

**MAYVILLE MIDDLE SCHOOL/HIGH SCHOOL**

**STUDENT/PARENT HANDBOOK**

**GRADES 6-12**

**2023-2024**



***WILDCATS***

[www.mayvilleschools.org](http://www.mayvilleschools.org)



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# **Middle/High School**

## **2023-24 Student & Parent Handbook**

### **FOREWORD**

Welcome to Mayville Middle/High School. This student handbook was developed to answer many questions that you and your family may have concerning the operation of the Middle and High School. The handbook contains information about your rights, responsibilities and you are responsible for knowing its content. Please keep your handbook available to use throughout the year. It contains a wealth of information concerning school and the policies.

If you still have questions after reading this handbook, please call the school at 989-843-6115.

### **MAYVILLE MIDDLE AND HIGH SCHOOL MISSION STATEMENT**

The Mayville Middle and High School educational community, through a diversified curriculum, will academically challenge, empower, and motivate all learners in a safe and caring environment.

### **EQUAL EDUCATIONAL OPPORTUNITY**

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

Mr. Barry Markwart  
Superintendent of Schools  
6250 Fulton Street  
Mayville, MI 48744-9103  
989-843-6115, Ext. 35000

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

# MAYVILLE BOARD OF EDUCATION

HEATHER MIDDLETON CARLENE EMMONS JEANINE LANGMAID

SHERRI RICHARDS NATHAN PHILLIPS CINDY COXE RON JOHNSON

BARRY MARKWART  
[barry.markwart@mayvilleschools.org](mailto:barry.markwart@mayvilleschools.org)  
SUPERINTENDENT/PRINCIPAL  
989-843-6115 EXT. 35000

KEITH WETTERS  
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MS/HS PRINCIPAL  
989-843-6115 EXT. 35304

MIKE CAMPBELL  
[mike.campbell@mayvilleschools.org](mailto:mike.campbell@mayvilleschools.org)  
ATHLETIC DIRECTOR  
989-843-6115 EXT. 35336

The Board of Education meetings are held the 2<sup>nd</sup> Tuesday of each month in the Middle School Media Center at 6:30 PM unless otherwise noted.

**SCHOOL COLORS: MAROON AND WHITE**

**MASCOT: WILDCAT**

**SCHOOL SONG: ON TO MAYVILLE**

On to Mayville, on to Mayville, we will win this game. We'll cooperate a win for you with our glorious name. RAH, RAH, RAH. On to Mayville, on to Mayville here's to maroon and white. We will cheer you through to the end tonight-FIGHT!

The National Anthem is played at several events throughout the year. During the Anthem it is appropriate to stand; remove hats, face the flag, and either remain silent or sing the National Anthem.

## **PARENTS' RIGHTS AND RESPONSIBILITIES**

Parents have the right to know how their child is succeeding in school. Parent Connect username and password can be obtained through the front office. Information about student progress will be provided on a regular basis and as needed when concerns arise. It will be the responsibility of the student to deliver that information. If necessary, the postal service or hand delivery may be used to insure contact. Parents/Guardians are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish her/his educational goals. Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction should contact the Principal prior to coming to the school.

It is the parent's responsibility to:

- See that their child's attendance is continuous and consecutive for the school year as established by the Mayville Community School District
- Provide for the child's health, personal cleanliness, acceptable grooming, and suitable dress, and
- Maintain an active interest in the student's schoolwork, and provide suitable conditions for study and completion of assigned homework.

It is also the parent's responsibility to establish and maintain communication with the school by:

- Supporting the school in requiring students to observe all school rules and regulations
- Complying with the school requests, including reading all communications and signing and returning these as requested
- Participating in scheduled conferences regarding the exchange of information on the student's academic progress, planning for continued maintenance and improvement, as well as health and behavior problems
- Assuming responsibility in working with school personnel and community agencies in solving behavioral problems, and
- Maintaining and developing in their children respect for lawful procedures and respect for other people, their rights, and property.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression, association, and to fair treatment as long as they respect those rights for their fellow students and the staff. Students are expected to follow teacher and staff directions and obey all school rules. Disciplinary procedures are designed to insure due process.

Each Mayville Middle/High School student is expected to;

- Arrive at school prepared to learn
- Abide by national, state and local laws as well as the rules of the school
- Respect the civil rights of others
- Act courteously to adults and fellow students
- Be prompt to school and attentive in class
- Work cooperatively with others involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background
- Complete assigned tasks on time and as directed
- Help maintain a school environment that is safe, friendly, and productive
- Act at all times in a manner that reflects pride in self, family, and school
- Volunteer information and cooperate with school staff in disciplinary cases
- Respect public property and carefully use and return all materials and equipment.

### **BEING PREPARED**

A proper education requires more than just being in class, just as keeping a job requires more than just showing up for work. Students are to come to class with necessary books and materials. A teacher should not have to delay starting instruction because a student is unprepared. This is interfering with the rights of others to learn and study and could result in disciplinary actions.

#### **Successful students will:**

- Bring notebook, paper, pen, pencil and other appropriate materials to class
- Be an active participant in the classroom by listening and taking part in discussions
- Ask questions when they don't understand the material
- Plan their work and schedule a time for homework each day
- Make sure they understand any assignments before leaving class
- Apply what they learn both inside and outside the classroom
- Strive to do their best not to just get by, and
- Record all daily homework assignments in their planners

# PARENT/STUDENT SERVICES AND INFORMATION

## ACADEMIC ACHIEVEMENTS

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

### Honor Roll

The purpose of the honor roll is to improve and recognize scholarship. Honor roll is compiled at the end of each marking period.

### 6-8<sup>th</sup> GRADES

- An Honor Roll- recognizes students who have all A's in their classes with no class less than an A- for the marking period or semester.
- A-B Honor Roll- recognizes students who have earned a grade of A or B in their classes with no grade less than a B- for the marking period or semester.

### 9-12<sup>th</sup> GRADES

Grade point averages are computed to the nearest hundredths (2 places past the decimal).

- High Honor Roll- GPA of 3.7 or better
- Honor Roll- GPA of 3.0 or better

### ATHLETIC AWARDS

Each head coach with the approval of the Athletic Director develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

## ACCIDENTS

Accidents or injuries to students must be reported to the person in charge of the student when the injury or accident occurs. It is the student's responsibility to make his/her supervisor aware of any accident or injury that has occurred. The person in charge may be the bus driver, teacher, playground supervisor, etc. The supervisor will complete an accident report form and turn it into the Principal's office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures for contacting parents.

## ADVERTISING OF OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hours notice is required to ensure that the Principal has the opportunity to review the announcement or posting. Outside digital sign advertisements must be approved through the superintendent's office.

## ALTERNATIVE EDUCATION

Placement and Determination:

Placement and determination will be from the counselor and/or building administrator. Each case will be determined on individual student needs and circumstances (grades, behavior, discipline referrals, extreme circumstances, etc.). The Diploma will be a Mayville Community Schools certificate upon completing the Michigan Merit Curriculum requirements. Students will attend the Career Center and be enrolled in the Skilled Pathways program.

## **AMERICANS WITH DISABILITIES ACT & SECTION 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act require the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who use school facilities.

Students with disabilities may be served within the regular education program with an accommodation plan developed by the school staff. Parents believing their child may have a disability that substantially limits the child's ability to function properly in school should contact the school at 989-843-6115.

## **ATHLETIC GUIDEBOOK**

All Mayville student athletes will participate in our athletic programs within the parameters set by the athletic guidebook. This book is required for student athletes and is available to others.

## **ATTENDANCE**

Schools can only educate students who attend regularly. In Michigan, a student is required by law to attend school continuously from the ages of six (6) through eighteen(18). The only legal excuses for being absent are illness and family emergencies. Students enrolled in the Mayville Community Schools are expected to be in attendance each day that school is in session, except in cases of illness or other situations of personal nature that would necessitate an absence.

Attendance is checked in every classroom each period of the day. All students are to be in their classes according to their assigned schedule. Students are urged not to take time from school unless absolutely necessary. There is no substitute for good attendance. We expect students to attend each day that school is in session, except for the legal excuses of illness or family emergencies.

If a student is more than 10 minutes late for school they are absent for that hour and must sign in at the office before going to their lockers. Parents must either call the High School or Middle School at 989-843-6115 in the morning their child will be absent to excuse them or send a written excuse with the child on the first day the child returns to school. There will be a two (2) day grace period for excuses to be turned in; after that the absence(s) will be unexcused. Students who leave school during the school day without following school policy (including signing out at the office) will receive an unexcused absence – with or without a parent excuse being provided after the fact. Attendance reports will also be sent to parents upon request.

Please refer to the Truancy Section for excessive absence information.

### **Absences that will not count towards this policy include:**

- **Medically excused (a note from the doctor is necessary)**
- **Court (documentation provided by the court)**
- **School business, Out of School Suspension, In School Suspension, and**
- **Funeral**

**Optional attendance recovery is available for excused absences. A student may attend the homework help lab by signing in and marking it as make up time for excessive excused absences; thus, avoiding the lowering of their semester grade.**



## **CAFETERIA**

### **MEAL SERVICE**

The school participates in the National School Breakfast and Lunch Program, and makes nutritious breakfasts and lunches available to students for a fee. Students whose family income meets certain requirements (provided parents have filled out the appropriate application form and have been approved) can receive their meals at reduced or no cost.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. You may apply for free or reduced lunches at any time of the year. If a student does not receive the form and a parent believes that he/she is eligible, the student or parent can pick one up at the District's Business Office, located in the high school or call 989-843-6115 ext. 35000 to receive the application.

Supplemental ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student will be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

During the lunch period, students are permitted to be in areas designated by the administration. Students are responsible for taking care of their own lunch trays, food wrappings, etc. Students are not permitted in any school parking lot during their lunch period.

### **GUIDELINES FOR MEAL SERVICE**

1. Students must have money in their food service account in order to purchase any food service item. This includes snacks, ice cream, juice or milk (if not included with breakfast or lunch).
2. No cash will be accepted for any food service item either at breakfast or lunch.
3. Students will not be allowed to charge any food service item, including breakfast or lunch.

## **CARE OF PERSONAL AND SCHOOL PROPERTY**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

## **CAREER CENTER**

A wide range of career and technical education opportunities are available to Mayville High School students through the Tuscola Technology Center (TTC), located in Caro. Students who select the TTC program are provided bus transportation. Students may not drive themselves to the Tech Center (special circumstances may apply as defined by the TTC). Students are expected to behave and comply with all rules (TTC and Mayville High School) while enrolled in this program.

Students who lose their bus riding privileges for misbehavior also lose their transportation to the TTC. If this occurs, unless a student's parent drives the student to the TTC, the student may lose credit for time.

It is imperative that students maintain excellent conduct. Any disciplinary action imposed at one educational site will be honored at the other. For additional information see your counselor.

## **COMPUTER USAGE**

**TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY** Mayville Community School District has established an electronic wireless system that provides network connections within the district campus and to the Internet. The district may provide access to the system to employees, board members, students, and guests. Users may access available technology resources, including the Internet, for limited educational purposes. The term "educational purpose" includes use of the system for class-related activities, professional or career development, and limited high quality personal research. Students displaying or posting illegal and/or inappropriate behavior on Internet blogs and social-networking sites may be subject to disciplinary action. \*COMPLETE POLICY IN OFFICE, AVAILABLE UPON REQUEST.

## **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. Specific diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES**

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

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-Immunodeficiency Virus), HBV (Hepatitis B Virus), and other diseases that may be specified by the State Health Department.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students and staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **DANCES**

- Classes or organizations may schedule dances with the Principal's approval.
- School dress code is expected at all school dances.
- The cost of admission shall be set up by the sponsoring organization. No admission will be charged to parents, who are always welcome, however must have a background check per school policy.
- Students leaving the building may not re-enter.
- It shall be the duty of the chaperones, along with the help of the entire student body, to see that all dance regulations are enforced.
- Students are expected to behave like ladies and gentlemen at all times.
- The sponsoring group must make sure the area(s) used for the dance is clean and picked up at the conclusion of the dance.

