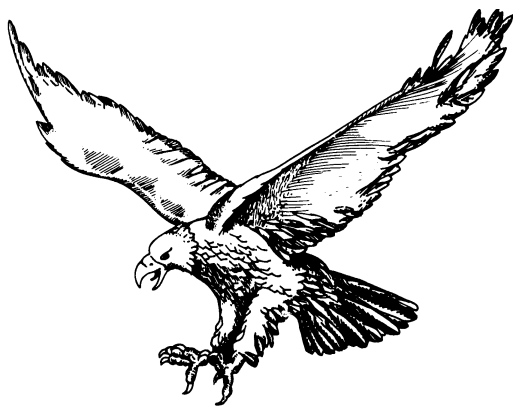


Olivet Middle School

6th – 8th Grade



2011 ~2012

Student Handbook
Co-Curricular Code of Conduct
Internet and Computer Access Agreement
Transportation Policy

Student Name: _____

7th Hour Teacher: _____

PARENTAL NOTIFICATION AND SIGNATURE

Please sign this form and return it to your student’s homeroom teacher (7th period) before Sept. 23, 2011.

I have read and discussed the student handbook with my child.

Student Name: _____

Parent Signature: _____

Date: _____

Reminder of Building Hours:

7:15 am – 2:50 pm 6th – 8th grades

8:15 am – 3:50 pm 4th – 5th grades

Please be sure to make arrangements for transportation and supervision before and after our posted building hours, as students will not be permitted inside the building without prearranged staff supervision.

Olivet Middle School Mission Statement

Olivet Middle School staff strives to prepare each individual with the knowledge necessary to understand his or her uniqueness, with the academic and social skills essential for achieving school success and life-long learning.

School Improvement

At Olivet Middle School, we strive to prepare each individual of our school with the knowledge necessary to understand his or her uniqueness and with the academic and social skills essential for achieving school success and life long learning. Decades of research have identified the top factors related to student academic achievement.

1. A guaranteed and viable curriculum,
2. challenging goals and effective feedback in classes and the school environment,
3. parent and community involvement,
4. a safe and orderly environment,
5. staff collegiality and professionalism,
6. best practice instructional strategies, curricular planning, and classroom management,
7. parent communication with the school and their child, high expectations of their children, and appropriate supervision,
8. a student's learned intelligence and background, and
9. student motivation

Although we are not where we want to be, we will continue to work hard to align our practice to address these factors in an open, intentional, compassionate, and conscientious manner. As we reflect on these factors, we can see that there is much that we, the school and community, can do to help children succeed. For the school, there are items on this list that we can control or influence, and some we cannot. The same goes for parents. Working together we hope to bring more of these items into the control and influence of the school and the community. The school improvement process provides us with a framework for improvement. We invite those of you interested in contributing to our school improvement plan to contact the Principal. He/she will add you to the committee and contact you when parent meetings are scheduled.

Addressing Concerns

For assistance with any questions you may have, please follow these steps when addressing concerns:

1. Contact the school employee most closely involved with the issue.
2. If you are not satisfied with the response you have received, please address the issue with the Principal.
3. If you are still dissatisfied with the assistance you have received, please bring the matter to the attention of the Superintendent.

Appeals Procedure

- A. The student shall not be judged guilty by virtue of being accused.
- B. An informal investigation shall be conducted by an administrator to obtain all information pertinent to a fair decision.
- C. Provisions shall be made for the student to be heard and present his/her view of the problem.
- D. The student shall be informed of the reason for the suspension. Parents must be notified by telephone, if possible, and the length of the suspension must be confirmed in writing. Administrators will take the initiative to confer with parents or legal guardians to plan the student's return to school.
- E. The parent/guardian has the right to appeal the decision as outlined below:
 1. Principal: The parent/guardian of student charged with an offense may request a hearing with the Principal within three (3) school days following the date the student received the notification orally or in writing. The Principal has up to three (3) school days to hold a hearing. The parent/guardian and student are encouraged to be present. The Principal will determine whether a violation did or did not occur and whether an appropriate consequence was administered. The decision of the Principal will be in writing and a copy will be provided to the student and his/her parent/guardian within three (3) school days from the termination of the hearing.
 2. Superintendent: The parent/guardian of student charged with an offense may request a hearing with the Superintendent within three (3) school days following the date the student/parent/guardian receives the written decision of the Principal. The Superintendent will hold a hearing within three (3) school days of the request. The decision of the Superintendent will be in writing and a copy will be provided to the student and his/her parents/guardian within three (3) school days from the termination of the hearing.

3. Board of Education: The parent/guardian of student charged with an offense may appeal the decision of the Superintendent to the Board of Education whose decision is final. To appeal, they need to notify the Superintendent or Board President within three (3) school days following the date the student/parent/guardian receives the written decision of the Superintendent. The Board of Education will conduct a hearing at the next regularly scheduled Board meeting provided there is three (3) days preparation time for the Board and Superintendent. The Board has twenty (20) days to hold the hearing. The decision of the Board will be in writing and a copy provided to the student and his/her parents/guardian within three (3) school days.
4. In the event of an appeal:
5. Suspension is the administrative decision of the Student Services then the appeal process would begin with the Principal.
 - A. Suspension is the administrative decision of the Principal then the appeal process would begin with the Superintendent.
 - B. Suspension is the administrative decision of the Superintendent then the appeal process would begin with the Board of Education.
 - C. All decisions made by the Board of Education are final.

Olivet Middle School

255 First Street

Olivet, Michigan 49076

(269) 749-9953

Forward

Dear Parents and Students,

Welcome to Olivet Middle School! We're excited about this year and are committed to creating a successful and fulfilling educational environment for all. The purpose of education is to help each student become a responsible citizen. This handbook has been prepared to inform interested persons of our expectations and assist students in accepting their responsibilities as citizens. The policies and guidelines it contains have been developed to help students make good choices and develop good habits. All Board of Education policies are subject to change. The rules of this handbook are largely grounded on the concept of: **RESPECT**

1. Respect yourself
2. Respect your peers and their right to an education.
3. Respect all adults in this school
4. Respect other's property.

We expect students to take their education seriously. This is demonstrated by carefully completing homework, coming prepared to class, positive contribution to classroom discussions, seeking assistance when needed, demonstrating respect for others' right to an education, and being a positive influence to others at Olivet Middle School.

We hope you will read through our handbook and refer to it often throughout the school year. Please do not hesitate to ask for clarification or explanation if you do not understand any portion of this book. The staff and administration are here to assist you!

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I. Middle School Evacuation Procedures

(Teachers need to refer to specific guidelines as referenced in their Teacher Handbook.)

During an emergency situation, students will not be released from the building by a parent's telephoned request. If parents wish their child to leave, the parent/guardian must come in person. We will not release a student to any person claiming to be a relative or friend without positive identification of that person and approval from the parent/guardian of the child.

Fire Drills

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. Practice fire drills will be held eight times throughout the year.

1. When the fire alarm sounds, students will immediately leave the room in an orderly manner.
2. Running is not permitted.

Tornado Drills

1. The alarm will be given over the P.A. system or by messenger.
2. All teachers will take their classes to the designated areas and sit on the floor next to the wall. Keep away from windows and glass.
3. No one is to leave the building.
4. Keep calm and follow instructions and procedures that are posted in your classroom.

Building Evacuation

1. An announcement will be made over the P.A. system to evacuate the building.
2. Students will evacuate the building, by class, at the designated exit.
3. No one is permitted to go to their lockers for any reason once an evacuation has begun.
4. Students are to remain with their teacher in the designated area until an "all-clear" is given.

II. Hours/Schedule/Calendar

The Middle School building opens each morning at 7:15 a.m. for 6th-8th grade students and at 8:15 a.m. for 4th-5th grade students. The school day ends at 2:35 p.m. for 6th-8th grades and 3:35 p.m. for 4th-5th grades. Students who are not involved in extra-curricular activities and/or under the direct supervision of staff are expected to clear the building by 2:50p.m. (6th - 8th grades) and 3:50 p.m. (4th - 5th grades).

Class Period Schedule

6th-8th Grade	Schedule
7:40 - 8:31	1 st period
8:35 - 9:26	2 nd period
9:30 - 10:21	3 rd period
10:25 - 11:15	4 th period
11:15 - 11:55	Lunch
11:57 - 12:47	5 th period
12:51 - 1:41	6 th period
1:45 - 2:35	7 th period
2:35	School dismissal

7:40 – 11:05	Half Day schedule
9:40 – 2:35	2-hour delay schedule

Olivet Community Schools 2011-2012 Calendar

September 6	First Day of School for Students
October 21	No School – Staff Professional Development
Oct. 31 - Nov. 3	Parent Teacher Conference Week K-5 th Conferences: as scheduled by staff
November 1	6 th – 12 th Conferences: 5:30 – 8:30
November 3	½ Day for Students/Full Day for Staff HS Staff PD – 12:00 to 3:00 6 th – 8 th Conf. 12:00 – 3:00 & 5:30 – 8:30
November 4	No School
November 24 & 25	No School – Thanksgiving
December 21	Last Day of School before Holidays
Dec. 22 – Jan. 3	Holiday Break
January 4, 2012	School Resumes
January 16	No School – Staff Professional Development
January 20	½ Day for Students/Full Day for Staff
January 23	No School for Students - Records Day
January 24	Second Semester Begins
March 12 th – 15 th	Parent Teacher Conference Week K – 5 th Conferences: as scheduled by staff
March 13	6 th – 12 th Conferences: 5:30 – 8:30
March 15	6 th – 12 th Conferences: 5:30 – 8:30
March 16	No School
April 2 – 6	Spring Break
May 4	No School - Staff Professional Development
May 28	No School – Memorial Day
June 3	High School Graduation
June 8	Last Day of School ½ Day for Students/Full Day for Staff

*Adjustments may need to be made to this calendar based on inclement weather, State of Michigan guidelines, or other factors.

The quickest way to contact a teacher is by e-mail. See the following list for teacher e-mail addresses and planning times. Feel free to schedule an appointment or call during that time if you would like to speak with them concerning an issue with your student.

