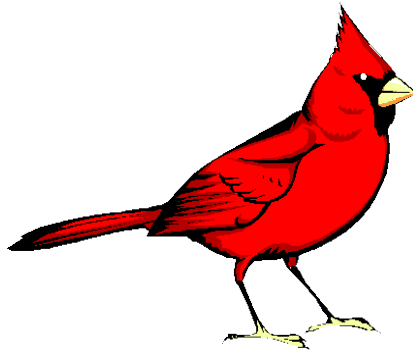


# MIDDLE SCHOOL / HIGH SCHOOL TEACHER HANDBOOK

2022-2023



MASON COUNTY EASTERN SCHOOLS

Custer, Michigan

*The Mason County Eastern Middle School/High School Teacher Handbook is a set of guidelines that govern our school environment. It is expected that each teacher will read and follow these guidelines.*

*It may be necessary to alter these guidelines during the course of the year. If changes are suggested and approved by the MCE Board of Education, the staff will be notified through the principal's office.*

*These guidelines are a work in progress and the staff is greatly encouraged to offer suggestions. All suggestions should be submitted to the Principal's office.*

**CONFIRMATION OF RECEIPT  
OF  
MIDDLE SCHOOL/HIGH SCHOOL TEACHER HANDBOOK  
AND  
INTERNET ACCEPTABLE  
USER AGREEMENT**

I have received the Mason County Eastern Middle School/High School Teacher Handbook for the 2022-2023 school year.

I understand that I am expected to follow all the rules and regulations set forth in this handbook and that failure to do so may result in disciplinary action as stated in the Mason County Eastern Schools' Board of Education policies.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE SIGNATURE

**\*DISCLAIMER:**

The failure to sign and return this document will in no way negate the disciplinary action as stated in the Mason County Eastern Middle School/High School Teacher Handbook

## **Mason County Eastern Schools Internet Acceptable User Agreement**

Internet access is available to students and teachers at the Mason County Eastern School District ("MCE"). We are pleased to bring this connection to Mason County Eastern Schools and believe the service offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence at Mason County Eastern Schools by facilitating resource sharing, innovation, communication, and research.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Teachers and students will have access to the following:

- (1) Electronic mail (e-mail) communication;
- (2) Information from research institutions;
- (3) Software and graphics of all types for school use;
- (4) Many university Library Catalogs , the Library of Congress, and ERIC, a large collection of relevant information to educators and students;
- (5) Discussion groups on a wide range of topics;
- (6) The World Wide Web, the newest and most exciting access tool on the Internet.
- (7) Social networking when appropriate for educational purposes

With access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of a public school. Mason County Eastern School District has taken steps to restrict access to controversial issues and materials.

Mason County Eastern Schools believe the valuable information and interaction available on this worldwide network is an asset to the District's educational goals. This policy may be revised from time to time as necessary.

### **Internet Conditions of Use and Etiquette**

(1) The use of your account must be in support of education and research and consistent with the laws, rules and regulations of Mason County Eastern Schools, the State of Michigan and the Federal Government (including the Children's Internet Protection Act).

The district will make its best effort to install server and/or client software which will restrict access to most inappropriate material.

The following uses of school-provided Internet access are not permitted:

(A) To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;

(B) To transmit obscene, abusive, sexually explicit, harassing, or threatening language or suggestions;

(C) To violate any local, state, or federal law;

(D) To access another person's materials, information, or files without permission;

(E) To violate copyright or otherwise use the intellectual property of another person or organization without permission; and

(F) To engage in commercial, political, or profit-making enterprises. Notify your teacher or principal immediately if you accidentally encounter or obtain materials in violation of this policy.

(2) Privileges- The use of the Internet is a privilege, not a right. An inappropriate use will result in the cancellation of those privileges and other appropriate consequences, including discipline.

All users must obtain prior approval before receiving an account. Each student and teacher who receives an account will be instructed in the proper use of the network. The system administrators may close an account at any time as required.

The administration, faculty, and staff of Mason County Eastern School District may request the system administrators deny, revoke, or suspend specific user accounts.

(3) Accounts will be terminated upon your departure from Mason County Eastern Schools.

(4) Network Etiquette and Use- you are expected to abide by acceptable usage rules and by the generally accepted rules of network etiquette (Etiquette). These include (but are not limited to) the following:

- Be polite. Do not get abusive or use profane language or vulgarities.
- Do not engage in personal attacks, cyberbullying or harassment of another person.
- Do not reveal personal information about yourself or others such as address, phone number, or credit card information, and do not agree to meet with someone you have met online without your parent's approval and participation.
- Watch humor and sarcasm when using e-mail. The meaning of messages can be easily misconstrued.
- You should consider all communication and information accessible via the network to be public property.

- Do not post private information about another person.
- All downloads will be saved to network drives or removable storage, not on the hard drive.
- All users must obtain prior approval from the Internet administrator before joining a list server.
- Do not respond to unsolicited online contact from anyone.

REMEMBER: Mason County Eastern Schools may review and monitor your use of district computers, including, but not limited to, the internet sites you access and e-mail you send and receive. You should have no expectation of privacy when using district computers.

(5) Responsibilities- The user is responsible for all materials received via his/her user account and accepts responsibility for keeping all prohibited material, inappropriate text files, or files dangerous to the integrity of the center network, equipment, or software from entering the school via the network.

The user will not plagiarize or illegally download works (including music) he/she finds on the Internet and will respect the rights of copyright owners.

(6) Security- If you identify a security problem on the Internet, you must notify the Mason County Eastern Schools Internet Administrators immediately. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

(7) Vandalism- Vandalism will result in cancellation of privileges and discipline to the offering party. Vandalism is defined as any attempt to harm or destroy data of another user. Internet

Administrators' decisions to discontinue use of privileges will be final in every attempt of vandalism.

Mason County Eastern Schools makes no warranties of any kind. Whether expressed or implied, for the service it is providing. MCE will not be responsible for delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors omissions. Mason County Eastern Schools specifically denies any responsibilities for the accuracy or quality of information obtained through its services.

Any misuse of passwords, abusive or inappropriate conduct on the Internet, or any other inappropriate action while connected to the Internet, in Mason County Eastern Schools discretion, may lead to disciplinary action.