## **DELIVERIES**

Balloons, flowers, pictures, etc. will be delivered to the office and picked up at the end of the school day so as not to cause a disruption to the classroom instruction.

## **DISCIPLINE STANDARDS FOR ALL MIDDLE & HIGH SCHOOL STUDENTS**

Instruction in citizenship has long been recognized by the Mayville Middle and High School Staff as a basic aspect of the school's educational mission. The five (5) discipline standards that follow ask the students to take a responsible role in the operation of the school.

1. Practice Responsibility
2. Respect Self and Others
3. Increase Learning
4. Demonstrate Integrity
5. Exercise Safety

## EMERGENCY PROCEDURES

### CLOSINGS AND DELAYS

- Should weather or other emergency situations force the closing of school, students and parents will be notified over the following radio and television stations: 92.1, 93.3, 96.1, 98.1, 100.9, 102.5, 104.5, 106.3, 1360 (AM), 1400 (AM), Channel 5, Channel 12, and Channel 25. These messages will be posted as soon as possible.
- Parents may also log into the school's web page at [www.mayvilleschools.org](http://www.mayvilleschools.org) to get information on closings and delays.
- Parents and students are responsible for knowing about emergency closings and delays.

### FIRE DRILLS AND TORNADO DRILLS

- The school complies with all fire safety laws and will conduct fire drills in accordance with State Law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.
- Tornado drills will be conducted during tornado season using the procedures provided by the State. The alarm system for tornadoes is different from the alarm system for fires and consists of a two-minute continuous blast from the Village's Emergency Services Alert Siren.

## ENROLLMENT PROCEDURE

Students who are new to Mayville Middle/High School are required to be enrolled by their parents or legal guardian. When enrolling a child in school, the parent or guardian must provide the following, according to Michigan Law:

1. Birth Certificate
2. Custody papers from a court, or properly executed power of attorney document (if appropriate)
3. Proof of residency, and
4. Proof of immunizations

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines relevant.

## EXAM EXEMPTION POLICY (SEMESTER)

1. 93% and can miss 7 days of school or less
2. 83% and can miss 5 days of school or less
3. If a student receives an F or a write up they must take all exams
4. If a student wants to take an exam, it can only improve their grade
5. Any student enrolling in Mayville Community Schools after the 4th week of each semester will be required to take the exams.

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

Mayville Middle and High Schools may charge specific fees for non-curricular activities and programs. These fees may be waived in situations where there is financial hardship.

Also, students using school property and equipment can be fined for the loss or excessive wear and abuse of the property and equipment. The fine is used to repair the damages or replace equipment and materials, not to make a profit. Such charges are determined by the cost of the materials, freight or handling fees and labor.

Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of report cards and/or credits.

Notices of outstanding food service balances will be sent out periodically throughout the school year. All balances must be paid in full at the end of each school year. Please call our Food Service Director at (989) 843-6115 ext. 35210 for current prices and account balances.

The library will issue a fine of \$.10 per day (up to a \$2 maximum) for materials not returned on time.

### **LOST OR DAMAGED TEXTBOOK FINE GUIDELINES**

1. The charge to replace a new textbook (2 years or newer) should it be lost, stolen or damaged to the point that it cannot be reused will be the replacement cost of the textbook.
2. If the book is older than two (2) years, the charge will be \$45 or the original cost of the textbook, whichever is less, and should it be lost or damaged to the point that it cannot be reused.
3. Damage over and above normal use will be assessed at \$15.
4. When issued books, students shall inspect their books for damages to the cover, binding, and pages (including pen/pencil marks). These damages are to be noted on the book condition form distributed and then collected by the teacher. Before returning a textbook, students are asked to clean up their books by erasing marks and removing papers. A student will be charged for noticeable damages and permanent marks to the book's cover, binding or pages that were not previously reported on the book condition form.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. These trips are a vital part of the educational setting. We encourage participation, but expect proper attire and exemplary behavior consistent to the high standards maintained at Mayville Middle and High School. Students will be aware of all rules and regulations for field trips and the failure to abide by these will result in appropriate disciplinary consequences. Students will remain at school if they come inappropriately dressed and all expenses incurred will not be reimbursed. No student may participate in any school-sponsored trip without written parental consent. If a student is suspended from school on the day of the field trip, he/she will not be able to participate in the trip.

All trips involving middle and high school students must be approved by the designated principal. The teacher in charge of the trip will turn in a list of students scheduled to go on the trip to the attendance secretary two (2) days before the trip. The teacher(s) sponsoring the trip will take attendance before leaving school and turn in a list of those students not present to the office before leaving.

## **FIFTH YEAR SENIORS**

Any student who fails to complete the graduation requirements by the end of their fourth year in high school shall be placed on Academic, Behavioral and Attendance Probation.

**Academic Probation:** the student shall be receiving a passing grade in all classes at the end of each marking period.

**Behavioral Probation:** The student will behave in a manner that is conducive to learning and will not behave in a manner that would result in being Snap Suspended or written up for a Major referral.

**Attendance Probation:** The student must attend school regularly. More than 10 unexcused absences in any one class in any semester would be deemed unacceptable.

Fifth year seniors who fail to abide by the probation standards will be expelled from attendance at school.

## **FUNDRAISING**

All fund raising projects must be approved by the administration. The club sponsor and Principal, prior to their scheduled starting date, must approve applications for fund raising projects. Applications are available in the office. Projects, which involve selling merchandise to residents of our community, will be limited. Tickets or articles of any kind, other than those associated with school-sponsored activities are not to be sold on school property by students of outside organizations.

**No student** is permitted to sell any item or service in school without the approval of the Principal. Violation of this may lead to disciplinary action.

## **GRADUATION REQUIREMENTS**

Mayville High School is committed to assisting all students in their efforts to reach the graduation requirements. Twenty-Five (25) total credits are required including those specific class credits required by the State of Michigan Merit Curriculum.

## **HIGH SCHOOL MATTERS**

### **COLLEGE VISITATIONS**

Seniors and juniors are allowed two (2) days per year (other than school arranged trips) as school business for legitimate visitations to colleges or universities for which they are considering making an application. Such days must be taken before April 1<sup>st</sup> of each year. The administration or counselor and the parent grant approval for these visitations.

### **DUAL ENROLLMENT**

Students may elect to be dual enrolled in an accredited post-secondary educational program. Dual enrollment provides an excellent opportunity for students to pursue their academic goals outside of the high school environment. Success in post-secondary programs requires a student to be mature, motivated, and dedicated. One of the following two requirements must be met before a student may be dual enrolled.

1. A student must earn proficiency on all parts of the M-STEP which is given in the spring of 11<sup>th</sup> grade.

**OR**

2. Students must have taken the PSAT and achieved college readiness in all areas.

### **EARLY GRADUATION**

Mayville High School students are expected to complete eight semesters of high school. Only under certain circumstances will a student be considered for early graduation. An early graduation request (in the form of a letter from parents) must be submitted to the high school no later than October 1<sup>st</sup> of the senior year. Each case will be reviewed individually.

### **RELEASED TIME**

It is possible for a senior to be released from school one (1) hour per day for employment. A student will not receive credit for this time unless he/she is enrolled in an approved co-op or work-based education program. Therefore, seniors must have enough credits to graduate before requesting release time. Verification of employment will be required by the high school administration. Please contact the counseling office with further questions.

## **HOMEBOUND INSTRUCTION**

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least 5 days.

Applications for individual instruction shall be made by a physician licensed to practice in Michigan, parent, student or other caregiver. A physician must certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instructions; present evidence of the student's ability to participate in an educational program.

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the M-STEP and other tests as well as graduation. Full responsibility for the learning process is not the teacher's alone. There can be no effective education when class assignments are not completed. Everything that must be learned cannot be accomplished during the school day. When homework assignments are given, students are expected to complete them on time.

## **ILLNESS**

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether the student should remain in school or to contact parents for permission to send the student home. No student will be released from school without proper parental permission as indicated on the student registration form (emergency information/treatment authorization).

## **IMMUNIZATION REQUIREMENTS**

Each student must have paper documentation of having all of the immunizations required by law, or an authorized waiver form signed by the parent on file. If a student does not have the necessary shots or waivers, the Principal will suspend any student who is not in compliance by a set deadline. This is for the safety of all students and in accordance with State Law. Any questions about immunizations or waivers can be directed to the Middle/High School offices or the Tuscola County Health Department.

### **REQUIREMENTS:**

**TO ENTER SCHOOL: STATE LAW PROHIBITS A PRINCIPAL OR TEACHER FROM ADMITTING NEW ENTRANTS TO SCHOOL WITHOUT A RECORD OF HAVING RECEIVED AT LEAST ONE DOSE OF EACH: MEASLES, MUMPS, RUBELLA, POLIO, DIPHTHERIA, TETANUS, PERTUSSIS, AND HEPATITIS B.**

**TO STAY IN SCHOOL: PARENTS/GUARDIANS MUST PROVIDE THE SCHOOL WITH A RECORD SHOWING THAT THEIR CHILD HAS RECEIVED ALL THE FOLLOWING IMMUNIZATIONS:**

Unless a waiver is signed, students must provide documentation of the following immunizations:

### **Diphtheria**

Four (4) or more doses of DTP or DT (pediatric) vaccine or any combination thereof is the minimum acceptable. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. An additional booster is required when the child is between 11 and 15 years of age.

### **Tetanus**

Four (4) doses of any appropriate tetanus vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry. An additional booster is required when the child is between 11 and 15 years of age.

### **Pertussis**

Four (4) doses of any appropriate pertussis vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Polio**

Three (3) doses of any appropriate polio vaccine. If a dose was not received on or after the fourth birthday, a booster is required prior to school entry.

**Measles**

Two (2) doses of live measles virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Rubella**

Two (2) doses of live rubella virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Mumps**

Two (2) doses of live mumps virus vaccine after 1<sup>st</sup> birthday at least thirty (30) days apart with one (1) of the doses given after fifteen (15) months of age. A physician's certification of laboratory evidence of immunity in the blood will satisfy these requirements.

**Hepatitis B**

Three (3) doses are required.

**Varicella (Chickenpox)**

Effective 2002/2003 school year: only one (1) dose is required if received on or after the 1<sup>st</sup> birthday but prior to the 13<sup>th</sup> birthday OR two (2) doses (administered at least 28 days apart) required if the child receives the first dose on or after the 13<sup>th</sup> birthday. Reliable history of chickenpox disease is acceptable in lieu of the vaccine.

**LOCKER POLICY**

Mayville Middle and High School has adopted a policy with regard to the use of school lockers by students. Students and parents should be aware that the lockers belong to the school, and students have no reason to expect that the locker's contents will be private. The following is a summary of the pertinent provisions:

1. Students are not permitted to share lockers since a locker is provided to each student. Every student is responsible for the contents of his/her own locker and may not permit any other students to use/share that locker. Anything found in the locker will be the responsibility of the student whom the locker is assigned.
2. The security of the items in your locker is not guaranteed. The sharing of locker combinations or the "jamming" of a locker so that it doesn't lock is forbidden.
3. Only the following items may be kept in the locker;
  - a. Clothing necessary for the student for the day and clean gym clothes. The locker is not a substitute for the student's home clothes closet
  - b. Certain necessary hygiene items
  - c. School-related books and supplies
4. Prescription medicines may not be kept in the locker (see Medications Section).
5. Mayville Community Schools will not be responsible for the loss, theft, or damage of any items placed in the student's locker.
6. Under no circumstances shall any item, the possession of which is illegal in this state, be kept in a locker.
7. No lock other than a school-supplied lock may be used. Any other locking device is subject to being cut off without prior notice.
8. Lockers are subject to a random search at any time, and individual lockers may be searched for any suspicious circumstances. School personnel may be assisted in these searches at times by dogs that are specially trained to detect illicit drugs and alcohol. The school does not recognize any right of privacy which a student may wish to claim with regard to the locker.
9. Violation of this policy may result in loss of the property in question, suspension, expulsion, or other school-imposed penalty. Furthermore, the school will turn over to the police any evidence of criminal activity.
10. Students who violate these provisions may lose their locker privileges.