Teacher	Gr	Planning	Subject	e-mail
Steve Bentley	6-8		ELA/ Soc. St	bentles@olivetschools.org
Mike Boehmer	6		Science/Health	boehmem@olivetschools.org
Jennifer Bosscher	6-7		ELA	bosschj@olivetschools.org
Donna Daly	6-8		P.E.	dalyd@olivetschools.org
Casey Eash	6-7		Art	eashc@olivetschools.org
Ben Ellis	7-8		Math/Algebra	ellisb@olivetschools.org
Kim Faulkner	6-8		Choir	faulknk@olivetschools.org
Rob Fleming	7-8		Soc. Studies	fleminr@olivetschools.org
Marvin Freed	6-8		Multiple	freedm@olivetschools.org
Dave Funk	6-8		Band	funkd@olivetschools.org
Suzie Kramer	6		ELA	kramers@olivetschools.org
Laura LaFrenier	6-8		Social St.	lafrenl@olivetschools.org
Elliott London	7		Science/Health	londone@olivetschools.org
Christa McLane	7-8		ELA	mclanec@olivetschools.org
Gabe Priddy	8		Health	priddyg@olivetschools.org
Kristina Priesman	6		Math	priesmk@olivetschools.org
Keith Schadler	6-8		Shop/Comp	schadlk@olivetschools.org
Sallie Spencer	6-8		Multiple	spences@olivetschools.org
Mike Spoelstra	6-8		PE - Soc. St. 8 th	spoelsm@olivetschools.org
Russ Stolberg	8		Science/Comp.	stolber@olivetschools.org
Marion VanMeter	6-8		ELA	vanmetm@olivetschools.org

As of 8/24/11

If you need to contact the Principal or Student Services, please feel free to call (269-749-9953) or e-mail.

Mary Galsterer, Middle School Principal galstem@olivetschools.org
 Todd Page, Student Services Coordinator paget@olivetschools.org
 Levi Mason, Student Support Specialist masonl@olivetschools.org

III. General Academic Policies and Information

Curriculum

In core subject areas, specific curriculum programs are established. These are aligned with the State of Michigan Standards and Benchmarks and Grade Level Expectations. A detailed curriculum is available in each school building. If you have questions or need additional information, our staff would be happy to discuss in detail any of the curriculum areas with parents and/or the community.

Grading System

Olivet Middle School utilizes the following grading system:

Letter Grade	Grade Point	Percentage
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
E	0.00	59 and below

Honor Roll

The faculty and administration of Olivet Middle School wish to stress the importance of high academic achievement. As a means of establishing and rewarding academic excellence, an honor roll will be published each marking period. The honor roll will be determined based on the student's Grade Point Average as follows:

High Honors	3.50 - 4.00
Honor Roll	3.00 - 3.49

Grade Point Average (GPA)

Grade point averages are determined at the end of each semester. All courses taken for which letter grades are granted are counted for the purpose of ranking and grade point averaging. GPA's are determined by dividing the total honor points by the number of credits attempted and will be carried to 3 decimal places.

Honor Points

Honor Points will be awarded on the following basis:

Grade	Honor Points	Grade	Honor Points
A	4.00	C	2.00
A-	3.67	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
C+	2.33	E	0.00

The faculty and administration at Olivet Middle School wish to stress the importance of high academic achievement. As a means of establishing and rewarding academic excellence, an awards assembly will be held in June to recognize student's academic accomplishments.

Also, an honor roll will be published each marking period. The honor roll will be determined based on the student's grade point average as follows:

Honor Roll - 3.00 - 3.49

High Honors - 3.5 - 4.0

Homework

Homework is a necessary and valuable part of the learning process. The purpose of homework is to reinforce a lesson presented, expand knowledge from instruction, and serve as an extension of the classroom. Each student can expect homework on a regular basis. Teachers establish and communicate homework policies. Reasonable guidelines are as follows:

- 6th grade 60 minutes each evening
- 7th grade 70 minutes each evening
- 8th grade 80 minutes each evening

(Time may include reading or doing assigned problems)

A school agenda is provided to keep students organized.

Replacement books will cost \$5.00 each.

Promotion, Transfer or Retention

Every school year and prior to May 15th, each student's progress is reviewed to determine probable placement for the fall of the coming school year. Our goal is to make a placement that will best meet the needs of each child.

Criteria defined:

1. **Promotion:** The student has successfully completed the requirements for promotion to the next grade.
2. **Transfer:** The student is placed in the next grade but has not met the requirements for promotion. This takes place when retention is determined inappropriate for the circumstances of the child related to the academic failure.
3. **Retention:** The student has not met minimal requirements and, based on the circumstances and consensus of the parents and school, the child will repeat his/her present grade. Consideration for retention will take into account multiple factors including academic ability, learning difficulties, life, social, and emotional circumstances, age, previous retention and maturity. Input will be sought from the parent, student, child's teachers and other school staff who have insight and information on the issue. Together, the Principal and parent

will make the final placement decision. The exception to this is in 8th grade classes that have credit basis or are a prerequisite to high school classes. For 8th grade students, failing math or science, the “8th grade high school credit” policy applies.

In reviewing the student’s progress, the following criteria will apply:

1. Students who have not earned any semester Es over the academic year will be promoted to the next grade.
2. Students who have between one (1) and three (3) semester Es will be transferred to the next grade.
3. Students who have four (4) or more semester Es over the academic year may be retained.

Parents will be notified by the last day of school regarding a transfer or retention. A meeting with parent/guardian, teachers, Student Services, and Principal must be arranged within the first two weeks following the last day of school if a placement is appealed. Appropriate forms will be available for the parent/guardian if he/she chooses to transfer his/her child to the next grade level regardless of the recommendation of the school officials.

Earning high school credit for 8th grade algebra and science:

Students now have the opportunity to earn high school credit for 8th grade Algebra and science (now called *Earth and Space*), and counting 8th grade math as a prerequisite to Integrated 1B at the high school.

Students that pass our math and science classes benefit in several ways beyond that of recognition and academic pride. Below are a few examples:

1. Students who pass 8th grade algebra earn one of the four required high school math credits.
2. Students who pass 8th grade math fulfill the prerequisite allowing them to move on to more advanced math courses at the high school.
3. Students who pass *Principles of Earth and Space* (8th grade science) fulfill the prerequisite allowing them to move on to more advanced science courses at the high school.

As mentioned above, academic motivation for some 8th graders is a challenge. We believe that increasing the opportunities, and raising the accountability, will help motivate some students. For those that fail math or science the following will apply:

1. Students who fail 8th grade algebra will not earn high school credit and will need to make-up the math credit their freshman year.
2. Students who fail 8th grade math will need to repeat 8th grade math in the middle school their freshman year, or take a remedial math class at the high school for elective credit their freshman year. (We will determine, on a year-by-year basis, if students will retake the class at the middle school, or whether we open a remedial section at the high school.)
3. Students who fail 8th grade science will need to retake Earth and Space either at the high school, or return to the middle school their freshman year.

8th Grade Students Receiving High School Credit

When an eighth grade student demonstrates outstanding knowledge and skill, they may be eligible to take high school courses for high school credit. If the parent of an eighth grader desires their son/daughter to take a high school course for credit, a committee will be formed. The committee will be comprised of the parent, student, Middle School Principal and teacher, and high school Principal, counselor and teacher. The committee will review the student's academic abilities using objective criteria, and should reach consensus on the issue. However, the high school Principal reserves the right to place or not place the student in the course. This opportunity for eighth grade students will be limited.

High School Academic Awards

The high school handbook states: "Our academic awards banquet is held in the spring and recognizes our many students who are excelling academically. In order to qualify for an academic award, students must have maintained a 3.5 cumulative grade point for the 2nd semester of the previous academic year and the first semester of the current academic year. Students will receive a gold pin for a grade point of 3.75 to 4.0 and a silver pin for 3.5 to 3.74. First year honorees will receive an academic letter." This means that grades earned in the 2nd semester of a student's 8th grade year will count towards high school academic achievement awards their 9th grade year.

Changing or Dropping Classes

Because of problems created by late entry into a class and limitations in class sizes, no subject may be dropped or changed except when the Principal, parent(s), Student Services, and teachers involved make such

recommendations. Ultimate authority for class changes rests with the Principal. Schedule changes will not be made unless extenuating conditions arise.

Middle School MEAP Tests

In an effort to raise the academic performance of students in the state of Michigan, the legislature has developed a comprehensive testing program. The MEAP tests will be administered during the fall of each year. Students receiving Special Education services may be exempt from this requirement, but are required to take an alternative state assessment, MI ACCESS. The curriculum of Olivet Community Schools is being aligned with the State's Core Curriculum to provide each student the opportunity to master basic academic skills. The Middle School MEAP Test is based on the State's Core Curriculum.

Report Cards

Report Cards will be distributed at the end of each quarter. Parents should read these carefully and save them for future reference.

Progress Reports are sent home to parents about every 4-5 weeks during each semester. Since Olivet Middle School is on a total point system of grading, the grade on the progress report indicates how the student is doing up to the date on the progress report. If progress reports are not issued to your student, please contact the office.

Parent-Teacher Conferences

Parent-teacher conferences are held each semester at the middle school level. Parents are encouraged to remain in contact with teachers. Although the most convenient method for teachers is by email, feel free to call or make an appointment. Appointments can be made directly with the teacher. Teachers are here to serve the district and community. They need to be made aware of your concerns in order to provide the best education for the children and young adults of the community. If a parent has a concern about a particular class, they should contact the teacher before contacting an administrator, as the teacher best understands the situation. **6-12** conferences are scheduled to minimize conflict with parental work schedules and evening school activities, as well as maximize shared teacher participation.

Classroom / School Newsletters

Parents are urged to ask their child for the school newsletter which is published monthly. The newsletter gives school information, updates on testing, and shares information on how to handle your growing child.

IV. Medical

Administration of Medication

1. Whenever possible, medications for students should be administered by parents/guardians at home.
2. The pupil's parent/guardian must provide the school with written permission and a written request to administer medications to their child.
3. Written instructions from a physician, which include the name of the pupil, name of the medication, dosage of the medication, route of administration, and time the medication is to be administered to the pupil shall accompany the request and be kept on record by the school.
4. The school administrator will designate an individual(s) responsible for administering medications to pupils at that school.
5. All medication shall be kept in a labeled container as prepared by a pharmacy, physician, or pharmaceutical company with the pupil's name, the name of the medication, dosage, and the frequency of administration.
6. A log of prescription medication administration shall be kept in a school office.
7. Parental or guardian request/permission and a physician's instructions for administration of medications shall be renewed every school year.
8. Medications must be claimed by parents/guardians at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log.
9. Unless otherwise dictated by law, the building Principal may refuse to administer or may choose to discontinue the extra service of administering medication at his/her discretion, provided that appropriate notice is given to the parent/guardian.
10. Any student may possess and use an inhaler or a dry powder inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the pupil's school is participating if proper approvals are on file in writing.

Illness, Injuries and Accidents

If a student is ill, he/she must report to the office and the student's parents will be called to pick him/her up from school. If the parents cannot be reached, the specified adult on the emergency form will be called. If a student is ill, every effort will be made to release them to

their parents/guardians, immediate family members or other authorized adults. If the student leaves school property without reporting to the office, they will be considered truant. In the event of an injury the student is to report office, his/her teacher or administrator immediately. Every attempt will be made to notify parents in the event of an injury/illness if deemed necessary. If parents are not available, the next available person on the emergency card will be notified.