### **Education, Supervision and Monitoring**

It shall be the responsibility of all members of the Mason County Eastern Schools staff to educate, supervise and monitor appropriate usage of the online computer network and

access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

The Technology Coordinator or designated representatives will provide age appropriate training for students who use the Mason County Eastern School's Internet facilities. The training provided will be designed to promote Mason County Eastern Schools commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Mason County Eastern Schools Internet Safety Policy;
- b. Student safety with regard to:
  - i. safety on the Internet;
  - ii. appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
  - iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

By signing below, the user certifies that they have read the Mason County Eastern Schools Policy on District-Provided Access to Electronic Information Services and Networks and agree to follow the policy and this Acceptable User Agreement. Each party further agrees to contact the Mason County Eastern Schools Internet Administrator if he or she has questions about the District's Policy or Acceptable Use Agreement.

I understand and will abide by the above Internet Use Agreement. I further understand that violation of the Agreement may constitute a criminal offense. Should I commit any violation, Mason County Eastern Schools may revoke any access privileges, and I may be subject to disciplinary and/or legal action.

User's Full Name (Please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD  
STUDENTS 5517.01

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

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

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

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## **SCHOOL MISSION STATEMENT**

Mason County Eastern Schools believe that **all** students can learn. Students will reach their full potential in an environment of **Teamwork**, **Trust**, and **Pride**.

## **PHILOSOPHY**

We at Mason County Eastern Schools believe that all children can learn. Children learn when provided with a supportive, caring environment that develops self-esteem, self-motivation, and a sense of responsibility. We strive to provide every opportunity for maximum student achievement and to recognize and stimulate special talents in all students. Our major goal is to prepare students to become responsible citizens and to take their places as viable members of the community. The educational environment and the teaching strategies are designed to meet the goals and objectives of a strong curriculum. We feel that education is a cooperation effort between community and school.

## **PROFESSIONALISM IN THE WORK PLACE**

As an employee of Mason County Eastern Schools, it is the expectation that confidentiality and professionalism be practiced in all school-related matters.

The Family Educational Rights and Privacy Act (FERPA) clearly requires that educational issues involving a student and/or his/her family are guaranteed strict confidentiality. You are encouraged to work closely with your immediate supervisor in an effort to always remain in compliance with FERPA. Please refrain from discussions within the office, hallways and staff rooms that may be in violation of the act.

Professional issues, concerns, complaints, clarifications, etc. will occur regularly within our school setting. When this happens, please talk to your immediate supervisor for the information that you are seeking. Often, you will be involved in committee work that involves preliminary discussions. It is expected that these discussions remain within the confines of the committee. Inappropriate information leads to rumors that can disrupt the working environment. Incorrect information or rumors spread by school employees are considered as "truth" to people outside the school setting. Incorrect information passed on to our parents/guardians and community can harm the reputation of individual staff members or the district as a whole.

## **REVIEW OF TEACHER CERTIFICATION, ACADEMIC RECORDS AND CREDENTIALS**

All teacher certifications and/or qualifications must be in compliance with the timelines outlined in No Child Left Behind (NCLB) and Education "YES". Teacher certification, academic records and credentials are open for review, at any time, to the parents/guardians of our students through the district administration office.

## **STUDENT ACCIDENTS**

Teachers are expected to observe the following procedures in cases of accidents or illnesses which require immediate attention.

1. Render first aid, if needed.
2. Notify the office as soon as possible (send a student, if necessary).
3. The office will see that parents are contacted and transportation is provided, if needed.
4. In the case of an accident, an accident report form is to be completed by the teacher and filed in the office as soon as possible.

## **RELEASING STUDENTS TO PARENTS/GUARDIANS**

A student is not to be allowed to leave the classroom at the request of any visiting adult who contacts the teacher directly. Never release a student to any individual unless accompanied by someone from the office.

A visitor's pass/badge from the office indicates that the individual has checked in with the office and has been allowed to see the student or to ask the student to leave with him/her. If someone is asking to see a student and they do not have a visitor's pass/badge, send the visitor back to the office before releasing the student.

## **ASSEMBLIES**

When an assembly is held, teachers are asked **not to sit together, but to separate** and sit among the students to give us a more effective means of supervision.

## **ATTENDANCE**

1. Teachers are required to take hourly attendance for each class on Infinite Campus. Teachers are required to sign attendance sheets at the end of each week.
2. If we have a late bus, it will be announced during the morning announcements. Students should be allowed into class excused.
3. Excused Absences

It is the student's responsibility to secure and make up any work that is missed due to an excused absence.

- a. Students will receive full credit for make-up work turned in within the time guideline set by the classroom teacher.
- b. This same policy will be used for exams, tests, and quizzes.

#### 4. Unexcused Absences

Students unexcused from class will not be allowed to make up work missed for credit. A student will receive an "E" for any work he/she missed.

#### 5. Tardies

Punctuality is one of the most important habits that can be developed. The following policy is intended to aid the student in the development of the habit of punctuality and to reduce the number of classroom disruptions which occur at the beginning of each class period.

An unexcused tardy occurs when a student is late to school or another class and does not have an excuse from a parent or guardian (for a.m. or p.m. tardy) or an excuse from **school personnel** (as in the case of a student being detained by them). When a student misses over five (5) minutes or more of a class, it will be considered an unexcused absence.

- a. A student must be in the classroom and following the classroom teacher's established tardy guidelines when the tardy bell rings. The only exceptions are as follows.
  - 1) A student who is detained by a teacher must bring a planner with him/her.
  - 2) A student who is detained for administrative reasons must bring a planner with him/her.
  - 3) A student who is late to school must obtain an admission slip from the office. Tardiness due to a late bus will be excused. Tardiness to school due to any other reason will require a phone call and/or a parent/guardian note requesting the tardy be excused.
  - 4) Teachers will notify the office of any student who leaves his or her class early without permission. The student will be marked as "**unexcused tardy**" for that class period.
- b. The following disciplinary action and requirements will apply to unexcused tardies.
  - 1) **First through Fourth Unexcused Tardy Per Semester per Class:** The teacher uses appropriate classroom techniques to encourage promptness, including appropriate classroom discipline and/or grade adjustment.
  - 2) **Fifth, Sixth, Seventh Unexcused Tardy Per Semester per Class:** The unexcused tardy will result in 1 hour community service. Any student who receives more than 8 unexcused tardies or does not make up community service time, will be written up for insubordination per handbook policy.
- c. A student who abuses the "excused" tardy procedure is subject to a meeting with the principal and the student's parent(s)/guardian(s).
  - 1) **First through Fourth Excused Tardy Per Semester per Class:** The teacher uses appropriate classroom techniques to encourage promptness, including appropriate classroom discipline and/or grade adjustment.

- 2) **Fifth, Sixth, Seventh Excused tardy Per Semester per class:** The excused tardy will result in 1 hour community service. Any student who receives more than 8 excused tardies or does not make up community service time will be written up for insubordination per handbook policy.