## LOCKER ROOMS

It is the student's responsibility to obtain and use a padlock for storage of items in the locker room. The gym teacher has locks for this purpose. A \$5.00 deposit is required for each lock and will be refunded when the lock is returned to the teacher. The best defense against the theft of a student's personal belongings is to store them in their locked locker and to not share their combination with anyone.

## LOST AND FOUND

The school is not liable for lost or stolen items. Students are discouraged from bringing any valuables to school, including significant amounts of cash, electronic devices, etc.

Lost and found areas are located in the Middle School Office and High School Office. Students who have lost items should check the offices. To retrieve a lost item, the student must give a proper description. Unclaimed items will be given to charity at the end of each month.

## Lunch Meal Charging Policy

Mayville Community Schools is participating in an option available to schools, as part of the National School Lunch and School Breakfast Program, called the Community Eligibility Provision (CEP). ALL students enrolled at our school are eligible to receive a healthy breakfast and lunch at school at NO CHARGE to your household each day of the school year. We ask that you fill out and sign a "Household Information Survey" which is needed for administrative purposes, not to determine eligibility. This survey allows our school to benefit from various State and Federal supplemental programs like Title I A, At Risk (31a), Title II A, E- Rate, etc. This survey is critical in determining the amount of money the school receives from a variety of supplemental programs. All information on the survey submitted is confidential. Without your assistance, the school cannot maximize utilization of available State and Federal funds.

While Mayville Community Schools operates a free breakfast/lunch program for all students, should your child purchase a snack or second portion, the following meal charging policy will be in effect. This policy applies to all of our students and staff. Because students are offered a free meal each day, students will not be allowed to charge snacks or second meals. To ensure that staff do not go hungry, but also to promote responsible staff behavior and minimize the fiscal burden to the District, the Board of Education will allow staff to "charge" up to the amount of **\$5.00**, to be paid back at a later date subject to the terms of this policy.

Food Service is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of food service to support itself and its employees.

**Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Mayville Community Schools will adhere to the following meal charging policy:**

1. Staff may charge up to a maximum of \$5.00 per person.
2. After \$5.00 has been charged past negative, the free meal will be offered to the staff member until the lunch account is at a positive amount.
3. It is permissible for schools to serve only one (1) particular set of food items to staff and students whose parents owe the school money, as long as the food items comprise a reimbursable meal.
4. A staff who has charged \$5.00 may not charge or purchase snack items, including extra main entrees or make purchases in the snack line.
5. Students may not charge snacks nor second meals if there is no money in their account.
6. If staff repeatedly charges items to the school, a food service employee must report this to the building Administrator.



7. Lunch Prices will be as follows:
  - A. Adult price: \$3.35
  - B. Student Second Lunch: \$2.70
  - C. Student Second Entree Only: \$2.20
  - D. Milk: \$0.50 cents

Accounts must be settled by the end of the school year June 30<sup>th</sup>. And negative balances not paid by June 30<sup>th</sup> will be turned over to Principal's Office and added to students obligations

Staff negative balances not paid by June 30<sup>th</sup> will be deducted from your pay.

### **MEDIA CENTER**

Books may be checked out and used by students for two weeks and can be renewed. Students will be charged for lost or damaged books. Students are to use the media center for reading, research and other activities which can only be accomplished in the media center. The media center is not a study hall. All passes must be made out by the teacher (one name to a pass). Students are to return to their class before the end of the hour. Teachers are not to write passes for students from another teacher's class. Only teachers or media center aides are permitted behind the circulation desk.

### **MEDICATIONS**

State Law requires that all medications, both prescribed and "over the counter," be brought to the middle/high school secretary in their original container, with its pharmacological label identifying it, prescribing physician's instructions for administering it, and a completed medical permission form (available in the office) from the student's parent/guardian authorizing school personnel to administer it. No medications or medical treatments will be administered without proper documented permission. Students with prescribed inhalers for asthma or other diagnosed respiratory illnesses may keep these on their person, but the office must be informed of such possession.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed;

1. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
2. The Medication Request and Authorization Forms must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.
3. All medications must be registered with the Principal's office.
4. Medication that is brought to the office will be properly secured.
  - a. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A 2 to 4 week supply of medication is recommended.
  - b. Medication **MAY NOT** be sent to school in the student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
5. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
6. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.
7. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

## **ASTHMA INHALERS AND EPIPENS**

Students with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine is administered only in accordance with a written medication administration plan developed by the school principal and updated annually.

## **NON-PRESCRIBED MEDICATIONS**

A Physician's prescription or order is necessary to allow students to take non-prescription medication at school.

### **OFFICE PHONE USAGE**

The office telephones may be used in case of emergency or illness only. The office secretary will make all calls for the student including ones where students are seeking permission to leave school.

Students need to plan ahead. The following are not considered emergencies:

- Homework left home
- Money
- Arrangements to go to a friend's house after school, other personal calls
- Permission slips
- Band instruments, etc.

Parents, please help your child become more responsible by encouraging your son/daughter to be prepared for school. The office telephones are not to be used to make personal phone calls.

Except in an emergency, students will not be called to the office to receive a telephone call; however, the office will be happy to relay any messages to students at a convenient time.

The use of classroom telephones by students will be limited to official school business including but not limited to matters of student responsibility or discipline issues.

### **PARENT-TEACHER CONFERENCES**

Parents who wish to meet with a teacher regarding their child should call the school at 989-843-6115 to arrange a parent/teacher conference. Teachers are available to meet with parents before school, during the teacher's preparation period, or after school. To avoid unnecessary classroom disruption, parents are not to go to their child's classroom unannounced to speak with the teacher. Parent-teacher conferences are held in the fall and spring on dates to be announced.

### **PROMOTION & RETENTION MIDDLE SCHOOL GRADES 6-12**

BOE Policy 5410

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board of Education that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development. Such a pattern should coincide with the system of grade levels established by the Board of Education and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course requirements at the presently assigned grade;
- B. In the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Following sound principles of child guidance, the Board discourages skipping grades.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students which:

- A. Ensure students who are falling seriously behind their peers or who may not be promoted receive the special assistance they may need to achieve the academic outcomes of the District's core curriculum;
- B. Require the recommendation of the relevant staff members for promotion, placement, or retention;
- C. Require that parents are informed in advance of the possibility of retention of a student at a grade level;
- D. Assure that efforts are made to remediate the student's difficulties before she/he is retained;
- E. Assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

### **RULES FOR MIDDLE AND HIGH SCHOOL ACTIVITIES**

Only students enrolled in the Mayville Middle School are allowed to attend middle school dances or social functions. **NO** visitors will be allowed. High School students may bring guests to dances only if the guest has been registered in the general office and approval has been given by the building principal. Students must be present in school **all** day to participate in the activity (with the exception of a medical, court, school business, or funeral excuses). Any student who is sent to the office for disciplinary reasons during the 5 school days prior to the social activity will not be allowed to participate. Students who are suspended on the day of the dance or social function may not participate. Evening activities will end by 8:00 P.M. (6-8<sup>th</sup>) or 11:00 P.M. (9-12<sup>th</sup>) or unless prior approval has been given by the principal. No one will be admitted into the function one half-hour after it begins.

### **SCHEDULING AND CLASS ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is passed upon the student's needs and available class space. It is important to note that some courses may be denied because of lack of available space or the need to take prerequisites.

A student enrolled in any class will have the first five days of school to request a change in that class. A request for class change must include the reason(s) the request has been made. The following are acceptable reasons:

1. Conflicts (two classes that meet at the same hour)
2. Incomplete schedules
3. Schedule adjustments due to employment (verified by a letter from the employer), or co-op (Seniors only)
4. Failure of a class
5. Changes due to transferred credits
6. Inappropriate placement

The Principal shall review all requests and will make the decision to grant or deny the change on the basis of the availability of a substitute class, the effect on overall class size, the practicality of the change as it relates to the overall schedule, and the stated reason(s) for the change. The form to request a class change can be obtained in the Counseling Office.

### **SCHOOL DAY**

School begins at 7:50 A.M. and concludes at 2:50 P.M. Students are not to loiter outside the school and are to board their bus immediately upon dismissal. The buses will depart at 2:55 P.M. If a student misses the bus he/she must have a school official contact the bus driver in order to board the bus at the elementary school.

## **SEARCH AND SEIZURES**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district. However, students are expected to assume full responsibility for the security of the lockers and desks. Students should not expect privacy regarding items placed on school property because school property is subject to search at any time by school officials. School authorities for any reason may conduct periodic general inspections of lockers and desks at any time without notice, without student consent, and without a search warrant.

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others.

To keep the school and district premises free of drugs, school authorities may use specially trained, non-aggressive dogs to sniff out and alert staff to the presence of illegal controlled substances in school lockers and in student vehicles parked on district premises. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal and/or personal effects (e.g. purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials (Court case TLO vs. New Jersey 1985). If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper authorities for ultimate disposition.

## **SPECIAL EDUCATION**

Mayville Middle/High School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services through the proper evaluation and placement procedure. Parental involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the school at 989-843-6115 EXT. 35101.

## **STUDENT DISCIPLINE**

The purpose of any discipline policy is to change student behavior. Therefore, student discipline should be considered corrective in nature rather than punitive. Students will be corrected for their inappropriate actions according to the following guidelines:

Students will be taught the school wide expectations. Teachers will provide three prior interventions and contact a parent, before writing a discipline referral. These interventions could include, restating the expectation, redirecting student attention, or private conference with the student.

Categories of student misconduct and normal disciplinary action are listed below. Unless specified, the Mayville Middle and High School student discipline will be progressive for violations of the disciplinary code during a student's tenure at Mayville Schools.

The Mayville Middle and High School Staff makes a sincere effort to use disciplinary actions that are fair and that will allow the student to remain in school. Undue delay in administering disciplinary actions, particularly for minor offenses, renders the action ineffective. Therefore, a disciplinary action that does not result in a student being suspended or removed from school is not subject to the appeal process. Should a student or parent have questions regarding the appropriateness of such a disciplinary action, she/he should contact the Principal. A parent whose child has been suspended, and who believes that there has been a misapplication of the rules, may appeal her/his child's suspension, using the procedure outlined under the Due Process section.

**IMPORTANT NOTE:** PA6 of 1992 – School personnel may use reasonable force to maintain order and provide a safe learning environment. Corporal punishment is not allowed under any circumstances. Corporal punishment is the deliberate infliction of physical pain by hitting, paddling, slapping, or any other physical force used as a means of discipline.

## **STUDENT RECORDS**

The teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - directory information and confidential records.

### **DIRECTORY INFORMATION**

Directory information can be given to any person or organization for non-profit making purposes when requested, unless the parents of the student restrict the information in writing to the Principal. Directory information may be released without prior written consent of the parent or student. This information includes name, address, telephone number, date and place of birth, height, weight, fields of study, participation in school activities, dates of school attendance, honors and awards, honor roll membership, and other information generally found in yearbooks.

### **CONFIDENTIAL RECORDS**

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

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. Confidential information in a student's record that originates from an outside professional or agency may be released to the parent only with the permission of the originator. Such records shall be placed in the student's file only with the knowledge of the parent. Parents may obtain such records from the originator and shall maintain them in a home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendums to records, and obtain copies of such records. Copying costs may be charged to the requester (\$2 per page). If a review of the records is desired, a written request stating the records desired must be made to the Principal. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

## **STUDENT WELL-BEING**

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

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

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

## **TRANSFERRING OUT OF THE DISTRICT**

If a student is moving or transferring from Mayville Middle/High School, the parent must notify the Principal. A note will be required from the student's parents indicating the last day the student will be attending school. The student will pick up a checkout list from the Principal's office to be signed by all of her/his teachers. All materials belonging to the school must be turned in by the student prior to leaving school. The student must pay for lost materials, all fines, and charges before leaving.

The transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the Principal for specific details.