Crisis Resources

As a school community, we are very concerned about the increase in social problems amongst many of our students. We try to assist students in an appropriate manner, but there are many issues that schools cannot or should not be very involved with. The following information is intended to help parents and students find assistance in areas of concern to them.

Substance Abuse

- Eaton County Substance Abuse 517-543-2580
- Gateway in Battle Creek 269-964-7121
- Gateway in Lansing..... 517-351-4000
- Eaton County Health Department 517-543-2430

Other Sources of Assistance

- RAP LINE (Runaway Assistance) 1-800-292-4517
- Eaton County Counseling Center 517-543-5100
- Child Protective Services Calhoun County 269-966-1331
- Child Protective Services Eaton County 517-543-0860
- Safe Place in Battle Creek..... 888-664-9832
- Olivet Police Department..... 269-749-9961
- Eaton County Sheriff..... 517-543-3512
- Calhoun County Sheriff 269-781-9801

V. Student Activities and Services

After-School Use of the Building

**Building Hours: 7:15 am – 2:50 pm 6th – 8th grades
8:15 am – 3:50 pm 4th – 5th grades**

1. Students are not to be in the school at night or during the weekend unless under the supervision of a faculty member or another adult.
2. Students participating in athletics and other extra-curricular activities may not be in the building or using school equipment unless under the supervision of a faculty member or another adult.
3. These activities must have prior administrative approval.
4. Students are not to leave personal items unattended at any time including after school. The school cannot take responsibility for lost or stolen items.

Assemblies

Educational and entertaining assemblies are held throughout the school year.

1. Courteous attention is expected.
2. The accepted form of applause is hand clapping.
3. Whistling and booing are not acceptable.
4. Students who do not conduct themselves properly will be excused from the assembly and could lose the privilege of attending assemblies for the remainder of the year and/or receive appropriate disciplinary action.
5. Students with religious or moral convictions regarding a particular assembly will be excused upon request.

Field Trips

Although field trips are an extension to the school program, they are a privilege. Students may be excluded from field trips for behavioral reasons according to the due process procedure identified in this handbook. Any behavior or pattern of behavior deemed by the Principal or Student Services Coordinator that would indicate a difficulty in managing the student would exclude them from the trip. Any revocation of field trip or after school activity privileges must be approved by the Principal or Student Services Coordinator.

After-School Activities & School Dances

Dances and other after-school activities may be held periodically throughout the year. All Olivet Middle School students (6th – 8th) are encouraged to attend our dances. Dances are held in the Middle School gym. The student group sponsoring the dance must obtain four chaperones in order to hold the dance. Administrators and the advisor are not included in the four-chaperone total.

After-school activities are a privilege. Students may be excluded from after-school activities for behavioral reasons according to the due process procedure identified in this handbook. Any behavior, or pattern of behavior deemed by the Principal or Student Services Coordinator that would indicate a difficulty in managing the student would exclude them from participating. (This does not include after-school participation in sports, Choir, or Band. See Co-Curricular Code for more information.)

1. Dances are for Olivet Middle School students only (6th - 8th).
Exceptions will not be made for individuals from other schools or grade levels.

2. No student may leave the activity and return unless it is an emergency and he/she has the approval of staff on duty.
3. All activities and school-sponsored dances must have the permission of the building Principal. Adequate staff and parent supervision must be arranged prior to approval.
4. Those students who do not have a ride home 30 minutes after the activity will be unable to attend the next school sponsored activity.

VI. General Information

Student Pictures

A school-approved photographer comes early in the school year to take pictures of all students. This provides each student with an identification (I.D.) card and an opportunity to purchase a packet of pictures from two or three price ranges. Payment of this packet must be made when the picture is taken. If the pictures are unsatisfactory, the student has the option of having a retake or receiving a refund of his/her money upon returning all the pictures in the original packet.

Head Lice

Students found to have lice or nits will be sent home and will need to be treated. Students may return the next day if they are louse and nit free. Upon return, students need to report to the office for a head check before going to their classroom.

Lost and Found

Articles found in or around the school building should be turned in to the office. Since the school district is unable to assume responsibility for lost articles, students are encouraged to take every precaution to protect their possessions. Personal property, such as apparel, books, and supplies, should be carefully marked. Lost and Found items will be removed from the building and donated to charity several times throughout the year. Parents are notified through the school newsletter when items are gathered for donation.

Bicycle Use

Students who ride bicycles to school should park and lock them in the bike rack immediately upon arrival at school. The school will not be responsible for lost, damaged or stolen vehicles of any type.

Lunch

Lunch prices are subject to change:

<u>Full Price Meals Cost:</u>		<u>Reduced Price Meals Cost:</u>	
Grades 4-8	\$2.15	Grades K - 12 Lunch	40¢
Breakfast K - 12	\$1.25	Grades K - 12 Breakfast	30¢
Half Pint of Milk	45¢		

The cafeteria is in operation for the use of students and faculty. Prices are established by the Board of Education.

1. Students will stay in the proper line and will not cut in front of others.
2. Those who eat in the cafeteria are expected to help keep it clean and sanitary.
3. Olivet Middle School will enforce a closed campus. Students will not be allowed to leave the building during the lunch period.
4. Students may take their lunches to a teacher's room if the teacher approves and supervises that time.
5. Applications for free and reduced meals will be mailed to all households and are available in the school office.
6. Students are to be in an area that is supervised by staff.
7. Students who go outside at lunch must remain outside until the whistle sounds ending the recess period. On cold weather days, coats should be brought to the lunchroom with the students.
8. Students are to use the restrooms located directly across from the cafeteria.

Use of the telephone, calls from class and delivery of messages

We encourage parents to make transportation and after-school care arrangements outside of the school day. Students will not be permitted to use school time or resources for social planning.

1. The use of the school telephone, except in emergency cases or on school business, is NOT permitted.
2. Necessary messages will be taken at the office and delivered at the close of the class period.
3. No student will be called from class to answer the telephone unless the call is of a serious or urgent nature.
4. **Cell phones may not be used or carried during the school day. They must be turned off and stored in the student's locker.**

Textbooks

Textbooks are furnished to students in the Olivet Community Schools.

1. Students are responsible for books issued to them for their use.
2. Lost books are paid for in the middle school office.
3. A fine will be assessed to cover the cost of repair or replacement of lost or damaged books. Replacement costs:
Textbooks: \$10.00 - \$75.00
Workbooks: \$5.00 – \$10.00
4. Student will put his/her name on the nameplate on the inside cover of the book.
5. Report cards / schedules will be held until all fines are paid.

Security Cameras

Through a Department of Homeland Security grant, our school district has received security cameras. The fundamental purpose of the security cameras is to maintain a safe and secure school environment. It is important to remember that security cameras alone do not make schools safe. Good communication and positive relationships make schools safe for students and staff. Cameras cannot replace the importance of students and staff taking responsibility for the proper treatment of people and property. However, security cameras can be an effective deterrent of unacceptable behavior. The surveillance cameras will primarily be used as a reactive tool (used to investigate after an incident has occurred). They will not be excessively used to monitor students and staff. Cameras will be placed inside and outside of our schools. Due to privacy concerns, only administrators and those approved by an administrator are authorized to view the tapes.

Fund Raisers

Fund Raisers done in the name of the school district shall be monitored by the school district and all monies accounted for. The administration is authorized to pursue legal action (civil and/or criminal) against individuals who owe the school district (or affiliated school group) money from a fund raiser. In such cases, the building Principal shall make every attempt to meet with the individual to set up a re-payment plan. If that is unsuccessful, the Principal shall notify the individual in writing that re-payment is necessary. If that is unsuccessful, the Superintendent will send letter informing the individual of the importance of re-payment. If that is unsuccessful, legal action may be taken if necessary. Individuals who have defrauded the school district in this manner will not be allowed to participate in future fund raisers.

Student Fines/Collection of Fines

In order to responsibly manage the resources entrusted to our school district, fines will be assessed to students for lost or damaged school property, including but not limited to books and/or equipment. Report Cards and schedules will be held until the fines are paid. In addition, the graduation ceremony, 8th grade celebration and other privileges may be withheld from students owing fines by the Principal with approval of the Superintendent. Under certain circumstances, a student may be suspended for theft if school equipment is not returned or reimbursed.

Visitors

Parents are welcome to come to the Middle School and visit during the school day. Please make arrangements and check in at the office upon arrival. Due to liability and supervision factors, school age friends or relatives from another district will not be permitted to visit classrooms during instructional hours or attend Middle School dances.

Posting Privileges

Approval for posting signage will be granted to individual students, recognized school sponsored organizations, as well as community groups whose activities are of benefit to the student body. In order for a sign to be posted, it must be approved by the Principal; otherwise it will be removed by the custodians. The organization or individual requesting the privileges shall assume the responsibility for removal of material. The school reserves the right to deny posting privileges or to remove posted material considered not in the best interest of the school.

Playground

At various times during the school day, students are scheduled to be on the playground with adult supervision. If the following rules are not followed, the student risks losing his/her playground/recess privileges:

1. No contact sports or games are allowed.
2. Stay on the playground.
3. Watch for traffic when crossing the parking lot.
4. No throwing of snowballs, ice, or other objects.
5. Boots and clothing should be brushed clean of snow and mud before entering the building.
6. Students are to stay off large snow piles, mulch, or other “non-play equipment” physical obstacles from which they could fall.

School Lockers

The following policy has been developed by the Board of Education to ensure the proper use of lockers:

1. Students will be assigned a locker at the beginning of the school year and are to keep the assigned locker for the school year unless approved by the office.
2. Students are expected to keep their lockers clean.
3. Students may decorate their locker on the inside only with appropriate materials and are responsible for removing any adhesives.
4. Students are responsible for their lockers and will be charged for damage to them. Any problems with lockers should be promptly reported to the office.

5. School officials may periodically hold locker inspections to ensure proper maintenance.
6. Students in grades 6 through 12 are strongly encouraged to keep their lockers locked at all times and should not share their locker combination.
7. Personal combination or key locks are not allowed on school lockers.
8. Students are expected to respect the privacy of other students by not opening another student's locker at any time.
9. Students are strongly discouraged from keeping valuables in their lockers.
10. Students shall promptly report any incident to a staff member in which a student opens another student's locker.

Library Use and Book Policy

Library facilities are available for every student's use. All students have regularly scheduled times for library use and check out of material. The following rules apply while in the library:

1. Students may not check out more than two books at a time.
2. Books may be checked out for two weeks and renewed for two more weeks, unless otherwise restricted.
3. To renew a book, the student must bring the book in and request a renewal.
4. Students are to use their ID card to check out and check in books.
5. Lost or damaged books must be paid for by the student who checked out the book.
6. Magazines and certain reference books such as encyclopedias and dictionaries are only for use in the library and may not be checked out.