### **CHEATING**

A student caught cheating on school work (including tests and exams) will be given a zero for that work. Teachers will contact parent(s)/guardian to notify them of the incident. Students should be notified of this policy.

### **CLASS AND CLUB ADVISORS AND FUNDS**

1. Advisors are responsible for supervising **all** activities in which their group is involved. All activities must be approved by the student council before the activities are held.
2. All expenditures of club or class funds must have the approval of the executive group and advisor.
3. All money received must be counted and deposited in the district administration office with the bookkeeper.
4. Funds should be used for the good of the club, class, or school and not by individuals for personal gain.

### **DAILY CLASSROOM TEACHER'S CHECKLIST**

The following list includes items important for maintaining an orderly and pleasant classroom atmosphere. Please make every effort to adhere to these items.

1. The floor of your classroom is free of paper and debris.
2. The students' desks/tables and chairs are left in an orderly fashion.
3. The boards are erased except for material to be saved.
4. Books, magazines, etc. are on the shelves in order.
5. Books and materials on your desk are neatly arranged.
6. Your class record book, seating charts, and lesson plans are placed neatly in the desk so that a substitute teacher can easily find them in case you are absent.
7. Demonstration materials are properly protected.
8. Classroom windows are closed at end of day.
9. Classroom lights are out at end of day.
10. Classroom door is locked at end of day.

### **MIDDLE SCHOOL DAILY TIME SCHEDULE**

7:50 a.m. – 8:20 a.m.	Teacher's Time
8:16 a.m.	Warning Bell
8:20 a.m. – 9:11 a.m.	First Hour
9:15 a.m. – 10:06 a.m.	Second Hour
10:10 a.m. – 11:01 a.m.	Third Hour
11:05 a.m. – 11:35 a.m.	Lunch
11:39 a.m. – 12:31 p.m.	Fourth Hour
12:35 p.m. – 1:26 p.m.	Fifth Hour
1:30 p.m. – 2:21 p.m.	Sixth Hour
2:25 p.m. – 3:15 p.m.	Academic Center
3:15 p.m. – 3:20 p.m.	Teacher's Time

### **HIGH SCHOOL DAILY TIME SCHEDULE**

7:50 a.m. – 8:20 a.m.	Teacher's Time
8:16 a.m.	Warning Bell
8:20 a.m. – 9:11 a.m.	First Hour
9:15 a.m. – 10:06 a.m.	Second Hour
10:10 a.m. – 11:01 a.m.	Third Hour
11:05 a.m. – 11:56 a.m.	Fourth Hour
11:56 a.m. – 12:31 p.m.	Lunch
12:35 p.m. – 1:26 p.m.	Fifth Hour
1:30 p.m. – 2:21 p.m.	Sixth Hour
2:25 p.m. – 3:15 p.m.	Academic Center
3:15 p.m. – 3:20 p.m.	Teacher's Time

### **CLASSROOM USAGE**

It is extremely important that classes begin PROMPTLY after the start time. TAKE ATTENDANCE YOURSELF to insure accurate records. Instruction and/or supervised study should take up the entire class period. Instructional time should be based upon effective instructional theory. Teachers, with support from the school district, should make every effort to stay abreast of current educational research and apply that research in the classroom whenever possible. The faculty will work as a team to improve instruction.

### **FIRE/TORNADO/BOMB THREAT/INTRUDER PROCEDURES**

Teachers must ensure that all students are familiar with fire, tornado, and emergency drill procedures for each room or area where the student has a class or activity.

Fire and emergency drills are required periodically throughout the year. Each teacher is responsible for the following:

1. Evacuating room, closing windows, doors, and turning off electricity;
2. Taking class record book outside and taking roll as soon as possible after leaving the building; and
3. Keeping the class separate from other classes and at least fifty (50) feet from the exits.
4. Each teacher shall keep a record of the drills in either their lesson plan book or their grade book.

Teachers should permit no one to leave the classroom until checking to be certain there is no fire in the corridor. If necessary, the alternative emergency exits should be used.

Individual classroom evacuation routes are to be posted in each classroom and students are to become familiar with them.

In the event of a tornado watch, school will be dismissed by P.A. immediately. Students will go home in their usual manner.

A tornado warning will be indicated by three (3) bells - pause - three (3) bells. Each teacher is responsible for the following:

1. Evacuating the room and turning off the lights;
2. Taking class record book to appropriate safe area; and
3. Making sure students are aware of proper safety posture.

Tornado procedures are to be posted in each classroom and students are to become familiar with them.

In the event of a bomb threat, each teacher is responsible for the following.

1. When the fire alarm sounds, have all students take their personal belongings with them (purses, coats, jackets).
2. Exit the building in an assigned manner and take attendance when you have reached your safe area.
3. Staff will be informed immediately of the threat. Students will report to the bus that they normally ride to and from school. Students who walk or drive to school are assigned to one of the spare buses. Staff are assigned to supervise buses in groups of three (3).
4. When buses are loaded, they will be moved to the back of the school lot. Students will remain on the buses until the buildings are declared clear of threat or the normal school day ends. Students will be released only if their parent/guardian picks them up and checks them out through the principal.

In the event of an intruder, the following procedure will be used.

1. A teacher is to notify the office via the intercom, telephone or personal contact. The office will make an "all call" over the P.A. system with a set code and the elementary building will use a "bell code". Staff runners will be sent to all areas in all buildings where the code cannot be heard.



2. All teachers should, at that time, lock their doors, turn off their lights and move everyone to the back of the room out of the vision or sight line into their room from the door window.
3. The Administrative staff will evacuate any students who have been locked out of their classrooms or who are in public areas to a safe area.
4. Teachers should keep everyone quiet and in place until the all clear codes are officially brought to their attention.

### **LESSON PLANS**

Teachers are required to submit lesson plans in ITIP (Instructional Theory Into Practice) form by the first day of each week's instruction.

### **GRADING**

1. Grades are property. They cannot be taken away without violating the U.S. Constitution, therefore, it is assumed that all students start at zero and accumulate credit toward achieving a grade.
2. The final grade should reflect academic progress and should be based on:
  - a. Homework
  - b. Test scores
  - c. Class participation (should be defined for each class, participation is probably more important in the activity-type classes like band, choir, physical education, art, home economics, industrial education, etc.)
3. Exact interpretation of all grades is left to the individual teacher, however, fairness and consistency must be a major consideration when making these important decisions. Be prepared to substantiate all grades through adequate record keeping.
4. Letter grades (A-B-C-D-E) will be earned by all students in all classes.
5. All class grades will be figured equally into each student's G.P.A.
6. The following grading scale is recommended to help maintain consistency for both teachers and students.