## **TEXTBOOKS**

The books are serially numbered and each student, at the end of each year, must return the same book he/she was issued. It is understood that each student is responsible for taking care of his/her books and is subject to payment for unnecessary damage to books beyond normal wear and each student must pay for any book or books that he/she loses. A replacement charge will be assessed for the loss of a new or used book. Any unpaid bills will be carried through the summer. Students will not receive their diplomas, report cards, or schedules until the fines are paid.

## **VACATIONS DURING THE SCHOOL YEAR**

Parents are discouraged from taking their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip with a 48 hour advance notice to the teachers. Homework obtained prior to the trip will be due upon the student's return to school.

## **VISITORS**

Parents are always welcome, and may visit classes by arranging to do so at least one day in advance with the principal. Student visitor requests will not be granted unless it is approved school business. For safety and building management reasons, all visitors are required to sign in at the general office. Official school tours can be arranged.

Visitors are encouraged to set up a visitation with a staff member at least 24 hours in advance of the visit. The staff member will then make the appropriate arrangements to facilitate a meaningful and non-disruptive visit.

Any parent, adult (ex-graduate or resident of age 21 or older), or interested educator who wishes to visit a classroom or a staff member but has not made the arrangements 24 hours in advance shall be allowed the following:

1. A copy of the visitor policy and guidelines
2. An opportunity to speak with a building administrator, if requested.
3. The building administrator or his representative will check the master schedule to see when the staff member is available to speak to the visitor: 15 minutes before the start of first hour, after school, prep period or lunch times.
4. If the visitor has arrived at the school during one of the times mentioned in number 3, contact will be made with the staff member to see if a visitation can be arranged.
5. If the visitor has arrived at a time when the staff member is occupied with school business, the visitor will be given time to call the school when the staff member would be available to answer the request. At that point in time, a visitation would be denied.
6. Visitors are not allowed in the cafeteria during lunch time unless accompanied by a staff member or the lunch supervisor approves the visit.
7. If the scheduled visit includes the lunch period, and the visitor does not have approval to be in the cafeteria (#6) the visitor will be asked to wait in the general office or he/she may leave and return when classes resume.

## **WITHDRAWING FROM SCHOOL (DROPPING OUT)**

A parent may withdraw a student from school at age eighteen (18). The school attendance laws have changed. For students whose date of birth is 12-01-1998 or later, they must attend school ages 6-18.

## WORK PERMITS

Any minor between the ages of 14 and 18 may not be gainfully employed without a work permit issued by the school authorities. Students may obtain work papers through the counseling office after they have a promise of employment.

## STUDENT CODE OF CONDUCT

### **\*\*PRINCIPAL HAS THE AUTHORITY TO MODIFY ANY AND ALL CONSEQUENCES OF THE SCHOOL CODE\*\***

A major component of the educational program at Mayville Schools is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. Each teacher at the end of every marking period will evaluate the student's conduct. While actions such as missing assignments or class participation may have an impact on academic grades, they do not affect conduct grades. Conduct will be evaluated as follows:

### **ACADEMIC GRADES and CONDUCT MARKS**

Mayville Middle and High School uses letter grades to represent student academic achievement on the report card.

An interpretation of the letter grades are as follows:

A = Excellent

B = Good

C = Average

D = Poor (represents less than average attainment and is the lowest quality work for which credit is given)

E = Failure (credit is not earned)

I = Incomplete (an incomplete given at the end of the 1<sup>st</sup> semester must be made up within the first nine weeks of the 2<sup>nd</sup> semester or the incomplete becomes an "E". Incompletes are not given at the end of the 2<sup>nd</sup> semester).

### **CHANGING STUDENT GRADES**

No District employee shall change a student's grade given to those students by a teacher unless the grade change is made in compliance with the following procedures.

The following terms shall be defined as follows:

1. Grade: The letter or numeric evaluation given a student by a teacher for a final examination or given at the conclusion of a marking period, term or semester.
2. Student: A minor enrolled in the District.
3. Superintendent: The Superintendent of Mayville Community Schools or person(s) designated by the Superintendent to act on his behalf.
4. Review Panel: A panel composed of one school board member appointed annually by the Board of Education, three (3) teachers employed by the District and appointed annually by the bargaining unit, and the Superintendent who shall be the chairperson of the review panel. A person who causes the review panel to convene shall not serve as a member of the panel, nor shall a teacher who is involved in a proposed grade change.

A student seeking a grade change shall submit a written request stating the reason(s) for the proposed grade change to the building Principal within thirty (30) calendar days after receipt of the grade.

- a. Within ten (10) calendar days of receipt of the request, the building principal shall submit the request to the teacher of record and meet with the teacher to review the request.
- b. Within ten (10) calendar days of the meeting, the teacher shall submit to the building principal a written response to the request, unless the teacher agrees in writing with the grade change.
- c. The building principal shall notify the student that the teacher has concurred and that the grade has been changed or provide the student with a copy of the teacher's response and inform the student that the Principal will convene the review panel within ten (10) calendar days.

The Superintendent shall notify the teacher, the student, and the review panel members of the time, date and place for the review meeting.

At the review panel meeting:

- a. The teacher shall present the reason(s) for the grade, provide a copy of any written procedure pursuant to which the grade was determined, and state educational rationale for the grade.
- b. The student shall state the reason(s) for requesting the change. Such written information as may be deemed appropriate by the chairperson will be accepted for review by the review panel.
- c. The review panel shall determine, by majority vote, whether or not to change the grade. The review panel shall issue its decision in writing within fifteen (15) calendar days stating a brief summary for its decision. The decision of the review panel shall be given, in writing, to the teacher and student.

If the student wishes to appeal the panel's decision, the school board shall set a time, date, and place to meet to hear the objection to the review panel's decision.

The school board shall rule on the appeal, but shall not identify the student or teacher by name and shall comply with the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, with regard to the confidentiality of student records.

The school board shall direct the superintendent to furnish written notification to the teacher and the student of its decision within five (5) calendar days and which decision shall be final and binding upon the teacher and student.

### **MID-MARKING PERIOD PROGRESS REPORTS**

On or before the fifth (5) week of each marking period, students will receive a progress report for each of their classes. This mid-marking period report is to be taken home and shown to parents. Parents should use this information to gauge their child's progress and academic achievement in each class. Parents are encouraged to make arrangements to speak/meet with their child's teachers when the progress reports indicate poor achievement or whenever they have questions about classroom procedures.

### **GRADING PERIODS**

Students receive a report card at the end of each of the four (4) marking periods (9-10 weeks) indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, the teacher will notify the parents so they can discuss what actions can be taken to improve poor grades.

### **ACADEMIC MISCONDUCT**

A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. Discipline under this section may result in academic sanctions, in addition to other disciplines.

- **1st OFFENSE** – Detention/Zero on assignment/test
- **2nd OFFENSE**– Possible failure of marking period and/or semester
- **3rd OFFENSE**– Failure of class

### **AFTER-SCHOOL DETENTION (ASD)**

After-School Detention may be assigned by school staff or administrators. The following are examples, but do not constitute limitations, of reasons for being assigned to ASD:

- Violation of classroom rules
- Violation of handbook rules
- Failure to complete assignments
- Tardies
- Make up time for excessive absences



## AGGRESSIVE BEHAVIOR

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, and coercion, name calling, taunting, making threats and hitting/pushing/shoving.

Disciplinary action can be from warning to expulsion.

## ARSON

Arson is defined as starting a fire that endangers school property, its occupants or their property. Arson is a felony and State Law requires the Board of Education to expel any student who commits arson on school grounds or at a school-sponsored event. A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2]). "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code. (MCL 750. To MCL 750.80). Possession of a lighter or matches is prohibited.

## ATHLETIC & EXTRA CURRICULAR ELIGIBILITY POLICY

The eligibility policy for participating in interscholastic athletics in grades 6-12 is as follows:

- A student receiving a failing grade at any published report (progress report, marking period, or semester) will be ineligible to dress for or play in interscholastic competition until the next published report which indicates no failing grades.
- The first eligibility check will occur three weeks after the start of school in the fall and will continue to be reported weekly. Eligibility will be reported by teachers no later than 8:30 A.M. on Friday mornings.
- Eligibility runs from Monday to Sunday. Students reported to be ineligible on Friday will have the ineligibility take effect on the following Monday.
- **High School** eligibility will be checked weekly and discussed with the athlete by the Athletic Director or Coach. An F will result in the athlete being ineligible for the next week of competition. The following guidelines will occur:
- **Middle School** eligibility will be checked weekly and discussed with the athlete by the athletic director or Coach. Jr. High Athletes can have no more than one F. If a student is failing more than one classes, the following guidelines will occur:
- **Virtual Students** eligibility will be checked weekly and discussed with the athlete by the athletic director or Coach. Virtual students must check in daily with their mentor (via email, phone call, etc), must complete at least 5.5% of the class each week, and be passing all their classes. If this criteria is not met, then the student will be considered ineligible and the following guidelines will occur:

### Guidelines for Ineligibility

- **Week 1:** If ineligible, the athlete will attend practice and all team functions. They are expected to attend the competition but will not participate.
- **Week 2:** If ineligible two weeks in a row, the athlete can not attend practice or the competition.
- **Week 3:** If ineligible three weeks in a row, the athlete is removed from the team and will not receive awards at the completion of the season.
- A failing grade will be an E, I or NC just as interpreted on report cards. A student receiving one (1) or more failing grades in a semester will be ineligible for the next semester or until such time as the necessary credits have been made up. The deadline for making up credits is one (1) day prior to the first day of practice for any sport.
- A student in grades 6-12 must also meet the M.H.S.A.A. guidelines to practice or play on interscholastic teams.

## ATHLETIC RULES OF PARTICIPATION

All participants must comply with the conduct outlined in the student handbook and the athletic guidebook. Any participant who is under suspension or who has, for disciplinary reasons, been placed under restriction, is not eligible for participation in either practice or competition while suspended from school.

### ATTENDANCE AT SCHOOL OR SCHOOL-SPONSORED EVENTS IF SUSPENDED

Any student suspended, excluded, or expelled from school is NOT permitted to attend school or any school activities during her/his suspension or expulsion period. This applies to school athletic events, practices, dances, plays, concerts, field trips, etc. The student is not permitted to be on any school property, in any school building, or to ride school transportation during the suspension or expulsion period.

### AUTOMOBILES

The operation and parking of vehicles by students and others on school property is a privilege extended only to those who agree to abide by the rules for doing so. The school does not recognize any right of privacy, which a student may claim with regard to cars that they choose to park on school property. The first two rows on the east side of the parking lot are designated for faculty and visitors. Students are to park in the rows behind the staff and visitor parking area. Handicapped parking is directly behind the high school building at the north end or between the high school and middle school.

#### Students are to park in assigned areas only.

Students driving cars to school must park in the west parking lot. All cars should be locked after arriving in the morning. Student drivers should obey the following rules:

1. Driving from the school grounds during school hours is not permitted.
2. Speeding or careless driving on the school grounds and on streets bordering the school is not permitted
3. Students are not allowed in any vehicles during the day without authorization. Students may not enter the parking lot during the school hours unless permission is obtained from the office.
4. Automobiles will not leave the school grounds during the day except for the following situations (a student will not leave the school campus without permission from authorized school personnel):
  - a. Pre-arranged appointment; doctor appointment, dental appointment, court, etc.
  - b. Going home; administrative approval required.
5. The school district retains the authority to make inspections of the parking lot at any time. Individual vehicles may be searched if there is reasonable cause for suspicion. A drug sniffing dog may be used to assist in any search.
6. The district is not responsible for items damaged, lost or stolen from vehicles.
  - 1<sup>st</sup> OFFENSE**– Two (2) day suspension and possible loss of driving privileges
  - 2<sup>nd</sup> OFFENSE**– Suspension of 3-5 days, report to local civil authorities
  - 3<sup>rd</sup> OFFENSE**– Suspension of driving privileges for one (1) full school year

### BATTERY/PHYSICAL ASSAULT

“Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violation. (MCL 380.1310[3][b], MCL 380.1311a[12][b]).