Students will pay for the cost of replacing lost or damaged books. Overdue books may cause a student to be issued a detention.

VII. Attendance Policy

State law has established compulsory attendance and placed the responsibility for attendance upon the parents of public school students. All students are expected to attend school regularly and to be on time for class to benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. Attendance is a key component to success in school. Learning that takes place in the classroom cannot be duplicated independently as the student does not have the benefit of the teacher or the discussion of other students.

A national survey of employers conducted by Johns Hopkins University identified **DEPENDABILITY** (coming to work regularly and on time) as the number one trait employers seek when hiring high school graduates. Poor attendance is also the number one reason why employees get fired from their jobs. By promoting good school attendance we feel we are helping our students prepare for success in their chosen occupations.

In many ways our expectations for students' attendance are similar to the expectations held by most employers. The main difference is that the school has a responsibility to teach dependability rather than just expect it. It is on this basis that we have developed the following policies and procedures.

Student Attendance

Students will be considered truant until parental contact verifies the student's absence. Parents are to report their child's absence by calling the school prior to 9 a.m. each day of absence. (749-9953) Parents may call the school voice-mail system during the evening or prior to 7:00 a.m. of the day of the absence. In the event that parents are unavailable to call the school to report their child's absence, only the person(s) designated by the parents on their child's emergency card may call to verify the absence.

It is the expectation that absences will not exceed **9 days each semester**. **An absence is defined as any missed period of instruction. An excused absence is defined as any missed period of instruction due to illness in which the student sees a doctor and provides written verification of the appointment, funeral of a family member, court appearance, school related activities or disciplinary suspension.** Student attendance will be monitored daily. Updates on student attendance will be sent home periodically throughout the semester. **Nine or more absences could result in a Saturday School and/or a report being filed with the county truancy officer.**

School Related Activities/Field Trips

Students who are excused from class due to approved school related activities have the responsibility of contacting their teachers in advance and making up their class work before the absence or as the teacher and/or administrator directs. Sponsors of activities should remind their students of this requirement. Approved school related absences are not counted as days of absence each semester. Students who have exceeded

their 9-day absence limit may not be allowed to miss school for a school-related activity. A parent consent form must be signed at the beginning of the school year for students to be able to go on field trips.

Extracurricular Activities

Students must be in attendance **all day** to participate in the extracurricular activity, including practice or as a spectator, except for an absence that is excused by the Principal or Student Services Coordinator.

Student Attendance at Other Schools

Students who attend particular classes at other schools such as Olivet High School, the Calhoun Area Technology Center (CATC) or Math/Science Center are expected to attend those schools in accordance with their calendar. Exceptions are Christmas and Spring Break, as transportation will not be provided at that time.

Pre-Arranged Absences

Parents are reminded that extended or repetitious pre-arranged absences may effect the student's schooling adversely and should be avoided whenever possible. Absence by pre-arrangement for reasons approved by the Principal should be granted under the following conditions:

1. The parent must initiate a request for pre-arranged absence either in writing or by telephone.
2. The student will obtain a form from the Middle School office and circulate it to his/her teachers for their signatures and other required data.
3. Failure to hand in the required work upon return will cause that assignment to receive no credit.
4. The completed form must be signed by a parent or guardian and returned to the Middle School office.
5. All applications must be completed two days prior to the first day of absence except in cases of emergency.

Extended Absence

Students absent for an extended period of time due to a long-term illness, accident, and/or hospitalization are required to comply with the following:

1. Official documentation from a physician certifying the student's inability to attend school.
2. Make-up work and assignments will be given upon request and students will be graded accordingly.
3. Students involved with an in-patient hospital program or homebound instruction will be given credit for instruction

completed and grades given during absence. (Hospital education providers or homebound teacher must supply official transcript of student's progress).

4. Approval for an extended absence for vacation must be obtained prior to the vacation.

Truancy

Student absences regarded as truant are:

1. Absences without parental knowledge and permission.
2. Students leaving class without teacher permission, unless excused by the principal.
3. Students leaving their assigned area/s during school hours.
4. Absences that show a pattern of poor attendance which defeats the purpose of the compulsory attendance law.

Violations of truancy policy:

1. Students who are truant may be restricted from attending any school-related activity the day they are truant.
2. Students who are truant will be required to make up any missed time and work missed during their lunch, before or after school, or on Saturdays.
3. Depending on the nature, severity, and frequency of the incident, students will face additional disciplinary action up to and including suspension.
4. Referral will be sent to the CISD.

Tardy Procedures

A student is expected to be in the classroom when the bell stops ringing, or, if the teacher requests, seated when the bell stops ringing. He/she will be considered tardy if entering a class within the first three minutes of the period. Beyond three minutes he/she will be marked absent, unless excused by the office.

Violation (per semester)

Action

1st – 5th

Teacher will assign consequences

6th & Subsequent

Office Referral

After the 6th tardy, the student will be required to attend Saturday School.

Make-Up Work Procedure

1. Students are expected to make up all work missed when absent.
2. Students will be allowed a time equal to the time missed to make up the work; all make-up work will be done at the teacher's convenience.
3. If it is the teachers' policy to accept make-up work caused by truancy absences, the work must be handed in the next time the

class meets to be given credit for the work. Tests will be given upon return from a truancy absence, if allowed by the teacher.

4. Failure to make up work missed because of an absence will result in “0” for the work missed.

Passes to Leave the Building

Permission to leave the school building during school hours must be granted by the main office.

1. A student who becomes ill during school hours must report to the Principal’s office before going home.
2. The office will attempt to contact parents in cases of illness or emergency.
3. A truant absence may be given to any student who fails to sign out before leaving the building.

VIII. Dress Code

The primary responsibility for the appearance of students rests with the parents and students themselves. The student’s attire must be appropriate for a public building, comply with the Health Code of the State of Michigan, and not interfere with the educational process. Students wearing clothing or jewelry that is deemed distracting, suggestive or offensive to a staff member will be sent to the Middle School office for further evaluation. The students may be asked to change the clothing or possibly to go home. Attire expectations include:

1. All students must wear shoes/sandals.
2. Jewelry or clothing articles which are sexually suggestive, advertise drugs, tobacco, or alcohol products or have inappropriate language are considered unacceptable.
3. Hats/head coverings must be kept in the locker during school hours. Hats/head coverings, including hoods, worn in the school building from the time students enter the building until after school is dismissed will be confiscated. Hair ties, clips etc are permitted but bandannas are not.
4. Halter-tops and bare mid-riff shirts are not acceptable. Tank tops will only be acceptable if the straps are more than one inch wide and are tight fitting to the underarm.
5. No undergarments are to be seen.
6. Shorts/skirts must exceed fingertip length when the student’s arms are extended at their sides. Students who wear shorts/shirts that are not of an appropriate length or fit will be asked to change.
7. Torn, frayed, or raveled clothing that show undergarments will be considered inappropriate, and will not be permitted.

8. Any alterations in clothing or in the way that clothing is worn that is a way for gangs to identify themselves is forbidden.
9. Sunglasses worn during the school day will be confiscated.
10. Chains of any size or length may not be worn. This includes wallet type chains typically attached to the belt or waist, large “dog chain” necklaces or large charms or pendants that could cause injury to the person wearing it or others.

IX. Middle School Discipline Policy

Philosophy of behavior interventions:

It is difficult at best to define what is the exact consequence for a particular behavior. What is fair is not always equal, and what is equal is not always fair. It is important for parents to understand our philosophy with consequences in order to understand how we assign consequences to particular behaviors. The core of this philosophy is that rules and consequences are intended:

- 1.) To prepare children for the real world,
- 2.) To provide an environment that is physically and emotionally safe for all,
- 3.) To maintain a learning environment with minimal disruptions, and,
- 4.) To reinforce that a child’s behavior is a choice, and we strive to help them learn from their choices in an empathetic and compassionate manner.

This list is a general guideline to help students and parents understand the decision-making process behind our discipline policy. These are not prescribed, nor concretely progressive, but based on the factors listed below.

Safety:

Providing for physical and emotional safety are at the top of the list. We have to act and make decisions that provide for the safety of those in the school. This includes maintaining people’s “sense of safety”.

Maintaining Order:

Maintaining order is essential to providing an environment where kids and staff feel safe and are able to learn. We must maintain the normal processes of the school and the learning environment in the classroom in a manner that addresses those behaviors that create problems for the child and those around them.

Mistakes / poor choices are opportunities to learn:

We learn from experience. Our goal is to teach children an internal sense of right and wrong. Teaching an internal sense of right and wrong starts with providing socially acceptable external boundaries. As we

reinforce these external boundaries, our hope is that children start to internalize these boundaries and make good choices on their own.

Children are different:

All children are different and need to be treated accordingly. We are not operating under the same philosophy as a department store return policy. We are teaching children. Teaching children requires us to recognize, understand, and act in a manner according to their individual skill level and needs.

Range of severity:

The range of severity is intended to address “the impact” that the behavior had on the order, environment, culture or individuals present or involved. This range of severity is determined by community standards of acceptable and appropriate behavior.

Frequency of occurrence:

Children sometimes learn from consequences of their poor choices quickly, and some need more help. Minor behaviors that happen on a limited basis are different than behaviors that repeat over and over. A behavior that is minor the first time could be severe if it occurs multiple times.

In dealing with a problem behavior or situation we follow a “due process” model. Although we do not operate under the same rules of law as a criminal court does, every child gets a fair opportunity to present his/her side of the story.

We look at the following when deciding how we can help a child learn best from his or her choices:

What happened?

What are the facts surrounding the situation? What did those involved feel happened? What did others see and hear?

What were the precipitating events?

What happened prior to what we are now dealing with? Did some other situation contribute or lead to this problem?

What were the child’s intentions?

Did they mean to do it? What did they mean to do?

How serious was the incident?

Was anyone hurt – physically or emotionally? How badly did this disrupt the order, processes, and learning environment of the school?

Is this behavior an ongoing problem?

Has the child done this or something like it before? Is it beginning to become a pattern of behavior? Are we getting through to them, or do we need to look more closely at how we can help them realize the problems their behavior is causing themselves and others?

What is the personality and temperament of the child?

What is the best way to help this child learn from this mistake and send a clear message of our expectations?

Minor

(Type OR frequency of occurrence)

Minor behaviors are those behaviors that create a minimal disturbance to the order, processes or environment of the school, staff, students, and visitors. These might be defined as “right behavior, wrong time or place”, or, were appropriate, but taken too far in the context.