90-100 = A      80-89 = B      70-79 = C      60-69 = D

If a teacher is going to use an alternative grading scale, please submit, in writing, the alternative grading scale to the principal and the rationale for using it.

7. Final semester grades will be figured on a 40% - 40% - 20% basis given that the student has passed one (1) of the two (2) nine week periods.

The first nine weeks grade will equal 40% of a student's grade.  
The second nine weeks grade will equal 40% of a student's grade.  
The exam will equal 20% of a student's grade.

Ex: 90% is earned in the first 9 weeks

$$.90 \times .40 = .360$$

80% is earned in the second 9 weeks.

$$.80 \times .40 = .320$$

100% is earned on the final exam.

$$1.00 \times .20 = .200$$

$$.360 + .320 + .20 = .88 \text{ or } 88\% \text{ for the final grade}$$

A student must earn a minimum 60% average in the class in order to receive credit in that course for the semester.

8. A student who fails one or both semesters of a REQUIRED COURSE must repeat and pass the ENTIRE course before moving to the next level in that core subject area. A student in his/her junior (11<sup>th</sup> grade) or senior (12<sup>th</sup> grade) year may, with principal or designee approval, take up to two (2) required classes in the same content area (i.e., math) in order to fulfill graduation requirements.

### **EXAM POLICY**

1. All students will take first semester exams.
2. For Second Semester Exams:
  - a. In order to better prepare students for state and federal tests, all Freshmen, Sophomores, and Juniors will take second semester exams.
  - b. All seniors will be excused from second semester exams provided they pass both the third and fourth marking periods.
  - c. No exam will be complete until the bell rings. If a student chooses to leave class prior to the end of the exam period, the student will lose credit on his/her exam.

### **RECORD BOOK**

Your class record book is our final resource for student grades. Be certain that your class record book clearly denotes the marking period, exam, and final grade for each student. The junior high/high school office must be able to refer to your record book and secure the above data during vacation periods when you are not available. Your record books are to be turned in to the office before you leave for summer break.

Daily attendance of each student must be recorded in your record book and you should always provide it for a substitute teacher's use.

Guard your record book. Lost books are impossible to replace, so do not fail to give your book proper care.

## **GRADUATION REQUIREMENTS AND CURRICULUM**

Beginning with the Class of 2011 and beyond, 21.0 credits out of a possible 24 credits are needed for graduation.

Eight (8) full semesters of attendance are **REQUIRED** unless special permission for early graduation is granted by the Board of Education.

Special permission may be granted by the high school principal and/or the administrative assistant/counselor to attend college credit courses.

With respect to credit retrieval, only one (1) credit may be earned through an approved credit recovery organization with the exception of Nova Net or another school approved system and only with prior approval of the high school principal and/or administrative assistant/counselor.

The following credits for the Class of 2011 and beyond must be successfully completed for graduation.

1. Four (4) credits of English (NO MODIFICATIONS)
  - a. One (1) credit of Ninth Grade English
  - b. One (1) credit of Tenth Grade English
  - c. One (1) credit Eleventh Grade English
  - d. One (1) credit selected from English 12 or Senior English
  
2. Four (4) credits of Mathematics (MODIFICATIONS POSSIBLE)
  - a. One (1) credit of Algebra I
  - b. One (1) credit of Geometry
  - c. One (1) credit of Algebra II
  - d. One (1) credit math or math related credit taken in senior year
  
3. Three (3) credits of Social Science (MODIFICATIONS POSSIBLE)
  - a. One (1) credit of World History/Geography
  - b. One (1) credit of United States History/Geography
  - c. One-half (1/2) credit of Economics
  - d. One-half (1/2) credit of Government

4. Three (3) credits of Science (NO MODIFICATIONS)

- a. One (1) credit of Physical Science
- b. One (1) credit of Biology
- c. One (1) credit either in Chemistry or Physics

5. One (1) credit of Physical Education/Health (MODIFICATIONS POSSIBLE)

The credit of physical education may be waived only if a student has a written medical statement from a doctor which will be placed in the student's permanent record.

6. One (1) credit of Visual, Performing, Applied Arts (MODIFICATIONS POSSIBLE)

7. Online Learning Experience (NO MODIFICATIONS)

8. One-half (1/2) credit of Academic Center each year for grades nine through twelve (MODIFICATIONS POSSIBLE)

9. Students must complete the current standardized tests administered by the State of Michigan.

10. Two (2) credits of the same world language (no modifications).

Add/Drop Procedure: After five (5) class meetings, no adding or dropping of classes will be allowed. The student must stay the rest of the semester in that class. Up to the fifth absence, the student is eligible to withdraw and transfer to another class, if the class section has an opening.

Every seventh and eighth grade student will enroll in the following classes.

A. Seventh Grade

- One (1) credit of English (Grammar)
- One (1) credit of Mathematics
- One (1) credit of Physical Education\*
- One (1) credit of Science
- One (1) credit of Social Studies
- Two (2) credits of Exploratories

B. Eighth Grade

- One (1) credit of English
- One (1) credit of Mathematics
- One (1) credit of Physical Education\*
- One (1) credit of Science
- One (1) credit of History
- Two (2) credits of Exploratories

\*Physical Education may be waived only if a student has a written medical statement and it is put in the student's permanent record.

### **REPORT CARDS AND PROGRESS REPORTS**

Every student is to be graded and report cards completed and in the office by 3:15 p.m. on the Wednesday following the end of each marking period.

Progress reports will be sent home during the fifth week of each marking period. Each student's parent/guardian should receive feedback (positive or negative) to help monitor his/her student's progress. It is our professional responsibility to keep parents/guardians informed.

### **STUDENT RECORDS**

Student records are located in the Administrative Assistant/Counselor's office. Please be sure to have the counselor or office secretary secure the proper CA-60 file for you and that you sign for it. Sign out sheets are attached to a clipboard at that location. CA-60's **must** be returned within the following time frame.

General Education Teachers: the following day  
Special Education Teachers: within three (3) school days

Please remember to return the CA-60 directly to the Administrative Assistant/Counselor or office personnel when finished. Remember, all information contained in the CA-60 is subject to the Family Educational Rights and Privacy Act. CA-60's should **never** be removed from the school.

### **STUDENT DRESS CODE**

Teachers are to survey the classroom, at the beginning of each class, and send any student who violates the dress code to the principal's office.

### **STUDENT FAILURES AND INCOMPLETES**

During the course of the school year, a number of students will fail all or portions of the classes. To turn failure into a positive rather than a punitive measure, it is important that we involve parents/guardians. Communicate to parents/guardians the cause for failure and gain their support in trying to rectify the situation rather than drop the bomb at the marking period's end.