If a student enrolled in grade 6 or above commits a physical assault at school against another student then the school board or its designee shall suspend or expel the student from the school district for up to 180 school days. (MCL 380.1310[1]).

If a student enrolled in grade 6 or above commits a physical assault at school against a person employed by, or engaged as a volunteer or contractor by the school board, then the school board its designee shall expel the student from the school district permanently, subject to possible reinstatement under MCL 380.1311a(5),

\*MCL 380.1211a[1].

## BEVERAGES

Administration reserves the right to restrict the consumption of food and drinks to the cafeteria. Students may not bring outside beverages into the building with the exception of water. However, a one-twelve ounce can of caffeine-free: sugar-free beverage may be brought in to be consumed at lunchtime in the cafeteria. Students must have their teacher's permission to bring breakfast or lunch foods into the classroom. Glass containers or other potentially hazardous items are prohibited on school grounds. All food purchased in the cafeteria must be eaten in the cafeteria. Special permission may be granted by a staff member.

**1<sup>st</sup> OFFENSE**-Detention

**2nd OFFENSE**-2 hour detention to suspension

**3rd OFFENSE**-Suspension 1-3 days

## BUS DISCIPLINE PROCEDURE

### BUS RULES AND CONSEQUENCES:

Every bus rider must abide by the following rules. Bus riding is a privilege. Students not following the rules will not be allowed to ride the bus. Safe behavior is required at all times. The bus driver is in charge of the bus and **MUST** be obeyed.

1. Be at the bus stop 3 to 5 minutes ahead of the scheduled pick-up time. This will avoid delays at the individual stops. It is the **PARENT'S** responsibility to provide necessary supervision to and from the bus stop.
2. Expect to walk some distance to the bus stop.
3. **PARENTS** are responsible for safe behavior at the bus stop.
4. Form a line to get on the bus.
5. Bus riders must wait until the bus is stopped and has its door open before approaching the bus.
6. Drivers may have assigned seats, which the student **MUST** occupy.
7. While on the bus, keep feet on the floor and out of the aisle.
8. **Everyone MUST remain in his/her seat while the bus is moving.**
9. Keep hands, heads, etc. inside when windows are open.
10. Use a quiet voice and appropriate language.
11. All riders will help keep the bus clean and sanitary.
12. All damage to the bus will be paid for by the person doing the damage.
13. Students must ride their assigned bus and get off at their regular stop unless arrangements have been made in advance. A written request from the parent/guardian is required to make changes. In case of an emergency, a written request will be waived. **ABSOLUTELY NO BUS PASSES**
14. Parents are to call the Transportation Supervisor at (989) 843-6115 ext. 35401 when there are driver concerns or questions. The drivers **ARE NOT ALLOWED** to make route or stop changes without authorization. Contact the Middle or High School office with student related issues.

### CONSEQUENCES FOR VIOLATING BUS RULES:

1. **FIRST OFFENSE:** In most cases the driver will verbally warn the student to behave.
2. **SECOND OFFENSE:** The driver will bring the Bus Conduct Report to the principal. A warning letter will be sent home with the student informing the parent/guardian of the incident. The parent/guardian is to review the bus rules with the student and sign the letter to indicate that he/she has done so.

**The child must return the letter with the parent/guardian's signature to the driver before he/she can ride again.**

3. **THIRD OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next three days that he/she attends school.

4. **FOURTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next 10 days that he/she attends school.
5. **FIFTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for up to four weeks or the end of the semester, whichever is longer.
6. **SIXTH OFFENSE:** The student will be suspended from riding the bus for four weeks or at the end of the school year, whichever is longer.

**In the case of a serious offense, the driver or administrator may skip steps in the procedure.**

## **CELL PHONES**

Schools have been challenged with the increased disruption to the educational environment brought forward by student use of cell phones.

Cell phones should be kept OFF and OUT OF SIGHT, secured in a locker, book bag, purse, vehicle, or in a pocket throughout the duration of the instructional day, including passing time, seminars, and assemblies.

**From 7:50 until 2:50 there will be a NO PHONE ZONE in the entire school.**

### **Checking Text Messages, Email**

**Is permitted during lunch and/or upon adult approval. Students will be allowed to check text, email messages however; they MUST get permission from an adult authority to respond to the text in a proper location determined by the adult.**

### **Checking Voicemail**

**Students will be allowed to check voicemail however; unlike text, email messages they MUST get permission from an adult authority to check the voicemail in a proper location determined by the adult.**

Phones may never be used to take pictures or record.

Any student who is found to have made a false 911 call from any phone on school property will be suspended from school and reported to law enforcement authorities.

Students in violation of this policy will have their cell phones confiscated and turned over to an administrator.

**1<sup>st</sup> OFFENSE-** Students may pick up their cell phone at the end of the school day, 2:50-3:30 in the main office.

**2<sup>nd</sup> OFFENSE-** Two hours before/after school detention.

**3<sup>rd</sup> OFFENSE-** Four hour detention and parent/guardian may pick up cell phone during school office hours between 7:50 am and 2:50 pm in the main office. Parents will also pick up a form that states that their child/student has now lost the privilege of bringing a cell phone to school. Any subsequent offenses after the third offense will result in suspension and confiscation of the phone until meeting with parents.

## **CLOSED CAMPUS RESTRICTIONS**

Students may not leave school property once they have arrived without written permission from the Principal's office. Violations of this policy are cause for disciplinary action.

- **1<sup>st</sup> OFFENSE:** One (1) day of out-of-school suspension.
- **2<sup>nd</sup> OFFENSE:** Two (2) days of out-of-school suspension.
- **REPEAT OFFENSES:** Out-of-school suspension for up to ten (10) days.

## **CONTROLLED SUBSTANCE AND ALCOHOL USE**

Possessing, using, transferring, or under the influence of any substance which produces abnormal behavior; at any school function or activity or on school grounds at any time. Possessing, using or transferring of alcoholic beverages, narcotics, or drugs which produce abnormal behavior. Drug related paraphernalia are prohibited. The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. If caught the student could be suspended or expelled and law enforcement officials may be contacted.

**1<sup>st</sup> Offense** - Suspension of 10 days - Agency Assessment Counseling - Possible Expulsion

**Repeat Offenses**- Suspension of 10 days and/or expulsion

## **DESTRUCTION OR MISUSE OF SCHOOL PROPERTY**

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

Damage to, or loss of, school equipment and facilities wastes taxpayers money and undermines the school program. A student will not willfully cause defacement of, or damage to, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray painting surfaces, intentionally clogging the plumbing system, breaking fixtures, and damaging school equipment to the point where repair is necessary are acts of destruction. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Conduct Code.

**1<sup>st</sup> OFFENSE**- Full restitution, detention and/or suspension of 3-10 days

**2<sup>nd</sup> OFFENSE** - Filed charges mandatory. Suspension pending court determination

## **DISCIPLINE OF DISABLED STUDENT**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

## **DISORDERLY CONDUCT**

A student will not harass others or misbehave in a manner that causes disruption or obstruction to the educational process. Disruption caused by talking, making noises, throwing objects, or otherwise distracting others constitutes disorderly conduct. Behavior is considered disorderly if a teacher is prevented from starting an activity or lesson, or has to stop instruction to address the disruption.

**1<sup>st</sup> OFFENSE**- Warning and a written referral.

**2<sup>nd</sup> OFFENSE**-Detention to suspension

**3<sup>rd</sup> OFFENSE**-1-3 day suspension

**4<sup>th</sup> OFFENSE**-3-5 day suspension

## **DISPLAY OF AFFECTION**

Display of affection between students is limited to holding hands. Any other display of affection is not acceptable.

**1<sup>st</sup> OFFENSE:** Warning and a written referral.

**REPEAT OFFENSES:** Detention up to out of school suspension.

## DISRESPECT

Mayville Community School District is dedicated to providing a safe and pleasant environment for all students and staff. In order to accomplish this MCS has developed a zero tolerance policy concerning disrespect in any form. Any student observed making physical or verbal abuse toward another person or property will:

**1<sup>st</sup> OFFENSE:** Warning and a written referral.

**REPEAT OFFENSES:** Detention up to out of school suspension.

### **BEING DISRUPTIVE FOR A SUBSTITUTE TEACHER WILL BE HANDLED AS FOLLOWS:**

**1<sup>st</sup> OFFENSE:** Detention to out of school suspension.

**REPEAT OFFENSES:** Out of school suspension up to 3 days.

## DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. It is the belief of the Mayville Middle/High School Administration and staff that appearance, clothing and grooming influence student attitude and behavior. Students should be dressed in clean clothes, bathed and properly groomed for school in such a way as to reflect credit to themselves, their family, and the school. Any appearance, which is extreme or inappropriate for school, will not be permitted. Parents will be contacted to bring a change of clothing to the school. Any clothing with obscene, suggestive writing, or deemed to be in bad taste or gang related, as determined by school staff may not be worn. Clothing that advertises/suggests/promotes drugs, alcohol, tobacco, or other illegal or immoral references are not allowed. Holes in jeans are okay. Mutilation that appears 1 hand width above the knee may not show skin. Patches or coverings attached to the jeans must cover the holes or mutilation. Pockets and spandex are not suitable patches.

Students who wear inappropriate clothing will be sent to the general office. If students have appropriate clothing with them, they may change clothing- this means the inappropriate item(s) will be replaced by other clothing. Putting something on over the inappropriate item will not suffice. Any items (including clothing) that are prohibited from school will be confiscated and stored in the general office until the final day of school or a parent may come and claim the property during office hours.

Repeated wearing of inappropriate clothing will be considered insubordination and dealt with according to the handbook.

Students who are representing Mayville Schools at an official function or public event may be required to follow specific dress requirements. Usually this applies to athletic teams, cheerleaders, bands, and other such groups.

### **The following guidelines have been adopted for all Middle/High School students:**

- A. Hats, bandanas, head coverings (including hoods), and sunglasses are not to be worn within the school building during regular school hours (**Start of first hour through the end of last hour**). These items will be confiscated and returned on the last day of school. Exceptions include;
  - Religious reasons
  - Medical requirements, and
  - Special occasions that are announced.
- B. Coats that are designed for outerwear are not to be worn in the classroom. Please keep a sweater or sweatshirt in your locker to wear should you become chilled.
- C. Shirts, blouses and dresses should have sleeves as long as they **are appropriate and do not disturb the educational process**.
- D. **No bare midriffs**. Shirts and blouses need to be long enough to cover the midriff, especially when a student raises his/her hand.

- E. **Chest, back and underarm areas must be covered.** Mesh or see-through may only be worn over appropriate shirts or dresses.
- F. Bottom wear that exposes the buttocks at any time whether standing, sitting, or otherwise is inappropriate. Undergarments must not be visible. Pants are to be worn at the waist line. If pants are too big, the student must wear a belt to keep them up or will be given twine for that purpose.
- G. **Footwear must not present a health or safety hazard.**
- H. **Shorts, skirts, or dresses are appropriate if it does not disturb the educational process.**
- I. **Leggings, skinny jeans, pajama bottoms, etc. are appropriate if it does not disturb the educational process.**
- J. Chains, beads or any accessory that may present a health or safety hazard are prohibited.

**Administration will have the final say on the dress code.**

### **DUE PROCESS**

When a student is being considered for suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will be given an opportunity to explain her/his side and the administrator will then provide the student the evidence supporting the charges. After the informal hearing, the Principal will make a decision whether or not to suspend. If the student is suspended, she/he and her/his parents will be notified in writing within one (1) day of the reason for and the length of the suspension. The suspension may be appealed within ten (10) days after the receipt of the suspension notice to the Superintendent of Schools. The request for an appeal must be in writing and given to the school office.

During the appeal process, the student is allowed to remain in school unless safety is a factor. The appeal shall be conducted in a private meeting and the student may be represented.

Suspension from co-curricular and extra-curricular activities may not be appealed. When a student is suspended, she/he may make up for work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices and the like, or any learning that the student chooses not to make up, may be reflected in the grades earned.