Consequences might include:

- Discussion / redirection
- Free-time temporarily limited or relocated
- Detention (1/2 hour noon)

The following list of minor behaviors is not all-inclusive. We cannot possibly define all behaviors. Any behavior that creates a problem for a student or others will need to be addressed. All prohibited items will be confiscated.

Possession of:

- 1. Backpacks/Duffel Bags in Classrooms** - Backpacks and duffel bags need to be kept in a student’s locker and are not permitted in classrooms.
- 2. Skateboards, Roller Shoes, and Roller blades** - The use or possession of skateboards, roller-blades, roller shoes (shoes with wheels in the soles) or similar footwear on school property is prohibited.
- 3. Bicycles** - Students who ride bicycles to school should park and lock them in the bike rack immediately upon arrival to school. The school will not be responsible for lost, damaged or stolen vehicles of any type. Helmets and locks are strongly encouraged. Middle school students may not bring motorized vehicles to school.
- 4. Personal Music Players, Media Devices, and Videogames**
 1. Music players and media devices - Personal music and media devices include, but are not limited to, MP3 players, iPods,. These items are not permitted in classrooms unless approved in advance by the classroom teacher. The school will not be held liable for those items broken, lost, or stolen. These items

may or may not be permitted in the classroom at the sole discretion of the classroom teacher and privileges related to these items may be revoked at any time.

2. Videogames – Video games and video gaming devices are not permitted at Olivet Middle School.

This policy excludes any device capable of text messaging or calling others. Use of phone or messaging devices is strictly prohibited in the school building or on school property, including the playground, during the school day of 7:40 am – 2:32 pm.

5. **Cell Phones/Cameras** – A student may not carry a cell phone or camera on their person during the school day. Students may keep these devices in their lockers during the day. After 2:32 pm (3:32 pm for 4th – 5th grades), students may carry cell phones on their persons and to school sponsored activities or event.
6. **Use of Video-taping Cameras, Pictures Phones, etc.** - Since cameras, video cameras, picture phones and other recording devices may compromise student privacy, students or persons wishing to use such devices on school property when school is in session are required to have the permission of the building Principals or designee before their use.
7. **Laser Pointers** - Laser pointers are not permitted. Laser pointers on school property will be confiscated and held until the student's parent/guardian comes to pick them up. In addition, the students involved with bringing the laser pointer to school or using it in school will face disciplinary action.
8. **Possession/Use of Instruments of Distraction** - Any item that is counter-productive to the educational process, i.e., squirt guns, toys, may be confiscated and a detention may be issued.

Students' Designated/Assigned Areas.

1. Students are to remain in their assigned area (classroom, lunchroom, playground etc.) throughout the school day unless given permission by a staff member (pass required during class times).
2. Middle School students are to remain in the Middle School and not go into the High School without a pass.
3. Students are not allowed in the school parking lot during the school day (this includes lunch period).

Food and beverages

As part of our district health and nutrition guidelines Olivet Middle School discourages the consumption of food and beverages with minimal nutritional value, and prohibits certain beverages from

consumption unless during a school sponsored activity. Students are prohibited from bringing the following beverages to school:

1. Soft drinks / Soda / Pop / Energy Drinks
2. Coffee, cappuccino, and all other caffeinated beverages

In addition, water is the only permissible food or beverage allowed in carpeted classrooms. Other food and beverages may be brought for school sponsored activities with teacher permission.

Moderate

(Type OR frequency of occurrence)

Moderate behaviors are those that disturb or disrupt the processes in the school. These are the types of behaviors that require others to intervene because there is a moderate disturbance to the order, procedures or environment of the school, staff, students, or visitors.

Consequences might include:

- Discussion / redirection
- Free-time temporarily limited or relocated
- Detention/s (1/2 hour noon or 1 hour after school)
- Parent Contact
- Saturday School
- Suspension (In school or out)

The following list of moderate behaviors is not all-inclusive. We cannot possibly define all behaviors. Any behavior that creates a problem for a student or others will need to be addressed.

Inappropriate Display of Affection

Inappropriate displays of affection and/or physical contact is not considered acceptable behavior at Olivet Middle School. Holding hands and other forms of physical contact are not permitted by Middle School students, or on school property during school-sponsored events.

Cheating

1. Cheating is copying, plagiarism, giving assignments or answers to others, possessing a "cheat sheet", and any other behavior that is deemed academically dishonest.
2. Any alteration of grades without the authority of the classroom teacher is grounds for a 50% reduction in the semester grade in the class in which the offense occurred and suspension or expulsion from school. Such action undermines the integrity of the entire grade book and computer systems.

Dishonest/Manipulative Behavior

Behaviors that undermine the procedures, policies, and functions of Olivet Middle School and its' staff are prohibited. Students who lie, manipulate, or in any other way try to deceive school staff are subject to disciplinary measures.

Instigation, Taunting, Inciting a Fight or Disruption, or Other Behavior Contributing to the Misconduct of Others

Misconduct Related to the Safety of Others (Physical)

This includes any circumstances in which a student's behavior puts the well being of other students, staff, or visitors within the school in danger. This includes, but is not limited to, the encouraging and/or instigating of fights, physical contact with others, and unsafe behavior.

Sexually Inappropriate Gestures / Comments

Any actions not meeting the criteria for sexual harassment or criminal sexual conduct as written in State law, deemed sexual in nature that are unwelcome, inappropriate or threaten their sense of safety are prohibited.

Major

(Type OR frequency of occurrence)

Major behaviors are those that require staff intervention in order to maintain and/or restore the order and processes of the school. These behaviors generally substantially or materially disrupt the order, processes, or environment of the school, staff, students, or visitors.

Consequences might include parent contact and:

- Free-time limited / relocated / revoked
- Detention/s (1/2 hour noon or 1 hour after school)
- Saturday School
- Suspension (In school or out)

The following list of major behaviors is not all-inclusive. We cannot possibly define all behaviors. Any behavior that creates a problem for a student or others will need to be addressed. All prohibited items will be confiscated.

Possession of:

1. Dangerous Instrument - An object that could be considered a weapon, but which is not covered under the Weapons Code. This includes projectile devices, paper crossbows, etc.

2. Pornography - The possession, display, or distribution of sexually explicit material is prohibited. This includes drawings, pictures, electronic files, videos or DVDs.
3. Fireworks - Items including firecrackers, smoke bombs, poppers, etc. which can cause damage and disrupt the educational process.

Gross Misbehavior

Deliberate or willful conduct detrimental to the normal functioning of a program or activity under school sponsorship.

Disrespect

Disrespect is defined as treating, acting, or speaking to someone in a manner deemed rude, offensive, or inappropriately confrontational.

Insubordination

Insubordination is the refusal to follow any legal request made by a staff member. A student must go directly to the Principal or Student Support coordinator when directed to do so by a staff member. A student may not go to his/her locker, visit with friends, etc.

Battery / Fights - Student to student

The touching of another person, or the putting into motion of an object, with the intent to hurt or injure that other person

Mutual Combat

This includes fights entered into by all participants.

Verbal Assault – Student to student

A student's language must not be profane, racially derogatory, or otherwise demeaning to himself or others. An assault is defined as an oral threat or physical attempt to do bodily injury to another. This includes verbal or written threats, threatening language, or aggressive gestures towards another that they perceive to be threatening.

Sexual Harassment

Sexual harassment is a pattern of behavior that presents unwelcome communication of a sexual nature that creates a hostile, demeaning, or threatening environment for someone. 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.

Students who experience difficulty in this area are strongly encouraged to contact Student Services or an administrator as soon as possible.

Destruction/Defacing of School/Personal Property

Any intentional damage to property belonging to another. In addition to consequences, restitution for the damage will be arranged between the family and the school.

Vandalism/Computer System/Internet/Technology Infractions

No student shall engage in a purposeful act of damage to school property or another person's property. Students are not to touch equipment such as phones, thermostats, TVs, etc., without staff permission and supervision. Students are not to modify, or attempt to modify, the computer system in any way that could cause damage to software programming.

Olivet Middle School is on the Internet. A copy of the Internet Access and Use Agreement that must be signed by the student and the parent in order for the student to use the Internet is located at the back of this handbook. As the agreement indicates, violations of the contract could lead to suspension and loss of computer privileges.

When determining consequence for violations of the Computer Use Agreements, the following issues will be considered to determine the severity of the violation: potential harm to the computer and/or network, length of time it takes to correct the problem, length of time the student accessed inappropriate information, frequency of violations, sharing or dissemination of information that is inappropriate or potentially harmful, and any other relevant information.

Theft

Stealing or unlawful taking of another's property.

Extortion

The use of force or intimidation to obtain money or property from others.

Trespassing

Presence on school property, without permission, outside of normal school hours or returning to school when suspended, expelled, or otherwise requested by school officials to keep off school property.

False Fire Alarm / Fire Extinguisher Use

Pulling a fire alarm or using a fire extinguisher when not necessary.

Severe

(Type **OR** frequency of occurrence)

Severe behaviors are those that substantially and materially interfere with the order, processes, or environment of the school, or lesser behaviors that re-occur so as to suggest that lesser interventions are not effective. The Principal, Student Services Coordinator, the child's parent, and other professionals may need to meet to determine the appropriateness of the classroom placement for the child's individual needs.

Consequences might include parent meeting and:

- Behavior contract (as appropriate / needed)
- Suspension (Out of school)
- Recommendation to the Board of Education for Expulsion

The following list of severe behaviors is not all-inclusive. We cannot possibly define all behaviors. Any behavior that creates a problem for a student or others will need to be addressed. All prohibited items will be confiscated.

Possession of:

1. A weapon - such as guns, including B.B. guns and CO2 weapons, daggers, dirks, stilettos, knives with a blade over 3 inches long, pocket knife opened by a mechanical device, iron bar, or brass knuckles, or other dangerous device.
2. Alcohol, tobacco products, controlled substances, drug paraphernalia, or look-alikes. (Look-alikes will be dealt with in the same manner as the actual substance.)

Bullying

Olivet Community Schools takes bullying very seriously and will not tolerate bullying behavior. When it comes to bullying, we are all responsible for stopping it. Students should immediately help the victim if it is safe to do so, and/or report the behavior to an adult immediately. Ignoring the behavior is considered part of the problem and may be addressed under the policy titled "Contributing to the Misconduct of Others." For the purposes of this policy, "bullying" is defined as: The repeated intimidation of other people by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name-calling, put-downs, and extortion of money or possessions. Students who engage in bullying while at school, at any school function, or school related

activities are subject to disciplinary actions, up to and including suspension or expulsion. In addition, anyone involved in “group” bullying, where individuals collectively harassing, take turns harassing, or intimidate others is strictly prohibited. In extreme situations, law enforcement officials will be notified.