Incompletes are to be used in situations where a student has missed school due to an excused illness or circumstance which kept him/her from completing assigned work. Incompletes are not to be issued to students who need more time due to a lack of initiative. Incompletes must be completed within ten (10) days of the end of the marking period, unless extenuating circumstances prevail.

## **STUDENT DISCIPLINE**

1. Teachers are responsible for the supervision of students in and around the school and are expected to instruct and encourage students toward good behavior. No student should be allowed to be disrespectful, disobedient, belligerent, or disruptive to the educational environment of the school.
  - a. One of the first line responsibilities of all faculty members is to maintain good order and discipline in the classroom, hallways, etc. Good classroom management techniques are essential to accomplish this task. Be firm but consistent and fair when dealing with student discipline.
  - b. Each teacher must develop a discipline plan for his/her classroom no later than the end of the first week of school. This plan must be discussed with the principal and then shared with students and parents.
  
2. The following are the discipline steps teachers should adhere to when dealing with discipline problems.
  - a. Verbal warning to student
  - b. Teacher/Student conference (document)
  - c. Parent/Guardian notification by teacher (document)
  - d. Student referral to Administrative Assistant/Counselor
  - e. Student referral to Principal
  
3. In case of persistent disobedience, the following procedure will be used. Persistence disobedience will be defined as the continuous violation of classroom, building and school district rules and regulations. Each step must be documented by a discipline referral signed by the student's teacher, administrative assistant/counselor and/or principal.

### Persistent Disobedient Steps:

1. Teacher verbal warning
2. Teacher/student conference and parent/guardian notification by teacher (via phone call and/or letter)
3. Student referral to Administrative Assistant/Counselor with teacher written referral
4. Student referral to principal with teacher written referral

\*\* When a student is referred to the Administrative Assistant/Counselor or the Principal, he/she may have one of the following discipline steps assigned to him/her.

- a. Denial of school related privileges
- b. Noon hour detention
- c. After-school detention
- d. Assigned In-School Suspension (ISS) for one or more days
- e. Assigned Saturday School
- f. Suspension from school: 1 to 3 days
- g. Suspension from school: 3 to 5 days

- h. Suspension from school: 5 to 7 days
  - i. Suspension from school: 7 to 9 days and referred to the Superintendent
  - j. Referral to Superintendent for long term suspension of 10 days or more
  - k. Referral to Board of Education for expulsion from school district
4. Teachers are responsible for contacting parents/guardians and seeking their assistance in remedying the situation in non-suspension cases.
  5. The principal will be responsible for contacting parent(s)/guardian(s) in all suspensions coming from the office. In the case of a teacher using a “snap suspension” it will be the teacher’s responsibility to contact the parent(s)/guardian(s).
  6. A student referral should be completed in detail and sent to the principal as soon as possible following a student's removal from class for disciplinary reasons.
  7. When a student is removed from class, he/she is to report to the office. Do not sit the student in the hall or send him/her to the library.
  8. Hall and restroom passes should be kept to a minimum.
  9. When you call or talk to a parent/guardian on a disciplinary or academic matter, please document your discussion. Keep a file of your documentation for future use and for your own protection.
  10. Types of Problems Referred to Guidance Counselor
    - a. Students who are constantly unprepared for class (homework, pencils, etc.)
    - b. Students doing failing or poor work
    - c. Minor nuisances (repeated violation of your classroom rules)
    - d. Lack of cooperation, poor attitude, etc. (refer directly to the principal, if extreme)
    - e. Other problems which can be corrected by early counseling
  11. Types of Problems Referred Directly to Principal
    - a. Truancy
    - b. Possession or use of tobacco, alcohol, drugs, etc.
    - c. Obscene or vulgar language or drawings
    - d. Stealing
    - e. Rowdiness or fighting in school or on grounds
    - f. Extreme cases of poor attitude or failure to cooperate
    - g. Absolute failure to study (after counselor's referral)
    - h. Running, pushing, shouting in the halls
    - i. Defacing desks, walls, etc.
    - j. Direct defiance of or disrespect to a teacher
    - k. Acts of vandalism
    - l. Violations of driving regulations
    - m. Any student who is participating or planning to participate in a sport/activity shall not use or possess alcoholic beverages, tobacco, illicit drugs, or narcotics at any time. A student is considered guilty, if either ticketed by law enforcement, observed by school personnel, or self-admittance. A student who is found guilty of criminal offenses will also be subject to this policy.

- n. School personnel observing athletic violations are to report the incident immediately to the Athletic Director or other school administrators.
  - o. Anything that the teacher believes should receive the principal's attention.
12. School personnel observing a student on suspension or expulsion at a school sponsored activity or on school grounds should report this violation immediately to a school administrator.

### **NOON HOUR AND AFTER SCHOOL DETENTIONS**

A student should be detained after school only when the parent(s)/guardian(s) have been notified and arrangements have been made to have the student transported home other than by the normal means. Detention arrangements are to be made directly with the parent(s)/guardian(s) by telephone, direct contact, or by letter. It is not the responsibility of the student to make these arrangements. Follow-up on all make-up time is essential and is the responsibility of the person making the assignments.

Noon hour detentions need to be supervised for the entire time. Permission is not to be granted for a student to stay in a classroom without supervision. In the event a student is granted permission to stay in a classroom during noon hour or after school, the teacher granting the permission is responsible for supervising or making arrangements for appropriate supervision.

### **SCHOOL DAY FOR FACULTY**

A teacher's school day starts at 7:50 a.m. and ends at 3:20 p.m.

### **FACULTY MEETINGS**

Faculty meetings will be scheduled as necessary for efficient operation of the school. All faculty meetings will be scheduled and attended in accordance with the provisions of the Master Contract. Any faculty member desiring to be placed on the agenda should notify the Principal prior to publication of the agenda. A faculty member who misses a faculty meeting due to illness or other cause is to contact the Principal immediately to make arrangements to review items covered at the meeting. In-season coaches are expected to be present at all staff meetings and make alternative plans for practice.

### **COMMITTEE MEETINGS/DEPARTMENT MEETINGS**

A copy of all meeting minutes needs to be turned in to the Principal's office within three (3) days of the meeting having taken place.



## **MATERIALS OR ANNOUNCEMENTS SENT HOME**

All materials designed for consumption by the general public must have prior approval from the Principal. This applies to all announcements, notes, letters, etc. distributed in large numbers.

Teachers need to make every effort to communicate with parents/guardians at least once per month via phone contact or a note sent home. Teachers should keep documentation of parent contacts for each semester to be turned in to the office at the end of the school year.