A student being considered for more than ten (10) days suspension will be given due process as described in the expulsion section below.

## **ELECTRONIC EQUIPMENT**

The school supplies electronic equipment that is necessary in school. Students are not to bring electronic devices without the permission of the teacher in whose room the device will be used and kept. These items will be confiscated and disciplinary action may be taken. Repeated violations of this rule could result in suspension or expulsion. Lost or stolen items will be the responsibility of the student.

## **EXPULSION OR LONG-TERM SUSPENSION FROM SCHOOL**

When a student is being considered for expulsion, a formal hearing before the Board of Education is scheduled by the Superintendent of Schools, during which the student may be represented by her/his parents, legal counsel, and/or by a person of her/his choice. The student's parents will receive a formal letter of notification of the hearing from the Superintendent or designee, which will contain:

- The Charges
- The time and place of the Board meeting
- The length of the recommended long-term suspension or expulsion
- A brief description of the hearing procedure
- A statement that the student may bring parents, guardians or counsel
- A statement that the student may give testimony, present evidence, and provide a defense, and
- A statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school, pending the hearing. The Board of Education's decision to suspend or expel is final. All opportunities to earn credits ends when the student is expelled.

## **EXTORTION/INTIMIDATION**

Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law. Violations of this could result in out-of-school suspension or expulsion.

## **FIGHTING**

Fighting is forbidden on school grounds and at school activities. Violations of this could result in out-of-school suspension or expulsion.

## **FIRE REGULATIONS, EXPLOSIVES, FIREWORKS, ETC.**

No student shall pull a fire alarm that is not necessary. No student shall possess or use any pyrotechnic device (firecrackers, sparklers, smoke bombs, lighters, matches, etc.) on any school property. Violations of this could result in out-of-school suspension or expulsion.

**PLEASE NOTE:** Possession of explosive devices that qualify as dangerous weapons, or any explosive device used as a weapon, will result in a recommendation for expulsion as required by State Law.

## **FORGERY**

This is the act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms. Violations of this could result in out-of-school suspension or expulsion.

## **GAMBLING**

Gambling includes casual betting, betting pools, organized-sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this could result in out-of-school suspension or expulsion.



## **GENDER/ETHNIC/RELIGIOUS/DISABILITY HARASSMENT**

### **VERBAL:**

Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the District.

### **NONVERBAL:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

### **PHYSICAL:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member or other person associated with the District.

Any student who believes that she/he is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District should immediately take the following steps:

- If the alleged harasser is a student, staff member, or other person associated with the District other than the student's Principal, the affected student should, as soon as possible after the incident, contact his/her Principal. If the alleged harasser is the student's Principal, the affected student should as soon as possible after the incident, contact the Superintendent.

Violations of this could result in out-of-school suspension or expulsion.

## **HARASSMENT/BULLYING/HAZING**

It is the policy of Mayville Community Schools 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 and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure. Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file. To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

## **IMPLEMENTATION**

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

## **PROCEDURE**

Any student who believes he/she has been or is the victim 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. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

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

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

## **NON-RETALIATION/FALSE REPORTS**

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

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

## **DEFINITIONS**

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

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

**“At School”** is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provided 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 (1) or more students either directly or indirectly by doing the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of (1) or more students;
- B. Adversely affecting the ability of a student to participate in or benefit from the school district’s educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student’s physical or mental health; and/or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

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

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

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

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

**“Staff”** includes all school employees and Board members.

**“Third Parties”** include, but are not limited to, coaches, school volunteers, parents, 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 Board Policy 5517;

Hazing, see Board Policy 5516.

MCL 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

## **STOP-WALK-TALK**

All students and staff have been taught how to deal with harassing and bullying situations. Students are asked to follow the Stop, Walk, and Talk method of dealing with these incidents. Staff members are given specific steps to use to intervene when a student “talks” to them.

**STOP-** Harassed verbally indicates to the harasser to “stop” and uses the open hand stop signal.

**WALK-** If the harasser does not respond to “stop”, the harassee will walk away.

**TALK-** Harassee reports an incident to an adult if the harasser continues the behavior. Adults will notify administration in writing by email or referral. All bullying must be reported to the administration.

After the students and staff have intervened and the harassment or bullying does not stop: Violations of this could result in out-of-school suspension or expulsion.

## **INDECENT EXPOSURE**

Indecent exposure is the deliberate exposure by a person of a portion or portions of their body.

**1<sup>st</sup> OFFENSE:** Written referral and meeting with parents and possible violations of this could result in out-of-school suspension or expulsion.

**REPEAT OFFENSES:** Students will be reported to the appropriate authority and possible violations of this could result in out-of-school suspension or expulsion.

## **INSUBORDINATION**

This is when a student refuses to obey a reasonable request by a teacher or other school personnel.

**1<sup>st</sup> OFFENSE:** Depending upon the seriousness of a single offense, the student will be counseled by the teacher or referred to other school personnel. The teacher or school person involved will contact the parents/guardians.

**REPEAT OFFENSES:** Written referral and possible suspension and/or expulsion.

## **INTERFERING WITH SCHOOL STAFF**

Interfering is an action where the student engages in any conduct that interferes with the staff member doing their job, removing items, hindering movement of the teacher or causing undue attention toward themselves instead of the teacher. This will result in a discipline referral and violations of this could result in out-of-school suspension or expulsion.

## **LEAVING THE ROOM WITHOUT PERMISSION**

If a student leaves the room without the permission of the teacher, this will result in a discipline referral and possible further discipline.

## **LEAVING SCHOOL**

Students are never to leave school without written permission from the principal or principal designee. If a student becomes ill or has a doctor’s appointment, he/she must be signed out by his/her parents at the main office before leaving the building. Mayville Community Schools will not be responsible or liable for any student skipping or leaving school without permission. This will result in a discipline referral and possible further discipline.

## **LITTERING**

The student body is expected to actively participate in maintaining a clean and healthy environment in all buildings and grounds of Mayville Community Schools. Failure to do so will be a form of insubordination. This will result in a discipline referral and possible further discipline.

## LUNCH DETENTIONS

Lunch detentions are issued as a result of inappropriate behavior during a student's lunch period. These may include, but are not limited to;

- Throwing food at others or on the floor
- Pushing/shoving others while in line or seated
- Cutting in line
- Not disposing of trays etc.

These guidelines will be followed;

1. When a student misbehaves at lunch, he/she may be assigned to sit at a designated table or room for one (1) to three (3) days, depending upon the deed and the number of times they have misbehaved.
2. This will result in a discipline referral and possible further discipline.

## MAKE-UP WORK

Students who have been excused from school, or who have been suspended without having any other option offered to them, shall be given the opportunity to make up the work that has been missed. It is the student's responsibility to contact the teacher(s) and obtain any missing assignments. The student is expected to request their missed assignments on the first day after returning to class. The amount of time allowed to complete make-up work is calculated as follows:

- One (1) day for each day of absence plus one (1) additional day. (Example: a student who missed two (2) days of school would have three (3) days to complete his/her make-up work. The first day of make-up begins on the day he/she returns to class).

## PERSISTENT MISBEHAVIOR

When a student has persistent behaviors disrupting their and/or other students' educational process (To be determined by the Administrator) will be referred to the Board of Education for a long term suspension or expulsion.

## PETTY THEFT

This is an act of stealing an item in value of \$5.00 or less.

**1<sup>st</sup> OFFENSE:** The student must return or replace the stolen item and will result in a discipline referral and possible further discipline. The victim may refer to the incident to the police.

**REPEAT OFFENSES:** Will be considered chronic misbehavior and will result in an out of school suspension or expulsion.

## PROFANITY

Profanity or vulgar language is forbidden on school property and at all school events. Obscene gestures or drawings are also not allowed.

**1<sup>st</sup> OFFENSE:** In-school suspension, up to out-of-school suspension.

**REPEAT OFFENSE:** Out-of-school suspension.

## RECORDING

### Student Audio & Video Recording

Prohibited Recordings by Students - Unless otherwise authorized by this Policy, law, or a District employee, students may not make recordings on school property; when on a vehicle owned, leased, or contracted by the District; or at a school-sponsored activity or athletic event.

Any student recording must comply with applicable state and federal laws, codes of conduct, and Board Policy. No recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Violations of this could result in out-of-school suspension or expulsion.

## SEXUAL HARASSMENT

### **Verbal:**

Making written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

### **NONVERBAL:**

The placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the District.

### **PHYSICAL CONTACT:**

Threatening or causing unwanted touching, contact, or attempts, including pinching, pushing of the body, or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the District.

**IMPORTANT NOTE:** Michigan law requires that any student committing an assault that the Board of Education deems to be criminal sexual conduct on school property or at any school-sponsored event be expelled permanently from school.

Violations of this could result in out-of-school suspension or expulsion.

## SKIPPING

Any student absent from class without her/his parent's knowledge will receive an unexcused absence. Unexcused absences cannot be made up and may result in the loss of credit for the class. Mayville Community Schools will not be responsible or liable for any student skipping or leaving school without permission.

Any student who decides to walk out of class without permission and who comes immediately to the general office will be assigned one (1) hour in school suspension and will not receive credit for the work assigned that day. Should the student not come to the general office immediately, she/he will lose credit for the day's work and will receive an unexcused absence for the hour.

## SNAP SUSPENSION

### Class, Subject, and Activity 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 materially 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.

Any student suspended pursuant to this policy shall not be allowed to return to class, subject, or activity from which she/he was suspended or participate in after-school extracurricular activities until passage of one (1) full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. Students attending separate class periods throughout the day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's action does not rise to the level of requiring a multiple suspension or expulsion in accordance with the Board of Education Policy and the school's Student Code of Conduct.

Any student suspended from the same class, subject, or activity for ten (10) cumulative days during the school year shall be given formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements required by Board Policy for suspensions of ten (10) days or more.

This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs or services.

## **TAMPERING WITH STAFF MATERIALS**

Under no circumstances should a student take, hide, remove, or destroy materials that are needed by the teacher for instruction. This will result in a discipline referral and could result in out-of-school suspension or expulsion.

## **TARDINESS**

**Students who arrive up to 10 minutes late for school will be marked tardy & must sign in at the school office before going to their locker or class.** They must obtain a pass from the office and present the pass to their teacher before they will be admitted to class.

A student is tardy if he/she is not in his/her assigned seat when class begins. During each marking period the procedure listed below will be followed:

- When a student receives his/her third tardy, the teacher will inform the student and the student will contact the parent
- When a student receives his/her fourth tardy, the teacher will refer the student to the Administrator.
- If the tardiness persists, the student will be suspended from school for up to ten (10) days.

Tardiness will have a direct effect on the student's conduct mark for each marking period.

## **THEFT**

This is the act of stealing an item having a value of more than \$5.00.

**1<sup>st</sup> OFFENSE:** The student must return or replace the stolen item and will result in an out of school suspension.

**REPEAT OFFENSES:** Violations of this could result in out-of-school suspension or expulsion.

## **THEFT FROM THE CAFETERIA**

This is the taking of any food item from the food service program without first paying for it. This action will have the following consequences:

**1<sup>st</sup> OFFENSE:** Payment must be made for the item(s) and the student will not be allowed in the cafeteria for one (1) month. The incident may be referred to the police.

**2<sup>nd</sup> OFFENSE:** Payment must be made for the item(s) and will result in out-of-school suspension or expulsion.

## **THROWING OF OBJECTS**

The throwing of objects at any school employee, student, or visitor is strictly prohibited. Flying projectiles can result in injury to another student or cause a dangerous situation. This includes the throwing of snowballs.

**1<sup>st</sup> OFFENSE:** Depending upon the seriousness of the event, the student may be assigned up to an out-of-school suspension.

**REPEAT OFFENSES:** Will receive an out of school suspension

## **TOBACCO**

Students are not to possess or use tobacco products within the school, on school property, on school buses, within one block of the school property, or at school activities off school property.

**1<sup>st</sup> OFFENSE:** Will result in a three (3) day suspension, and Agency Assessment Counseling

**REPEAT OFFENSES:** Will result in up to ten (10) days suspension from school and Agency Assessment Counseling.

## TRUANCY

Excessive absences will be reported to the County Truancy Office for appropriate legal action under State Law.