Anyone who is a victim to or a witness of any type of bullying should report the incident to the school employee supervising the area where the bullying occurred, and the Principal and/or Student Support Services at 269-749-9953 if they have information on a possible bullying situation.

Blatant or Repeated Disrespect/Insubordination

Blatant disrespect/insubordination is defined as any of the following behaviors directed toward a staff member:

1. Publicly demeaning or challenging a staff member’s authority to maintain a safe and productive learning environment.
2. Displaying aggressive physical posturing toward staff.
3. Refusing to comply with a direct request to report to the office or leave the building.
4. Repeated violations of lesser levels of disrespect or insubordination.

Battery - Towards school staff, volunteers, or contractors

The touching of another person, or the putting into motion of an object, with the intent to hurt or injure that other person.

Verbal Assault - Towards school staff, volunteers, or contractors

An assault is defined as an oral threat or **physical attempt** to do bodily injury to another. This includes verbal or written threats, threatening language, or aggressive gestures towards another that they perceive to be threatening. Per state law, consequences will include parental contact and OSS. In extreme circumstances the school may call police and/or recommend to the Board of Education that the student be expelled.

Weapons/Arson/Criminal Sexual Conduct

1. In order to help ensure the safety of our students, our Board of Education has a **weapons policy** in compliance with state law (MCL 380.1313). It states: "Students in possession of a dangerous weapon/firearm (such as guns, including B.B. guns and CO2 weapons, daggers, dirks, stilettos, knives with a blade over 3 inches long, pocket knife opened by a mechanical device, iron bar, or brass knuckles, for

example) and/or who commit arson or criminal sexual conduct on district grounds in the district buildings, or at school sponsored events shall be **permanently expelled** from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency."

2. No student is permitted to have in his/her possession any instrument that may be considered a weapon capable of inflicting bodily injury, either in the school building or on school grounds. Possession of weapons that do not meet the legal definition of a dangerous weapon are also prohibited. If an object, such as a baseball bat, is used to harm or threaten another person, the student may be punished under this category as well as the assault category.

Breaking and Entering

Breaking and entering is defined as entering any school building, facility, shed, garage, or structure without permission with intent to commit damage, vandalism, or theft.

Bomb Threat/Explosives

No student shall use fire in any form to cause damage or disruption (fire crackers, smoke bomb, false alarms). Possession of explosives of any type, including ammunition, is forbidden.

Consequences defined:

*** Substitute Teachers**

Students need to be cooperative with substitute teachers as they are guests in our building. Substitute teachers have the same authority as regular teachers. Students sent to the office by a substitute teacher will be subject to the same disciplinary action as if referred by the regular teacher.

Free Time

Before school (6th – 8th 7:15 am – 7:40 am, 4th – 5th 8:15 am – 8:40am), during lunch and passing time. These are times when it is in the best interest of the student to restrict, relocate or revoke free time.

Detention/Practice Room

1. Olivet Middle School has two types of detentions:
 - a. Lunch Practice Room: The student will eat lunch in the designated room for the duration of the lunch period.
 - b. After school detention: The student will be supervised by school personnel on a Tuesday or Thursday from 2:35-3:35pm at the Middle School.

2. Students are expected to bring school work or appropriate reading material to detentions. Students who break the rules of the detention are subject to a more severe consequence.
3. Students will be given ample time to notify parents of the after school detention and arrange for transportation. In the event that transportation is an issue, parents need to contact the Student Services coordinator prior to the detention.
4. Students who skip a detention will have the detention time extended. Habitual offenders will face suspension.

Parental contact

Any type of communication between the school and the student's parent/guardian. This may be in the form of a note, phone call, letter, or personal meeting.

Parental conference

Face-to-face meeting between school personnel and parent/guardian. May be a phone call in certain situations.

Suspension

1. A suspension is when a student is temporarily forbidden to be at school or **any school related activity**. Students suspended out of school are not to be on the property of Olivet Community Schools **and cannot attend school events held at other schools**. Violation of this rule will result in longer suspension, additional suspension from school activities, and/or police arrest for trespassing.
2. As an alternative to out-of-school suspension, a student may be assigned an in-school suspension (I.S.S.). In I.S.S., students are expected to sit properly in their assigned place and work on schoolwork or read appropriate material. Students who violate the rules of I.S.S. are subject to an additional detention/suspension or may be sent home. Students who are sent home will not return to their regular classes until they have served their time in I.S.S.
3. Any student who has received three (3) suspensions may be referred to the Board of Education for an expulsion hearing on the violation of the next act of student misconduct. District personnel are encouraged to exhaust all sources of behavior intervention strategies, including testing and professional recommendations.
4. A long-term suspension is an exclusion from school and its' activities for as few as 11 days and as many days as determined by the Board of Education. An expulsion is a permanent exclusion from school and its' activities.

5. 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 engages in conduct prohibited by law, Board Policy, or this student handbook. During this suspension, the student shall not return to class, without the mutual agreement of the teacher and the Principal. In this type of suspension, the teacher shall contact the student's parents/guardian and request that they attend a parent-teacher conference for the purpose of discussing the suspension, and notify the building Principal.

Saturday School

Saturday School will be conducted from 8 AM to 12 PM on the date designated. If the student fails to arrive on time or leaves before their scheduled departure time, they will automatically be suspended from school the first two (2) school days following the date they were assigned Saturday School. Conduct at Saturday School will be monitored during the period assigned. The student is to arrive prepared to study, complete homework or read appropriate material (as determined by the supervising teacher). To successfully complete the session, the student must satisfactorily complete the entire time assigned without incident. Sleeping will result in immediate removal from the program and will initiate a suspension as previously referenced.

Immature, irresponsible behavior will not be tolerated. Food or drink is not allowed while in attendance and violation of this will also initiate a suspension. Appropriate attire as referenced in the student handbook, as well as any other rule from the student handbook, applies.

Expulsion/Long Term Suspension

Expulsions and Long Term Suspensions are a complete separation from school property and school related activities for a period from 11 days to permanent separation. Expulsions and Long Term Suspensions will occur only after a Board of Education Hearing is held.

Interrogation of Students by Law Enforcement Officers

A. Policy

The following policy is to be observed for the interrogation of students by law enforcement officers. Proper observation of the policy will serve as a basis for cooperation with law enforcement officers, within the framework of the law. It will also encourage students to respect lawfully constituted authority.

1. Law enforcement officers must have permission of the building

- Principal, or his designee, to interview a student on school property during school hours.
2. When possible, parents of students who are to be interviewed by law enforcement officers on school property during school hours will be notified.
 3. A student may be interviewed by a law enforcement officer on school property during school hours if approved by the Principal or mandated by law. The Principal may be present when a student is interviewed.
 4. A child may be removed from school by a law enforcement officer with or without a lawful warrant. The parents of students so removed must, if possible, be notified immediately concerning such removal.

Search and Seizure

The following rules shall apply to the search of school property assigned to a specific student (desk, locker, etc.) and the seizure of items in his possession.

1. There shall be reasonable suspicion for school authorities to believe that the possession constitutes a crime or rule violation.
2. General searches of school property may be conducted by district authorities for any reason, at any time, without notice, without student consent, and without a search warrant.
3. Search of an area assigned to a student should be for a specific item and be in his presence in most situations.
4. Illegal items (firearms, weapons) or other possessions reasonably determined to be a threat to the safety or security of others will be seized by school authorities.
5. Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
6. Student privacy rights will be respected regarding any items that are not illegal or against school policy.
7. In order to protect the health, safety or welfare of students under school jurisdiction, building Principals or designated representatives are authorized to search students. No strip searches shall be conducted by school authorities. All searches shall be carried out in the presence of an adult witness.
8. School officials may need to conduct a search of students clothing, book bags, and other items when there is a reasonable suspicion that the student is in possession of items in violation of school rules.

- 9 In an effort to keep the schools 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. Such inspections by school authorities and trained dogs may be announced or unannounced and may be made at any time.
- 10 Middle School Students are not permitted to drive to school.

Any section or portion thereof, found to be contrary to law or constitutional rights shall be stricken without affecting the remainder.

Appeals Procedure

- A. The student shall not be judged guilty by virtue of being accused.
- B. An informal investigation shall be conducted by an administrator to obtain all information pertinent to a fair decision.
- C. Provisions shall be made for the student to be heard and present his/her view of the problem.
- D. The student shall be informed of the reason for the suspension. Parents must be notified by telephone, if possible, and the length of the suspension must be confirmed in writing. Administrators will take the initiative to confer with parents or legal guardians to plan the student's return to school.
- E. The parent/guardian has the right to appeal the decision as outlined below:
 1. Principal: The parent/guardian of student charged with an offense may request a hearing with the Principal within three (3) school days following the date the student received the notification orally or in writing. The Principal has up to three (3) school days to hold a hearing. The parent/guardian and student are encouraged to be present. The Principal will determine whether a violation did or did not occur and whether an appropriate consequence was administered. The decision of the Principal will be in writing and a copy will be provided to the student and his/her parent/guardian within three (3) school days from the termination of the hearing.
 2. Superintendent: The parent/guardian of student charged with an offense may request a hearing with the Superintendent within three (3) school days following the date the student/parent/guardian receives the written decision of the Principal. The Superintendent will hold a hearing within three (3) school days of the request. The decision of the Superintendent will be in writing and a copy will be provided

- to the student and his/her parents/guardian within three (3) school days from the termination of the hearing.
3. Board of Education: The parent/guardian of student charged with an offense may appeal the decision of the Superintendent to the Board of Education whose decision is final. To appeal, they need to notify the Superintendent or Board President within three (3) school days following the date the student/parent/guardian receives the written decision of the Superintendent. The Board of Education will conduct a hearing at the next regularly scheduled Board meeting provided there is three (3) days preparation time for the Board and Superintendent. The Board has twenty (20) days to hold the hearing. The decision of the Board will be in writing and a copy provided to the student and his/her parents/guardian within three (3) school days.
 4. In the event of an appeal:
 5. Suspension is the administrative decision of the Student Services then the appeal process would begin with the Principal.
 - A. Suspension is the administrative decision of the Principal then the appeal process would begin with the Superintendent.
 - B. Suspension is the administrative decision of the Superintendent then the appeal process would begin with the Board of Education.
 - C. All decisions made by the Board of Education are final.

X. Student Assistance Program - Alcohol, drug, tobacco, and controlled substance policy

Disciplinary Sanctions For Alcohol, Tobacco, and Drug Violations

The possession, manufacture, use, delivery, sale, or being under the influence of alcoholic beverages, tobacco, illicit drugs, including “look-a-like” drugs, over the counter stimulant concentrates, mood altering substances such as inhalants, or drug paraphernalia by students in school or at school sponsored events is forbidden. All related items may be confiscated. Compliance with this standard of conduct is mandatory.

