conduct themselves in a quiet, orderly manner whenever visiting the office areas. The office and SRC staff are there to help you, and your cooperation and respect is required.

## **POSTERS AND ANNOUNCEMENTS**

All posters and announcements must be approved by an administrator.

## **RESTORATIVE JUSTICE**

Restorative justice is an approach to addressing conflict and misconduct that focuses on healing rather than punishment and values accountability over exclusion. Restorative Justice assumes that misconduct and conflict injure those directly involved (victims and offenders) as well as the broader community to which they belong. Rather than relying on punishment, Restorative Justice expects those who cause injuries to make things right with those they've harmed and with their community.

## **SAFETY DRILLS**

Fire, severe weather and lock down drills are held periodically throughout the year. The purpose of such drills is to help us understand procedures in the event an actual emergency occurs. Directions and detailed information are provided by the classroom teacher and are to be followed by all occupants of the building. Each student should familiarize themselves with procedures from each room in which they spend any time.

## **SCHOOL COUNSELOR**

The middle years are a time of great change — physically, intellectually and emotionally. Therefore, the Mattawan Middle School guidance and counseling programs are assigned to help students make a successful transition from elementary to middle school and from middle to high school.

Students and parents are encouraged to seek out counselors for help with personal, social or educational issues. Every student is unique and valued at the Middle School. We are committed to supporting the growth and development of each student.

Counseling services are available to each student at Mattawan Middle School. The primary concern of the counselor is to help students with questions or problems concerning their social, personal, or academic lives. The counselor also meets with groups of students during the year for various reasons.

Students wishing to talk with the counselor may do so by making an appointment with the receptionist in the Student Resource Center before or after school, or during lunch. Students will **NOT** be excused from class to make appointments.



## **SCHOOL HOURS**

Full day	7:40 - 2:35
Half day	7:40 – 11:00
2 Hour Delay	9:40 – 2:35

## **SCHOOL RESOURCE OFFICER**

If a student/parent would like to contact the school resource officer, a contact can be made to the middle school office. The resource officer assists in the enforcement of all Mattawan Consolidated School policies and procedures, as well as state and federal laws. The school district's administration shall act in a manner which protects and guarantees the rights of a student in the absence of their parent/guardian.

## **SOCIAL EVENTS, SCHOOL SPONSORED**

Various social events are held during the school year. In most cases, these events are held specifically for the students enrolled in the Middle School. All functions are supervised by school personnel and parents. In most cases, school clothes are the appropriate dress. Some activities will be restricted to specific grade levels. Parents are expected to make the necessary arrangements to pick up their children promptly at the close of after- school events.

## **TARDINESS**

Circumstances may cause a student to be tardy to school and classes. Tardiness to school requires reporting to the office.

Concerning tardiness to class; **a little late is too late!** If a student is detained by a teacher, making them late for class, the teacher responsible should write an excused pass. If the student is not excused by a teacher or the office, a tardy will be recorded.

Should a student accumulate three (3) unexcused tardies, that student may be subject to consequences including detention to make up lost instructional time.

Also, if a student is ten or more minutes late for class, the student will receive an absence, instead of a tardy and be subject to further discipline.

## **TECHNOLOGY USE POLICY**

Mattawan Consolidated School is pleased to make Internet services and other technology available for its students. Access to technology offers students and teachers a tool to explore and exchange information throughout the world in support of meeting varied educational goals and objectives. Access to the Internet and the district's local area network (LAN) is a privilege specifically intended to assist in academic achievement and collaboration, facilitate personal growth in the use of technology and enhance information gathering and communication skills.

Access to Internet services, the network and other technology at school is provided for students who agree to act in a considerate and responsible manner. Failure to comply with Mattawan Consolidated School's Acceptable Use Policy (policy 7540.01) may result in disciplinary action, including the loss of privilege to use technology up to expulsion from school. Misuse of the networks includes, but is not limited to intentionally:

- Altering of system software
- Placing or distributing of unlawful or unauthorized information
- Installing viruses or harmful programs on or through the computer system either in public or private files or messages
- Misrepresenting other users on the network
- Disrupting operation of the networks through abuse of equipment or software
- Malicious use of the network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks
- Intentionally accessing material that is unlawful, obscene, pornographic, abusive or objectionable
- Unauthorized use for non-school related communication
- Illegal installation, copy or use of copyrighted software/material Use of another person's account (sharing of network login credentials)
- Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users
- Attempting to bypass content filtering or other Internet access proxies
- Taking photos or videos without the consent of a staff member.

The district retains the right to access and review one's use of school computers and Internet, including all computer files, databases and other electronic transmissions contained in or used in conjunction with the district's system. If there is a question about appropriate use of technology, ask for clarification from school personnel prior to use.

#### **RECORDING (AUDIO OR VIDEO) SCHOOL MEETINGS, CLASSES, OR ACTIVITIES (BOARD POLICY 2461)**

Board Policy 2461 states, "Parents and students are expressly prohibited from using covert means to listen in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e. technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag, on the student's person or otherwise in an area capable of listening in or recording without express written consent of the Building Principal. Any request to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted in writing to the Building Principal. The Building Principal shall notify the parent(s), in writing, whether the request is denied or granted within five (5) days.

If the District audio records any meeting, the resulting recording shall become a part of the student's educational record and will be maintained in accordance with State and Federal law.

Any violations to this policy may be punishable by an out-of-school suspension anywhere from 3-5 days, depending on the seriousness of the violation and school history of similar prior events.

#### **RECORDING AGGRESSIVE ACTS (VERBAL OR PHYSICAL) BETWEEN STUDENTS OR STUDENTS AND STAFF**

Mattawan takes the safety of their student body and staff very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days

depending on the severity of the altercation, the student's school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member.

## **TELEPHONE**

The school telephone number is 668-3361. Students will receive telephone calls only in cases of emergency. Messages for students may be left with the office. Office telephones are to be used by students for school-related activities only.

## **TEXTBOOKS**

Textbooks are provided, without charge, to students. However, responsibility for care of the texts issued is that of the student. Lost books or damage that is considered in excess of normal wear, necessitates the assessment of a replacement cost or fine. Students may not be able to attend school-related activities until materials are returned.

## **TRANSPORTATION**

See 'Buses'

## **VALUABLES**

Large amounts of money and all valuables brought to school by students should be left with an adult for safekeeping. The school assumes no responsibility for lost or stolen valuables.

Generally, students are discouraged from bringing large amounts of money or other valuables to school.

## **WITHDRAWAL FROM SCHOOL**

Prior to withdrawal, all school books and materials must be returned. A withdrawal slip for this purpose should be secured from the office and taken to the library and all classroom teachers and then brought back to the office on the last day of attendance at Mattawan Middle School.

*Revised August 2024*