Any student who is **more than ten (10) minutes late** for a class without a pass shall receive a referral from the teacher. This will result in an unexcused absence for the class period.

Students may not leave school during school hours unless a written excuse from the parent has been approved through the school office prior to the student's departure. (This pertains to medical appointments, court appointments and/or funerals). The documentation should be brought to the office in advance of the absence, if possible, but at least by noon on the day the student returns to school.

A letter will be sent home once a student has five (5) absences in any given class. The letter will indicate that further absences could possibly result in the lowering of the student's grade.

When a student reaches ten (10) unexcused absences:

- A meeting with the parent will occur. That meeting will explain that there will be a reduction in the student's grade and a possible E for the course. If absences continue past that point the student could be removed from the course.
- The County Truancy Office will be notified. Policy is available in the main office.
- 

**Absences that will not count towards this policy include:**

- **Medically excused (a note from the doctor is necessary)**
- **Court (documentation provided by the court)**
- **School business, and**
- **Funeral**

**Optional attendance recovery is available for excused absences. A student may attend the homework help lab by signing in and marking it as make up time for excessive excused absences; thus, avoiding the lowering of their semester grade.**

Any student who is absent for ten (10) consecutive days, and whose parents had not contacted the school about the reason for the absence, will be dropped from the attendance rolls. If the student is of compulsory school age, a referral shall be made to the appropriate authorities.



## **VERBAL ASSAULT AGAINST A STUDENT**

Intimidation or threatening of anyone on school property by verbal, written, or physical means.

**1<sup>st</sup> OFFENSE** – Detention or Suspension of 1-3 days and/or expulsion

**REPEATED OFFENSE** – Suspension of 5-10 days and/or expulsion

## **VERBAL ASSAULT AGAINST AN EMPLOYEE**

A verbal assault is any willful verbal threat to inflict injury upon another person that creates a reasonable fear of imminent injury, coupled with an apparent ability to inflict injury.

**IMPORTANT NOTE:** If a pupil enrolled in grade 6 or above commits a verbal assault, as defined by school board policy, at school against a person employed by or engaged as a volunteer or contractor by the school board and the verbal assault is reported to the school board, school district superintendent, or building principal by the victim or, if the victim is unable to report the verbal assault, by another person on the victim's behalf, or if a pupil enrolled in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, then the school board, or the designee of the school board as described in section 1311(1) on behalf of the school board, shall suspend or expel the pupil from the school district for a period of time as determined in the discretion of the school board or its designee. A district superintendent or building principal who receives a report described in this subsection shall forward the report to the school board. Notwithstanding section 1147, a school district is not required to allow an individual expelled from another school district under this subsection to attend school in the school district during the expulsion. (MCL 380.1311a)

## **WEAPONS/DANGEROUS**

The interpretation of what a weapon is can include look-alike weapons, B.B. guns, pistols, starter pistols, knives with a blade over three (3) inches in length, pocket knife opened by a mechanical device, dagger, dirk, stiletto, iron bar, brass knuckles or other devices designed to or likely to inflict bodily harm, including, but not limited to explosive devices. Places where the school district has jurisdiction regarding possession of a weapon include to and from school, at extracurricular activities, on school buses, and during other school related activities. No pocket knives allowed.

Students need to understand that possession of a weapon can include passing the weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or backpack to hold for a friend. This is an extremely serious problem and the school district's position is that it can lead to permanent exclusion from the educational setting.

Use of an object as a weapon; any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause of civil action. This violation may subject a student to suspension/expulsion.

State law requires the school board or its designee to permanently expel from the school district a student who possesses a "dangerous weapon" in a "weapon-free school zone," subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL380.13111[2]).

## **WEAPONS/DANGEROUS INSTRUMENTS**

A student will not possess, handle, transmit, or use a dangerous instrument capable of harming another person. A "dangerous instrument" means any device intended to cause injury or bodily harm; any device used in a threatening manner that could cause injury or bodily harm, or any device that is primarily used for self-protection. Dangerous instruments include, but are not limited to: Chemical Mace, pepper spray or like substances; stun guns, BB guns, pellet guns, razors, or box cutters.

## **WEAPONS/USE OF LEGITIMATE TOOLS AS WEAPONS**

A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to pens, pencils, compasses, or combs, with the intent to harm another individual.

1st Offense: The penalty for bringing a weapon to school will range from a 10 day out-of-school suspension to a 90 day or permanent expulsion as dictated by law.

# **TRANSPORTATION HANDBOOK**

## **INTRODUCTION TO TRANSPORTATION SERVICES FOR STUDENTS AND THEIR FAMILIES AND GENERAL INFORMATION ABOUT TRANSPORTATION SERVICES**

Our goal and vision is to provide safe transportation services to the students and families of the Mayville Community School District. The information here is designed to complement the Board Policy Handbook, and all of the individual schools student handbooks. All individual school rules apply to the bus system in addition to the published rules of the transportation department.

Transportation by the school buses is provided by the school district as a privilege. Transportation is a support service to the educational instruction of your students; it should not be considered a door-to-door convenience. It is a safe, cost-effective means of bringing your students to their school and returning them after their instructional programs are completed.

Transportation is made available to all eligible residents of the school district. Parents of students in tuition programs or school of choice programs will need to provide their own transportation to school or to an accepted, in place and assigned bus stop location.

### **ABSOLUTELY NO BUS PASSES**

#### **BUS STOPS**

When at all possible we will locate our bus stops at or near the students' residence. If circumstances and legal restrictions prevent us from doing this, we will do our best to locate it reasonably nearby. Bus stops are regulated by state law (Michigan PA 187) and must follow specific guidelines. The more densely populated the area is, the more likely it is that we will have consolidated bus stops for several students at specific locations. Parents/Guardians of lower elementary aged students must still be present at the bus stop to receive their students. If a bus driver cannot determine that a parent/guardian or designee is there to receive a student at home or at the bus stop, the student will be returned to the school and their transportation will become the responsibility of the parent/guardian. If you are entering the school system after the beginning of the school year, transportation routes may be unable to change to accommodate your entry. You may be required to transport your student to an existing bus stop for transportation.

#### **CHANGES IN PICK-UP AND DROP-OFF LOCATIONS**

If you need to have an emergency change in the pick-up or drop-off location for your student, please call the transportation office at 989-843-6115 ext. 35401. All changes in pick-up and drop-off locations must be approved by the transportation department. This is for their own safety and for the parent's assurance that their students will be going where they intend. If you have plans for your student to be picked up and dropped off at a location other than your residence on a regular basis, we will need to have an alternative transportation form filled out and sent to the transportation office. This is the only way to assure that your alternative location is on an assigned bus route. Changes in pick-up and drop-off locations are considered to be for 5 days a week. If you have a schedule that requires your student to be picked up or dropped off at 2 or more locations during the week, you must fill out the drop-off form with your student every day that an alternative location is to be used.

## **CROSSING POLICY AND PROCEDURE**

Students who need to cross a road to get to a bus stop should wait until signaled to cross by the driver. When the bus arrives to drop-off students, the bus will wait for students to cross the street before the bus departs. All student crossings will be in front of the bus. A consistent method of crossing students has been established for the Mayville Community Schools transportation department. By using a consistent method we minimize our risk and provide the safest crossing possible for our students. All students have been instructed to follow this procedure every time they leave the bus and need to cross the street.

1. Step out and away from the bus doors.
2. Take 8 GIANT steps forward and away from the front of the bus.
3. The driver will establish eye contact with the student, if it is safe to cross the driver will hold up a hand and motion across the windshield in the crossing direction.
4. Students will stop at the traffic side of the bus and look left and right for traffic. If it's clear, students will cross.
5. If the driver blows their horn, the students are to STOP AT ONCE!!
6. Once a crossing is initiated at the front of the bus, do not stop unless directed by the driver.

### **ROAD CLOSURE**

If your road or section of road is closed to through traffic by the road commission, damage weight restriction, storm damage, or is considered unsafe to travel due to inclement weather conditions, we will not go on it. Please plan accordingly to bring your students to the nearest main intersection that we will be using, to another bus stop location or you may need to transport them directly to school.

### **RULES OF CONDUCT FOR SAFE BUS RIDING**

Students are expected to give the bus driver respect and courtesy. Students are expected to maintain the same behavior they exhibit in the classroom.

Students who break the rules of conduct for safe bus riding will be subject to conduct notices being sent home, suspension of their bus riding privilege and/or the removal of their bus riding privileges.

#### **While waiting for the bus to arrive:**

- Arrive at your bus stop five (5) minutes early. Buses will not stop if they do not see a student at the bus stop.
- Stand quietly and respect other people's property.
- Stand back from the roadway and do not fight, push or allow horseplay at the bus stop.
- Wait until the bus completely stops before approaching it to board.

#### **When boarding or departing the bus:**

- Form a single line, step on/off quickly and quietly.
- Do not push, shove or fight for places in line.
- Cross in front of the bus and follow the crossing policy closely!
- When departing the bus, move away from the bus immediately!
- Do not check mailboxes or re-enter the roadway until the bus has departed.

#### **When riding the bus:**

- Students should remain seated while the bus is in motion.
- Students will sit with their bodies in the seat area and face forward.
- Do not throw anything, not on the bus or out the windows of the bus.
- Do not put any body parts out of the windows at any time.
- Students should not bring anything on the bus that cannot be carried in their lap.
- There is no eating or drinking on the bus.

There are ten (10) absolute rules posted conspicuously in every bus that should always be followed. Please seek them out and read them.

The bus driver has the right to assign seats to individuals, groups, or the entire bus.

Individual radios (Walkman style with headphones), personal video games and electronic toys are allowed on the bus. They are the complete responsibility of the student. The transportation department and drivers are not responsible in any way for their loss, damage or for settling ownership disputes.

If your student is bringing anything unusual to school such as animals, food, large projects or things not normally found in a school environment, please make alternative transportation arrangements. Glass in almost any form will not be allowed on the bus.

### **CONSEQUENCES FOR VIOLATING BUS RULES:**

1. **FIRST OFFENSE:** The driver will bring the Bus Conduct Report to the principal, and the student will receive a written/verbal warning.
2. **SECOND OFFENSE:** The driver will bring the Bus Conduct Report to the principal. A warning letter will be sent home with the student informing the parent/guardian of the incident. The parent/guardian is to review the bus rules with the student and sign the letter to indicate that he/she has done so.

**The child must return the letter with the parent/guardian's signature to the driver before he/she can ride again.**

3. **THIRD OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next three days that he/she attends school.
4. **FOURTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. The student will be suspended from riding the bus for the next five days that he/she attends school.
5. **FIFTH OFFENSE:** The driver will bring the Bus Conduct Report to the principal. Administrative decision on length of bus suspension.

**In the case of a serious offense, the driver or administrator may skip steps in the procedure.**

### **TURN AROUND BUS STOPS**

Our bus routes include stops where the bus will have to turn around. If your residence is in a location where the bus will need to turn around, please keep your driveway accessible and clear so that it can be used. If we cannot turn around safely, the student may be required to meet the bus at an alternate location.

### **SCHOOL BUS SAFETY**

- Twenty-three million students nationwide ride a school bus to and from school each day. Wherever you live, the familiar yellow school bus is one of the most common motor vehicles on the road. It is also the safest.
- School buses manufactured after January 1, 1977 must meet more federal motor vehicle safety standards than any other type of motor vehicle.
- In fact, school buses are sixty (60) times safer than passenger cars, light trucks, or vans, according to the Fatality Analysis Reporting System at the U.S. Department of Transportation.
- School buses are the safest form of highway transportation. The most dangerous part of the bus ride is getting on and off the school bus.
- Pedestrian fatalities (while loading and unloading school buses) account for approximately three (3) times as many school bus-related fatalities, when compared to school bus occupant fatalities.