Consequences for students will apply to all students from early childhood classes through 12th grade and the offenses will accumulate from one year to the next with the consequences being applied

progressively. Below are the consequences that students will receive for violating the SAP Policy. The suspensions may be reduced up to 50% if the student completes an approved program designed to prevent future infractions or other administrative stipulations.

Possession/use of tobacco

1. **First Violation** - 2 day suspension or 1 day suspension with completion of appropriate program
2. **Second Violation** - 2 day suspension
3. **Third and Subsequent Violations**- 3 day suspension

*Students in violation of this may be referred to the Olivet Police Department and issued a citation.

Possession/use of inhalants or non-prescription drugs not prescribed by a doctor (examples, but not limited to, caffeine pills, stimulant concentrates, etc...)

1. **First Violation** - 2 day suspension
2. **Second Violation** - 5 day suspension
3. **Third and Subsequent Violations** - 10 day suspension

*Students delivering or selling these substances may be moved to the next level of discipline.

Possession, use, or under the influence of alcohol, illicit drugs, look-a-like drugs, drug paraphernalia, or prescription drugs not currently prescribed for the student

1. **First Violation** - 10 day suspension or possible recommendation to the Board of Education for long-term suspension. Notification of appropriate law enforcement agency.
2. **Second Violation** - Recommendation to the Board of Education for long-term suspension (11 to 184 days). Notification of appropriate law enforcement agency.

Sale, delivery, or distribution of alcohol or illicit drugs

1. Recommendation to the Board of Education for long-term suspension (11 to 184 days). Notification of appropriate law enforcement agency.

XI. Co-Curricular Code of Conduct

It is a privilege for students to participate in school-sponsored co-curricular activities. Students engaged in co-curricular activities are representatives of their school for twelve months of the year and are

expected to act accordingly. Students entering the 9th grade will not carry over any accumulated points from violations in the middle school. However, they will have to complete any penalties that may have been imposed.

The term co-curricular applies to any MHSAA **grades seven through twelve** or any activity added to this code by the school board.

The Co-Curricular Code of Conduct will be administered by the Athletic Director. The Co-Curricular board shall consist of the Athletic Director, Principal, Head Coach/Advisor, and a teacher. The Athletic Director will not sit on this board for disciplinary appeals. Participation in any co-curricular activity requires a Co-Curricular Code Agreement signed by both the student and parents/guardians on file with the Athletic Director.

I. Conduct Expectations

Students participating in co-curricular activities are expected to behave in ways that are appropriate as outlined in board policy, student handbooks, federal, state, and local laws, this co-curricular code and their coaches/advisors guidelines twelve months a year. Any violation of these expectations may be cause for disciplinary action. In addition to obeying laws, policies, and rules students who participate in co curricular activities are expected to exhibit the highest sportsmanlike behaviors. These behaviors include, but are not limited to: treating competitors in the same way you would want to be treated, giving your best effort in all activities, acknowledging the accomplishments of others, and sacrificing personal gain for the accomplishment of a team.

II. Attendance

Attendance to meetings, practices and competitive events is crucial for all co-curricular participants. Therefore, it is expected that each student will attend all scheduled activities for the season. Exceptions to this would be for emergencies only as approved by the coach/advisor. An “unexcused” absence is an absence from a practice or event without the approval of a coach/advisor or a missed practice due to truancy from school. Should a student have unexcused absences the following progressive discipline may be used:

1. The first unexcused absence from a practice or event—the coach/advisor may remove the student from some or all of the next scheduled event.
2. The second unexcused absence may result in removal from the team or activity up to the balance of that season.

Coaches/advisors will not schedule “mandatory” practices for students

on Saturdays and Sundays or school vacation periods during the school year. Students missing practices scheduled during these times will be eligible to participate in competition.

Coaches/advisors will make appropriate religious accommodations when a student has a bonafide religious accommodation need and must not discipline a student in any way for needing said accommodations.

A school suspension will also result in a minimum of one (1) co-curricular event suspension. If the school suspension is for more than one day, the student will miss all co-curricular events for that time period. If there is only one event for the co-curricular activity, the student may be allowed to participate in the activity at the discretion of the building Principal.

III. Violation Administration and Notification

Any student who is in violation of the co-curricular code as determined by the Athletic Director will be disciplined. When a student is suspected of a violation, the Athletic Director will investigate the incident (s) and will inform the student of the charges and give that student an opportunity to respond to those charges. If a violation did occur, the Athletic Director will determine what penalty will be imposed upon the student. The penalty will be based on the severity of the violation and occurrences of past violations.

A written report containing the charges will be mailed to the parent(s)/guardian(s) by the Athletic Director. The information concerning the violation to be included in the written charges is as follows:

1. Name of violator
2. Place of violation
3. Nature of violation
4. Date and approximate time of violation
5. Names of companions and/or circumstances pertinent to the violation.

Controlled Substance Violations/Vandalism/Theft

- a) Students who possess, manufacture, use, deliver, sell, or are under the influence of tobacco, alcoholic beverages, illicit drugs, including “look-a-like” drugs, over the counter stimulant concentrates, and/or mood altering substances such as inhalants, and performance enhancing substances, are in violation of this co-curricular code. (All drug paraphernalia and related items may be confiscated.) Any violation will result in the disciplinary sanctions as defined by the levels which follow.
- b) Students who possess, manufacture, use, deliver, sell or are under the influence of performance enhancing drugs are in violation of

this co-curricular code.

Violators are also punishable by imprisonment and/or up to a \$5,000 fine as outlined in HB 4594-PA 216 of 2006.

- c) Student who vandalize (malicious destruction of property) are in violation of the Co-Curricular Code.
- d) Students who steal (taking something that belongs to someone else) are in violation of the Co-Curricular Code.

- Level 1
- a) Possession and/or use of tobacco *off* school property
 - b) Theft up to \$10.00
 - c) Vandalism up to \$10.00

- Level 2
- a) Possession, use, or being under the influence of alcoholic beverages, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances, such as inhalants and drug paraphernalia *off* school property.
 - b) Possession and/or use of tobacco *on* school property.
 - c) Theft - \$10.00 - \$100.00
 - d) Vandalism - \$10.00 - \$100.00

- Level 3
- a) Possession, use, or being under the influence of alcoholic beverages, performance enhancing drugs, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances such as inhalants, possession of drug paraphernalia *on* school property.

- b) Theft over \$100.00 or of an item that could undermine the security of the school, such as a key.

- c) Vandalism over \$100.00

- Level 4
- The manufacturing, delivery, or sale of alcoholic beverages, performance enhancing drugs, illicit drugs, including "look-a-like" drugs, over the counter stimulant concentrates, and/or mood altering substances such as inhalants, or drug paraphernalia.

The consequences for the described levels are listed below. Each level represents a point total and has a specific penalty. Points will accumulate for each violation.

POINTS

- 1 Suspension for 25% of season which may be reduced to 10%
- 2 Suspension for 50% of season which may be reduced to 25%
- 3 Suspension for 1 full season which may be reduced to 50%
- 4 Suspension for 1 calendar year which may be reduced to a season

- 5 Suspension for career with possible reinstatement after a year. An accumulation of over 6 points will ban a student from any future participation in co-curricular activities outlined in the code.

The initial suspension is for the current season's contests/activities. If the violation occurs with less than the prescribed percentage of contests remaining, the suspension will be pro-rated into the next season in which the student participates, even though it may carry over into the next school year. The student will be allowed to participate in practice for training purposes during the suspension with the approval of the coach.

The Athletic Director or building Principal may recommend and approve the students' attendance and completion of a substance abuse assessment, tobacco cessation program, or an approved community service program. The maximum penalty described will be modified and the student will serve the reduced penalty for the regularly scheduled contests/activities. Suspensions will carry over to the students' next season of competition. The student may be allowed to participate in practice for training purposes during the suspension with the approval of the coach.

Below is an example of how the system would work:

A student is caught smoking off school property. Since this is a level 1 violation, he/she would have accumulated 1 point. The consequence for 1 accumulated point is suspension from 25% of a season, which may be reduced to 10%. The same student is caught drinking off school property. This is a level 2 violation and his/her accumulated point total is now 3. The consequence is now suspension from one full season, which may be reduced to 50%. The same student steals something worth \$140.00, which is a level 3 violation. The student has now accumulated 6 points. Six (6) accumulated points carries a career suspension.

If there were only one event for the co-curricular activity, the student would be allowed to participate in that activity if an assessment is completed or a tobacco cessation program is completed. If the student does not complete the prescribed program of the approved agency, the original penalty will be imposed.

Other Rule/Law Infractions

Any conduct contrary to the ideals, principles and standards of the district as may be set forth from time to time in policies of the board, student handbooks published rules and regulations and laws of the State of Michigan can be considered as a violation of the Co-Curricular Code: Assault, breaking and entering, hazing, knowingly possessing

stolen property, criminal sexual conduct, large scale theft, vandalism or other illegal behaviors forbidden, gross misconduct (verbal or physical) toward officials, opponents (students and staff), or fans, or other major violations of school rules will not be tolerated. Hazing is defined as an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization.

Penalties may include community service work, suspension from participating in any Co-Curricular event(s) for a determined length of time, enrolling in and following through an approved professional assistance program dealing with the inappropriate behavior, or a combination of any of these penalties.

Appeal Process

The parent/guardian of a student or an 18 year old student accused of violating the Co-Curricular Code has the right to appeal the decision as outlined below:

1. Co-Curricular Board: The parent/guardian of any student or an 18 year old student charged with an offense may request a hearing with the Co-Curricular Board within two (2) school days following the date the student received the notification orally or in writing. The Co-Curricular Board has up to two (2) school days to hold a hearing. The parent/guardian and student are encouraged to be present. The Co-Curricular Board will determine whether a violation did or did not occur and whether an appropriate consequence was administered. The decision of the Co-Curricular Board shall be in writing and a copy shall be provided to the student and his/her parent/guardian within two (2) school days from the termination of the hearing. An accused student is eligible during the first level of appeal, but is ineligible through the remainder of the appeal process if the Co-Curricular Board upholds the suspension of the privilege to participate in co-curricular activities.
2. Superintendent: Any parent/guardian/18 year old student may request a hearing with the Superintendent within two (2) school days following the date the student/parent/guardian receives the written decision of the Co-Curricular Board. The Superintendent will hold a hearing within two (2) school days of the request. The decision of the Superintendent shall be in writing and a copy shall be provided to the student and his/her parents/guardian within two

- (2) school days from the termination of the hearing.
3. Board of Education: An 18 years old student or parent/guardian may appeal the decision of the Superintendent to the Board of Education whose decision is final. To appeal, they need to notify the Superintendent or Board President within two (2) school days following the date the student/parent/guardian receives the written decision of the Superintendent. The Board of Education will conduct a hearing at the next regularly scheduled Board meeting provided there is three (3) days preparation time for the Board and Superintendent. The Board has twenty (20) days to hold the hearing. The decision of the Board shall be in writing and a copy provided to the student and his/her parents/guardian within two (2) school days.