## **OFFICE INFORMATION**

Each teacher has a mailbox in the middle school/high school office. This box will be a distribution point for announcements, bulletins, attendance lists and other information. Each teacher is expected to check his/her mailbox a minimum of twice per day (morning and afternoon). Urgent messages will be delivered directly to the teacher. Also, in the middle school/high school office is the official "Notice Bulletin Board". This board will display notices of importance or interest to faculty (job openings, memos, meetings, college class information, etc.

Located in the Central Work Room (back of library) are the machines for faculty use. Please be frugal in the use of supplies for these machines. Please request instruction from the Library/Technology Aide on operation of the machines, if you are in doubt. If a machine breaks down, **DO NOT** attempt repairs. Please contact the Library/Technology Aide or the office for assistance. Better yet, make a request in advance and let the Library/Technology Aide handle your copying needs.

## **PURCHASING REQUESTS**

All purchasing requests for the following school year must be received by the Principal by June 1.

## **REQUEST FOR CUSTODIAL/MAINTENANCE SERVICES**

Classroom items which are in need of repair should be reported to the middle school/high school office. Work orders should be submitted to the office and then will be forwarded to the maintenance department.

## **CLASSROOM HINTS**

1. Each teacher should make it his/her responsibility to see that the room he/she is occupying is neat and orderly. Make it a point to have the bulletin board displays attractive at all times.

2. Be in charge of the classroom from the start. Pay attention to the little details that are so important.
3. Do not start any class or new activity until you have the attention of all the students.
4. The first few minutes and the last few minutes of the class are the most important. When the bell rings, the students should be ready for class with pencils sharpened, etc.
5. Avoid having students gather around your desk, especially at the start of the period.
6. Students should not be allowed to line up at doorways prior to dismissal.
7. Take roll from a seating chart. Avoid calling roll aloud. A mispronounced name and the class may be in hysterics.
8. Create a business-like attitude by always being business-like yourself.
9. Create an illusion of quiet by walking quietly and talking softly.
10. Avoid student movement about the room. The student sharpening his/her pencil may have an elbow in someone's ribs before he/she regains his/her seat. Teach students that a trip to the waste basket is not necessary every time they have a piece of waste paper. (i.e., Try to teach them that a whole sheet of paper will fit in the basket. It is not necessary to crumble it up with a flourish.)
11. Scold the individual and praise the group. Do not align yourself against the entire group.
12. Learn to write on the board in a position to look and talk over your shoulder. Do not look at, or talk to, the board.
13. Do not let the boys congregate in the back of the room and the girls in the front or vice versa in the seating arrangement.
14. Try not to let a few in the class monopolize the discussion.
15. Avoid making threats when it will be difficult or impossible to follow through.
16. Try not to shout or raise your voice to an unnatural pitch.
17. Do not argue with students, and do not try to pin them down. They will lie to you and will know you know it, but they must save face. Give them room to wiggle. If you corner them, the results may be worse than the original offense.
18. Be as fair as possible, and be consistent.
19. Know your students. You will find that some cannot be corrected before a group without an explosion, yet, they will be humble when corrected without an audience.
20. Always be professional. You are the teacher and a friend, not a buddy.
21. Work on ways to say, "good for you". (See "101 WAYS TO PRAISE A CHILD")

### **SUBSTITUTE TEACHER INFORMATION**

In the event of a teacher's absence, the classroom will continue to be run in a sound, efficient manner. The materials necessary to accomplish this must be readily available for the substitute teacher. These materials include lesson plans, seating charts, classroom rules and procedures, and alternative assignments. These materials should be kept in a file in the teacher's desk where a substitute teacher can easily locate it. In order to expedite this process the substitute teacher, upon arrival to the office, will receive an "Informational Handbook" that will help to communicate important information from both the building perspective, as well as a teacher's classroom. The information in this Substitute Teacher Informational Handbook should be updated as needed in the office. It is the teacher's responsibility to periodically update this information. The following is an explanation of the necessary materials needed in the file in the teacher's desk.

1. Lesson Plans

It is assumed that teachers are teaching from well-developed, thought-out lesson plans and, in the case of a teacher's absence, a qualified substitute teacher could carry them out.

2. Seating Chart

Nothing can cause a substitute teacher more grief than having students take advantage of his/her not knowing them. Please see that a means of identification of students is available to the substitute teacher.

3. Classroom Rules and Procedures

If you list your expectations to your students, please do so for the substitute teacher. This procedure also takes care of any responsibility a teacher may have for prior notice in student's rights matters.

4. Alternative Assignments

These should be designed so almost any person could teach your class, regardless of background. These assignments should insure that there will be no gaps in a substitute teacher's day where students have "nothing to do".

**TEACHER ILLNESS - CALL IN POLICY**

A teacher should call PESG by 6:30 a.m., if he/she is to be absent due to illness or emergency. This will give PESG adequate time to find a substitute.

**TEACHER PROFESSIONAL OR PLANNED ABSENCE**

Please complete the necessary forms (available in the principal's office) as far in advance as possible and turn them into the principal. The principal will pass them along to the superintendent for final approval.

**PARKING**

Middle school/high school teachers are to park in the north parking lot on the north side of the middle school/high school building.

**CORPORAL PUNISHMENT**

Section 1. Section 1312 of Act No. 451 of the Public Acts of 1976, as amended by Act No. 521 of the Public Acts of 1988, being Section 380.1312 of the Michigan Compiled Laws, is amended to read as follows:

Sec. 1312

- (1) As used in this section, "corporal punishment" means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.
- (2) Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training.
- (3) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict or cause to be inflicted corporal punishment upon any pupil under any circumstances.
- (4) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board may use reasonable physical force upon a pupil as necessary to maintain order and control in a school or school-related setting for the purpose of providing an environment conducive to safety and learning. In maintaining that order and control, the person may use physical force upon a pupil as may be necessary:
  - (a) To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
  - (b) For self-defense or the defense of another.
  - (c) To prevent a pupil from inflicting harm on himself or herself.
  - (d) To quell a disturbance that threatens physical injury to any person.
  - (e) To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
  - (f) To protect property.
- (5) A person employed by or engaged as a volunteer or contractor by a local or intermediate school board who exercises necessary reasonable physical force upon a pupil, or upon another person of school age in a school-related setting, as described in subsection (4) is not liable in a civil action for damages arising from the use of that physical force as provided in Act No. 170 of the Public Acts of 1964, being sections 691.1401 to 691.1415 of the Michigan Compiled Laws.
- (6) A person who violates subsection (3) or (4) may be appropriately disciplined by his or her school board.
- (7) In determining whether an employee, volunteer, or contractor has acted in accordance with subsection (4), deference shall be given to reasonable good-faith judgments made by that person.