## **DURING THE SCHOOL BUS RIDE:**

- Always sit fully in the seat and face forward.
- DO NOT distract the driver.
- Never stand on a moving bus.
- Obey the driver.
- Speak in a low voice.
- NEVER stick anything out the window – arms, legs, head, book bags, etc.

## **MOTORISTS SHOULD:**

- Be aware it is illegal in every state to pass a school bus stopped to load/unload students.
- Know and understand laws governing motorist's driving behavior near a school bus.
- Learn the "flashing signal light system" that school bus drivers use to alert motorists if they are going to stop to load/unload students.
- Yellow flashing lights indicate the bus is preparing to stop to load/unload children. Motorists should slow down and prepare to stop their vehicles.
- Red flashing lights and extended stop arms indicate that the bus has stopped, and that children are getting on/off. Motorists MUST stop their cars.
- Begin moving only when the red flashing lights are turned off, the stop arm is withdrawn and the bus begins to move.
- Watch out for young people who may be thinking about getting to school, but may not be thinking about getting there safely.
- SLOW DOWN. Watch for children walking in the street, especially if there are no sidewalks in the neighborhood. Watch for children playing and gathering near bus stops.
- BE ALERT. Children arriving late for the bus may dart into the street without looking for traffic.

## **STUDENTS RIDING A SCHOOL BUS SHOULD ALWAYS:**

- Arrive at the bus stop five (5) minutes early.
- Stand at least five (5) GIANT steps (10 feet) away from the edge of the road.
- Wait until the bus stops, the door opens, and the driver says it's okay before stepping onto the bus.
- Be careful that clothing with drawstrings and book bags with straps or dangling objects do not get caught in the handrail or door when exiting the bus.
- Walk in front of the bus; never walk behind the bus.
- Walk on the sidewalk or along the side of the road to a point at least ten (10) GIANT steps (10 feet) ahead.
- Be sure the bus driver can see you, and you can see the bus driver.
- Stop at the edge of the bus and look left-right-left before crossing.
- Tell the bus driver if you drop something beside the bus. Should you try to pick it up, the bus driver may not see you and drive away.

## **THE LOADING AND UNLOADING AREA IS CALLED THE "DANGER ZONE"**

- The "Danger Zone" is the area on all sides of the bus where children are in the most danger of not being seen by the driver.
- Ten (10) feet in front of the bus where the driver may be too high to see a child, ten (10) feet on either side of the bus where a child may be in the driver's blind spot, and the area behind the school bus.
- Half of the pedestrian fatalities in school bus-related crashes are children between 5 and 7 years old.<sup>42</sup>

### **YOUNG CHILDREN ARE MOST LIKELY TO BE STRUCK BECAUSE THEY:**

- Hurry to get on and off the bus.
- Act before they think and have little experience with traffic.
- Assume motorists will see them and will wait for them to cross the street.
- Don't always stay within the bus driver's sight.

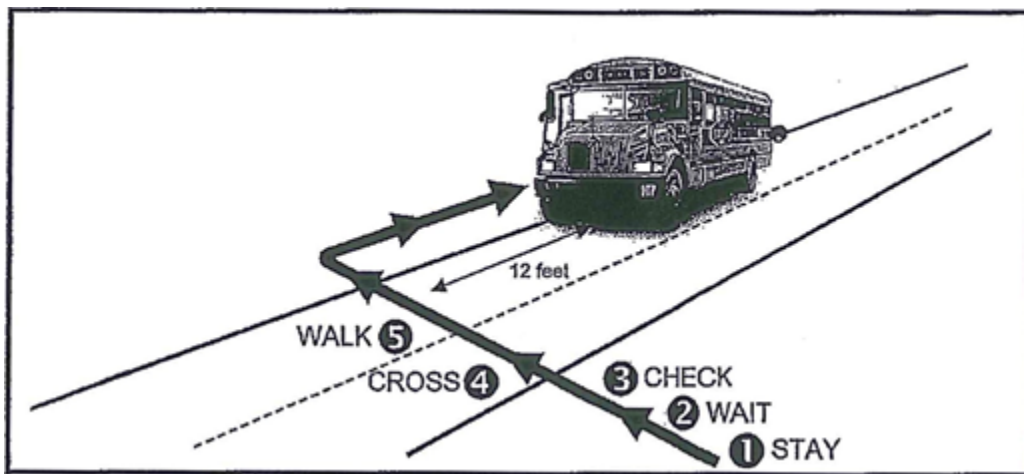
### **THE NATIONAL HIGHWAY TRAFFIC SAFETY ADMINISTRATION (NHTSA)**

The National Highway Traffic Safety Administration has developed a number of publications that can help you reach children, bus drivers, parents, teachers and school administrators, and, most importantly, the motorists who share the road with school buses. These materials can be downloaded directly from NHTSA's web page at <http://www.nhtsa.gov>. Orders can also be faxed to (202)366-7721.

# WHEN BOARDING THE BUS

## Here's How to Cross the Road SAFELY

1. **STAY**—on your side of the road, far away from the traffic.
2. **WAIT**—for the bus to stop and for your driver's signal to cross.
3. **CHECK**—traffic both ways, then check again.
4. **CROSS**—walk directly across, checking traffic both ways
5. **WALK**—approximately 12 feet ahead of the bumper and board the bus quickly.



Crossing the Highway is **DANGEROUS!**

- Stay on your side of the road until your driver remembers to signal you to cross.
- Check and recheck for traffic.
- Follow the 12-foot rule.
- Board the bus quickly and go directly to your seat.

**Drivers SHOULD stop ...THEY MAY NOT!**

# WHEN LEAVING THE BUS

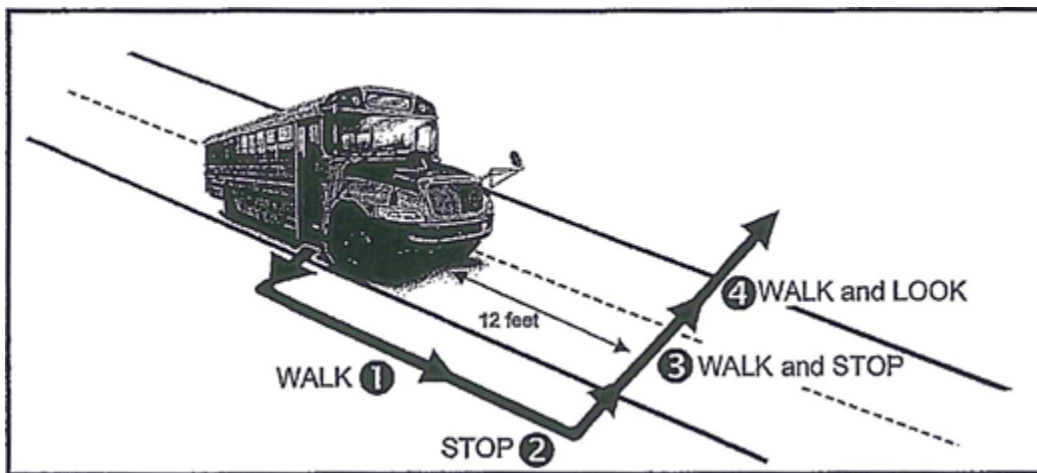
## Here's How to Cross the Road **SAFELY**

**WALK** - along the side of the road until you can see your driver.

**STOP** - Wait for the signal to cross.

**WALK & STOP**— Go to the Driver's side cross view mirror and look both ways—wait for the driver's signal to cross.

**WALK & LOOK**— For traffic both ways — if you see a vehicle that has not stopped, go back to the bus — if all vehicles have stopped, cross the road quickly.



Crossing the Highway is **DANGEROUS!**

**REMEMBER :**

1. WALK
2. STOP
3. WALK & STOP
4. WALK & LOOK

**Drivers SHOULD stop.....But THEY MAY NOT!!**



## STAFF EMAIL/VOICEMAIL AND WEB PAGE INFORMATION

Many of our teachers and coaches use voicemail to communicate with students and parents. Call 989-843-6115 and enter the extension 35201 (for the High School) or 35301 (for the Middle School) and the secretary will put you through to the teacher's voicemail. Information about school closings, school activities, team scores, special events, homework and more are available 24 hours a day from the school's web page at; [www.mayvilleschools.org](http://www.mayvilleschools.org)

Here is a list of the teachers and their email addresses:

Buggia, Sarah	<a href="mailto:sarah.buggia@mayvilleschools.org">sarah.buggia@mayvilleschools.org</a>
Campbell, Angie	<a href="mailto:angie.campbell@mayvilleschools.org">angie.campbell@mayvilleschools.org</a>
Campbell, Mike	<a href="mailto:mike.campbell@mayvilleschools.org">mike.campbell@mayvilleschools.org</a>
Clark, Mitchell	<a href="mailto:mitchell.clark@mayvilleschools.org">mitchell.clark@mayvilleschools.org</a>
Cloutier, Danielle	<a href="mailto:danielle.cloutier@mayvilleschools.org">danielle.cloutier@mayvilleschools.org</a>
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Sanderson, Michael	<a href="mailto:michael.sanderson@mayvilleschools.org">michael.sanderson@mayvilleschools.org</a>
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Stanhope, James	<a href="mailto:james.stanhope@mayvilleschools.org">james.stanhope@mayvilleschools.org</a>
Webb, Kimberly	<a href="mailto:kimberly.webb@mayvilleschools.org">kimberly.webb@mayvilleschools.org</a>
Wiley, Jan	<a href="mailto:jan.wiley@mayvilleschools.org">jan.wiley@mayvilleschools.org</a>

# Mayville Community Schools 2023-2024 District CALENDAR

8/14 -8/16: PD  
 Welcome Back: 8/15-5:30-6:30  
 8/21: First Day Students  
 8/25: No School

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

2/16 ½ Day Students  
 2/19: No School - Presidents Day  
 2/23: Proposed MMP3  
 2/29: PT Conferences-1 Session  
 3:30 to 6:30

Labor day: No School 9/1-9/4  
 9/22: Proposed MMP 1

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

3/1:  
 ½ day AM Staff PD (No Students)  
 Spring Break: No School  
 3/25-3/29  
 3/22: Proposed MP3 End

MS/HS Conf  
 10/5: 3:30-5:30 & 6:30-8:30  
 10/6: ½ AM Staff PD (No Students)  
 12-3pm PT MS/HS Conferences  
 10/27: Proposed MP1 End Date

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

4/26: Proposed MMP4

Elem Conferences:  
 11/2: 3:30-5:30 & 6:30-8:30  
 11/3: ½ AM Staff PD (No Students)  
 12-3pm PT Elem. Conferences  
 Thanksgiving: No School  
 11/22-11/24  
 11/17: Proposed MMP2

NOVEMBER 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Memorial Day: No School 5/27  
 5/30: ½ Day Students  
 ½ Day Staff PD  
 5/31: ½ Day Students  
 ½ Day Teacher Record Day

Christmas Break: No School  
 12/21-1/2

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

1/3 Return to school  
 1/19: Proposed Sem 1 Ending  
 1/19: ½ day students  
 ½ Day Teacher Records Day

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JULY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## Family Educational Rights and Privacy Act (FERPA)

### Model Notice for Directory Information

[Note: Per § 99.37(d), your school may adopt a limited directory information policy. If you do so, the directory information notice to parents and eligible students must specify the parties and/or purposes that may receive directory information.]

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that **Mayville Community Schools**, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, **Mayville Community Schools** may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the **Mayville Community Schools** to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]

If you do not want **Mayville Community Schools** to disclose directory information from your child's education records without your prior written consent, you must complete and return the form below by September 15. **Mayville Community Schools** has designated the following information as directory information: [Note: an LEA may, but does not have to include all the information listed below.]

-Student's name

-Address

-Telephone listing

-Date and place of birth

-Weight and height of members of athletic teams

-Electronic mail address

-Photograph

-Major field of study

-Dates of attendance

-Grade level

-Participation in officially recognized activities and sports

-Degrees, honors, and awards received

-The most recent educational agency or institution attended

-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

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*I do not want Mayville Community Schools to disclose directory information from my child's education records without my prior consent.*

STUDENT NAME: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_