**ALTERNATIVES TO CORPORAL PUNISHMENT**

Mason County Eastern Schools attempt to make use of alternatives to corporal punishment including:

1. Denying participation in special school activities.
2. Assigning before and after school detention.
3. Establishing communications with parents/guardians about disruptive behavior.
4. Assigning out of school detention and in school detention.
5. Establishing behavioral contractual agreements.
6. Referring students with repeated problems to a counselor, social worker and/or psychologist and coordinating the services with other units of state government.
7. Evaluating and arranging for proper placement of students.
8. Suspending both long and short term from school.
9. Expelling from school.

### **DRUG FREE WORKPLACE**

The use, distribution, dispensation and/or manufacturing of tobacco, alcohol, and controlled substances, as defined by state and federal law, by district employees on district grounds, in district buildings and/or in connection with any district activity is prohibited.

Any district employee who violates the above policy may be subject to disciplinary action, up to and including termination of employment. In addition, the employee may be required to satisfactorily participate in a drug assistance or rehabilitation program approved by the Board of Education.

Any district employee who has been found guilty of violating a criminal drug statute in the workplace shall notify the superintendent within five (5) days after a conviction relating to the drug offense.

The superintendent shall notify the appropriate federal agency within ten (10) days after receiving notice of a workplace related drug conviction on the part of the employee.

The superintendent shall develop a drug-free awareness program for district employees. District employees who request assistance for drug counseling and/or rehabilitation shall direct their request to the superintendent. Annually, the Board of Education shall allocate funds to support the drug-free awareness program.

The superintendent shall include, in the district's employee inservice program, a drug-free awareness program which shall include the following information.

1. The dangers of drug abuse in the workplace.
2. The employer's policy of maintaining a drug-free workplace.
3. Available drug counseling, rehabilitation and employee assistance programs.
4. The penalties the Board of Education may impose upon employees for drug abuse violations.

In developing the inservice program, the superintendent may utilize the services and assistance of the district's insurance carrier, local or county health departments, local or regional medical health center or other substance abuse agencies in the immediate area.

## **TOBACCO USE POLICY**

Effective September 1, 1993, legislation amended the public health code to prohibit tobacco use on school property and in school buildings on all regular scheduled school days until 6:00 p.m.

Exceptions are outside of buildings, after 6:00 p.m., and on Saturdays, Sundays, and days for which there are no regular scheduled school hours.

Please note that the use of tobacco will not be permitted after 6:00 p.m. while performing your duties as school personnel.

## **ROUTINE PROCEDURES FOR SANITATION AND HYGIENE WHEN HANDLING BODY FLUIDS**

### **PURPOSE:**

To insure that body fluids involving blood, vomitus, feces, semen, saliva and nasal discharges are handled properly.

### **THOSE AFFECTED:**

All school staff should be alerted to dangers of infections from body fluids. All school employees should be particularly alert to the proper techniques in handling and disposal of materials.

### **EQUIPMENT NEEDED:**

Soap	Paper Towels	Disposable Bags	Buckets
Water	Disposable Gloves	Plastic Dust Pans	Mops

Disinfectants:

1. Phenolic germicidal detergent in a 1% aqueous solution (e.g., Lysol\*).
2. Sodium hypochlorite solution (household bleach), 1 part bleach to 10 parts water. (Example: 1 1/2 cups bleach to one (1) gallon water. Needs to be prepared each time used.)
3. Quarternary ammonium germicidal detergent in 2% aqueous solution (e.g., Tri-quat\*, Maytar\* or Sage\*).
4. Iodophor germicidal detergent with 500 ppm available iodine (e.g., Wescodyne\*).
5. Sanitary absorbing agent (Chlora Sorb\*, X-O Oder Away\*).

\* Brand names are used as examples and are NOT endorsement of products.

## **PROCEDURES:**

1. Wear disposable gloves before making contact with body fluids during care, treatment and all cleaning procedures.
2. Discard gloves after each use.
3. Wash hands after handling fluids and contaminated articles, whether or not gloves are worn.
4. Discard disposable items including tampons, used bandages and dressings in plastic-lined trash container with lid. Close bags and discard daily.
5. Do not reuse plastic bags.
6. Use disposable items to handle body fluids whenever possible.
7. Plaster dust pans are recommended to pick up and discard any solid waste materials such as vomitus or feces.

## **SIGNS OF AN ASTHMA EMERGENCY**

The following “Asthma Emergency Signs” represent general emergency situations as per the National Asthma Education and Prevention Program 1997 Expert Panel Report.

- Child’s wheezing or coughing does not improve after taking medicine (15-20 minutes for most asthma medications)
- Child’s chest or neck is pulling in while struggling to breathe
- Child has trouble walking or talking
- Child stops playing and can not start again
- Child’s fingernails and/or lips turn blue or gray
- Skin between child’s ribs sucks in when breathing

If you are at all uncertain of what to do in case of a breathing emergency, **call 911 and the child’s parent/guardian.**

## **DRUG FREE SCHOOLS & STUDENT SERVICES POLICY**

The district seeks to provide all students with an education needed to participate as responsible citizens in an ever-changing world. The district is committed to providing a tobacco, alcohol and other drug-free environment for students and staff. The possession/use of alcohol, controlled substances, mind/mood altering substances, drug paraphernalia, and/or other illicit drugs is prohibited in any attendance center, on school district grounds, or at any school sponsored activity (this list is not all inclusive). Those in violation will be subject to disciplinary procedures. Tobacco use by all students is prohibited at all times and by staff members during regular working hours. The safe environment will help students accomplish the educational outcomes of the district.

The district acknowledges that some students and staff have academic, physical, emotional, social, alcohol or other drug problems that interfere with learning. Prevention programs and

student services are designed to help students and staff learn skills to live productive lives, avoid mind/mood altering substance use problems, and deal with issues that might deter their academic, personal and professional success.

The district accepts the concept that chemical dependency and other related problems are treatable. The prevention programs and student services provide appropriate options for prevention education, assessment, intervention, and referral. Any employee who has been convicted of violating a criminal drug statute based on conduct occurring in the workplace must notify the superintendent within five (5) days after the conviction.

For further information, please contact the Superintendent of Schools about details on prevention education, student services or student assistance program, co-curricular or extra curricular activities, parent and community involvement.

## **SEXUAL AND OTHER FORMS OF UNLAWFUL DISCRIMINATION AND HARASSMENT POLICY**

A. This district supports and maintains a learning and working environment that is free from unlawful harassment and discrimination, including sexual harassment. The district's policy is to provide an environment free from acts of harassment and discrimination based on a person's gender, race, color, national origin, age, marital status, religion, disability, height, weight, veteran status, or any other protected characteristic. This policy applies to all board members, employees, students, and any other individual on school premises or at school events related to board members, employees or students. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, state and federal laws, and board policy and procedures governing sexual and other unlawful harassment within his/her building or office.

B. **Definition:**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made a term or condition of a person's employment or of a student's participation in school programs or activities; or
2. submission to or rejection of such conduct is used as the basis for decisions affecting the employee or student; or
3. such conduct creates an intimidating, hostile, or offensive work environment so that it unreasonably interferes with an individual's performance.

Sexual harassment may include, but is not limited to, the following:

1. verbal harassment or abuse;
2. pressure for sexual activity;
3. repeated remarks with sexual or demeaning implications;
4. unwelcome touching;
5. sexual jokes, posters, cartoons, etc.;
6. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.



**C. Reporting Procedure:**

If you believe you are a victim of harassment or discrimination, you should report it immediately. Board members and district employees should report such conduct to the superintendent or grievance officer. Students should report such conduct to the building principal or guidance counselor.

**D. Investigation and Discipline:**

The district will conduct a prompt and thorough investigation of all reports of unlawful harassment or discrimination. Information will be kept as confidential as possible and will be disclosed only to persons with a need for the information. Any student found to have committed harassment or discrimination will be disciplined, up to and including suspension or expulsion. Any district employee found to have committed harassment or discrimination will be disciplined, up to and including discharge. Any board member found to have committed harassment or discrimination will be subject to legal and disciplinary action consistent with current law.

**E. Further Information:**

Please contact your building principal or superintendent for further information on the district's policy on sexual and other forms of unlawful discrimination and harassment.

**WEAPON FREE SCHOOL ZONE POLICY**

**A. Expulsion:**

The Board of Education ("Board") of Mason County Eastern School District ("District"), as both an employer and a public school district, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds, and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board (or the superintendent, a principal or other District official as may be designated by the Board) shall permanently expel a student from attending school in the District, if the student possesses a dangerous weapon, commits arson, or commits criminal sexual conduct in a weapon free school zone. Such expulsion is mandatory, unless the student establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the student was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed by the student;
3. The student did not know or have reason to know that the object or the instrument possessed by the student constituted a weapon or dangerous weapon; or

4. That the weapon was possessed by the student at the suggestion, request, or direction of, or with the express permission of school or police authorities.

**B. Recordation and Referral:**

All expulsions pursuant to this policy shall be entered and preserved on the student's individual permanent record. The District shall immediately report any incident involving the possession of a weapon or dangerous weapon on school property, in writing, to the student's parent or legal guardian (if the pupil is unemancipated) and to the local law enforcement agency.

The District shall, within three days of expulsion, refer the expelled student to the appropriate county department of social services or county community mental health agency. The District shall also notify the student's parent/legal guardian or (if the student is at least eighteen (18) years old or otherwise legally emancipated) notify the expelled student of the referral. The District shall also refer, for prosecution, conduct by a student which is believed to violate state or federal laws establishing weapon-free or gun-free school zones.

**C. Petitions for Reinstatement:**

Students expelled pursuant to this policy (or their parent/legal guardian if the student is unemancipated) may petition the Board for reinstatement to school. A student in sixth grade or above at the time of expulsion may apply for reinstatement after a 150 school day expulsion period and may be reinstated 180 school days from the date of the expulsion. A student in fifth grade or below who is found to have possessed a firearm or threatened another person with a dangerous weapon must wait 60 school days to apply for reinstatement and 90 school days to be reinstated. A student in fifth grade or below who is expelled for any other reason under the law (other than possession of a firearm or threatening another with a dangerous weapon) may apply for reinstatement at any time and may be reinstated within ten (10) school days from the expulsion date. While the District must supply the reinstatement petition, if requested, it need not provide any assistance with the petition's preparation. The petitioner shall provide an authorization and release for the Board and its designated committee to request, receive, and review all student records and student record information maintained by any public or private school which the petitioning student has attended. If such records are already in the possession of the District, the parent/legal guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and Board members.

Upon receipt of a petition for reinstatement, the District shall do the following:

1. Not later than ten (10) school days after receiving a petition for reinstatement, the Board shall appoint a committee to review the petition and any supporting information submitted by the parent/legal guardian (if the expelled student is unemancipated) or from the expelled student;
2. The committee shall consist of two (2) Board members, one (1) school administrator, one (1) teacher, and one (1) parent of a student attending the District;

3. Not later than ten (10) school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the District, and shall submit a recommendation to the Board on the issue of reinstatement;
4. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement, or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement.

**D. Criteria for Reinstatement:**

The designated committee and the Board shall consider at least the following factors when a petition for reinstatement is submitted:

1. Whether the reinstatement would create a risk of harm to other students or school personnel;
2. Whether reinstatement would create a risk of liability for the District or Board or District personnel;
3. The age and maturity of the expelled student;
4. The expelled student's prior school record;
5. The expelled student's attitude concerning the incident;
6. The expelled student's behavior since expulsion and the prospects for remediation;
7. The degree of cooperation and support from the expelled student's parent/legal guardian (if the petition was filed by a parent/legal guardian), including receptiveness toward reinstatement.

Petitions for reinstatement from students expelled by another District shall not be processed if that student has not first submitted a petition for reinstatement to the expelling Board of

Education. The District will only consider reinstatement, to the extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling Board of Education.

**E. Conditions of Reinstatement:**

The Board may require an expelled student (and if the petition was filed by a parent/legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to, the following:

1. Signing a behavior contract;
2. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense);
3. Periodic progress reviews; and
4. Specified immediate consequences for failure to abide by any conditions of reinstatement.

F. **Application to Handicapped Pupils:**

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

G. **Definitions:**

"Weapon" or "dangerous weapon" includes: a firearm; gun; revolver; pistol; dagger; dirk; stiletto; knife with a blade over three (3) inches in length; pocket knife opened by a mechanical device; iron bar; or brass knuckles.

"Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

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

"School property" means a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by the school.

**SECTION 504 POLICY**

It is the intent of the Board of Education to provide a free and appropriate public education to each student with a disability within its jurisdiction regardless of the nature or severity of the disability.

It is further the intent of the district to ensure that each student with a disability within the meaning of Section 504 of the Rehabilitation Act of 1973, is defined, evaluated, and provided with reasonable accommodations and adaptations to ensure appropriate educational services.

The superintendent will appoint a Section 504 coordinator who will serve as administrator for the policy within the district.