IV. Academic Eligibility Requirements for Participation in Co-Curricular Activities

This policy shall be implemented by the building principal and coordinated by the Athletic Director. Freshmen are eligible immediately the first semester. Transfer students desiring to participate in athletics will meet the Michigan High School Athletic Association rules and regulations for the first semester of eligibility.

High School

1. In order to participate in the co-curricular program, a student must meet the following qualifications:
 - A. Be a full-time day student
 - B. May not fail more than one (1) subject per semester.
 - C. Students must maintain a C- (1.67) GPA each semester to remain eligible.
 - D. The first time a student fails to meet these criteria they will automatically be placed on probation. Requirements for probation include a daily assignment sheet and maintaining a 1.67 GPA with no failing classes.
2. Weekly academic eligibility checks will be based on cumulative grades from the beginning of the semester. A week begins on Monday and continues through and includes Sunday. The first occurrence of two (2) failing grades will result in in-eligibility for the following week and direct contact with the parent/guardian. At the conclusion of the nine- (9) weeks marking period, a students' GPA will be checked. If at that time a student is meeting the required GPA, she/he will be informed of co-curricular eligibility.

Middle School—Weekly Academic Eligibility

- A. Each co-curricular student's eligibility will be determined by each team of teachers by noon on Friday.
- B. The academic eligibility period covers from Monday through Sunday.
- C. A student shall have no failing grades on the team report for all classes to be eligible to participate the following week.
- D. Coaches report eligibility weekly to the Athletic Director.
- E. The weekly grade will be their current 9-week grade. A student's grade will start over each 9 weeks.

Special Provisions

- A. A student may not participate in a competition or performance if academically ineligible. The student is expected to participate in practice or study sessions as directed by the coach.
- B. Students must be in attendance all day to participate in co-curricular functions including practice, except for an absence that is excused by the principal.

Academic Appeal Process

Any appeal for students including special need students will be handled through the Co-Curricular Board. An academic appeal will be necessary for any student failing to meet minimum requirements for eligibility for the second time.

- A. Parent(s)/guardian(s) must notify the Athletic Director of the desire to appeal a student's ineligibility. The student remains ineligible during the appeal process.
- B. The Athletic Director shall convene the Co-Curricular Board within two (2) school days after receipt of the parent/guardian request.
- C. The following criteria will be assessed for recommendation of academic eligibility:
 - 1. Special Education placement or certification.
 - 2. Standardized test scores.
 - 3. Classroom teacher report and input that will include academic achievement, citizenship and attendance.
 - 4. Special personal circumstances of a traumatic nature.
- D. The Co-Curricular Board will have two (2) school days to render a decision regarding academic eligibility.
- E. The decision of the Co-Curricular Board shall be in writing and a copy shall be sent to the student and his/her parents/guardians within two (2) school days from the termination of the hearing.

- F. Any student/parent/guardian may request a hearing with the Superintendent within two (2) school days following the date the student receives the written decision of the Co-Curricular Board. The student will remain ineligible pending a decision of the Superintendent.
- G. Should a student/parent/guardian appeal the decision of the Superintendent, the Board of Education has seven (7) days to hold a hearing. The decision of the Board shall be in writing and a copy sent to the student and his/her parents/guardians within two (2) school days.

XII. Internet Access Agreement/Use of Computers

Use of the Internet and other technology provides great educational benefits to students. Unfortunately, however, some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive. Access to the Internet and other technology is given as a privilege to students who agree to act in a considerate and responsible manner.

- Using the Internet in school is a **privilege** for the following purposes:
 - To help students learn about technology.
 - To help students learn how to find information and communicate with others.
 - To help students learn more in school.
- Students are responsible for good behavior on the Internet just as they are in school. General school rules for behavior and communications apply.
- Network storage areas may be treated like school lockers. Network administrators have the right and responsibility to view files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that any files will be private.
- The following things are **NOT ALLOWED**:
 - a) Trespassing in another's folders, work or files or trespassing on the network while access privileges are suspended.
 - b) Copying, deleting, or otherwise altering network files or software.
 - c) Trying to learn or use another's password.
 - d) Sharing of personal password.

- e) Making, reading, viewing, or sending inappropriate files or any file that the school deems to be unlawful, obscene, pornographic, abusive, racially or ethnically offensive or otherwise objectionable.
 - f) Using web-based email.
 - g) Viewing, creating, modifying or accessing in general any online personal journal website i.e. MySpace, Facebook, Zanga, etc.
 - h) Using school technology to buy, sell, trade, advertise or gamble.
 - i) Downloading of any program or executable file to the network including games and instant messengers.
 - j) Illegally installing or copying licensed or copyrighted software.
 - k) Intentionally wasting resources including but not limited to:
 - Distributing broadcast messages via email or otherwise.
 - Excessive use of network printers.
 - Streaming audio or video files over the Internet.
 - l) Using technology or any other means to cause damage to the school's equipment. This includes but is not limited to:
 - Doing anything that brings a virus into the school equipment.
 - Purposely damaging hardware, software, network cables or information.
 - Breaking into files or systems (i.e., hacking).
 - m) Using the Internet or school's email for personal purposes.
 - n) Deliberately bypassing the school's Internet filtering system by downloading programs or by any other means.
- Students are to only use technology that they have permission to use.
 - Students will pay for any damages they cause.
 - The school's technology is only for people who are registered to use it. Students are responsible for their own account and password and/or privileges.
 - The school has the right and the responsibility to check anything students do on school equipment.
 - Students will receive training in acceptable uses of technology and the Internet.

- Student use of school computers and the Internet may be taken away at any time. Students will face disciplinary action if they misuse either technology or the Internet at school. This may include loss/restriction of computer privileges, community service, suspension, and/or expulsion.
- If a parent does not wish to have their student have access to the Internet, they should make this request in writing to the Superintendent of Schools.

XIII. Transportation Handbook

It has been the policy of the Olivet Community Schools to provide safe transportation to all Olivet students. Olivet buses travel over a quarter million miles yearly. In order to continue providing safe transportation of our students, we need the cooperation of everyone involved.

This information is being made available to explain the Transportation Departments rules and regulations that everyone should know. We urge parents and their children to read this carefully, making certain that they understand the material, particularly in the areas of conduct and regulations. The transportation office is open daily during the school year at 6:00 A.M. The office telephone number is (269) 749-4541.

In case of extreme weather conditions when regular education buses are not traveling the roads, Special Education buses will also not be running. To receive information in regards to school closing information, please tune in to the following stations before calling our office. This will help keep the phone lines open for emergency calls.

WBCK AM 930	WITL 100.7
WLNS Channel 6	WBXX 95.3
Q106 FM	WOTV Channel 41
WNWN FM 98.5	WVIC FM 95
WIBM 94.1	WOOD FM 105.7
WFUN 96.7 FM	WMMQ FM 92.7
WILX Channel 10	

Special Note: In an effort to ensure a safe and orderly ride for our students, the Transportation Department utilizes four (4) video surveillance cameras that are rotated among our buses. These tapes are confidential and may be viewed at the Operations Office, only by those parents whose children are directly involved in a transportation issue.

OLIVET COMMUNITY SCHOOLS TRANSPORTATION POLICIES AND PROCEDURES

1. The transportation supervisor shall have the responsibility for supervising the transportation program and establishing bus stops and will do so in full compliance with the laws pertaining to such.
2. It is the mutual responsibility of the parent/guardian and district personnel to make a reasonable effort to understand transportation guidelines and cooperate with school personnel with regard to pupil transportation. Parents/guardians are responsible for their student's transportation if bus-riding privileges are withdrawn.
3. Parents/guardians are responsible for their child's conduct at the bus stop.
4. Parents/guardians are responsible for getting their child to and from the bus stop.
5. **All kindergarten students will be picked up at regular bus stops and will be returned as near as possible to their homes.**
6. All middle school and high school students may be required to walk up to **one half mile to a bus stop** or to the attended school. **Elementary children may be required to walk up to one quarter mile** provided that, at all times, the safety of the students is taken into consideration. Distances walked on private roads or driveways to a designated bus stop will not count toward the one half mile and the one-quarter mile limits. Exceptions may be made for students with special medical needs.
7. **Buses will not travel on private roads or driveways since they are very heavy and can easily damage roads.**
8. If a child is the only student assigned to his/her bus stop, it would be appreciated if the parent/guardian would call the transportation department if that child will not be riding the bus to school (i.e. illness, other arrangements, out of town, etc).
9. No student will be suspended from a bus en route to or from school. In extreme discipline cases, a student may be required to return to the school or bus garage where alternative transportation arrangements will be made.
10. A driver, without the consent of the Transportation Supervisor, will not change a designated bus stop.

11. No new stops shall be initiated unless the Administration believes:
 - A. The distance is greater than one half mile for middle or high school students and one quarter mile for elementary students provided that, at all times, the safety of the student is taken into consideration.
 - B. There are too many students for that particular location in the judgment of the transportation supervisor.
 - C. Legitimate safety concerns cannot otherwise be satisfied.
12. Parents/guardians have the responsibility to identify a single AM pick-up and a single drop off location per semester. A bus stop will be assigned within the prescribed walking distance.
13. If your child will need to ride a bus other than the one to which he/she is assigned please call the Transportation Department to make certain that there will be room on the bus for your student. You are required to sign and date a note outlining bussing arrangements, which your child will take to the school office. Office personnel will initial the note and write a blue bus pass that your child will need in order to get on the bus. Your child will need to hand the bus pass to the driver. No child will be allowed to ride another bus to a different bus stop without a bus pass. Following this procedure helps school staff members to know where your child is in case of an emergency. Alternative busing arrangements for high school students (9th – 12th), require a parent phone call to the bus garage as no blue bus passes are given to high school students.
14. Walking distances may be adjusted periodically as road conditions merit such a change.
15. Parents/guardians of kindergarten students may identify a maximum of two (2) baby sitters per year. The baby sitter's residence must be located on an existing bus route.
16. If for some reason you are not at home when young students are to be dropped off, the students will be returned to Fern Persons Elementary School to the Daycare program until you are able to pick them up. There will be a fee for this service.
17. If they so choose, Schools of Choice students will be allowed to ride an Olivet Community School bus by meeting the bus at an established bus stop designated by the Olivet Transportation Department.

STUDENT RESPONSIBILITY AT THE BUS STOP

1. Your prompt arrival at the bus stop is appreciated. Students are to be at their designated bus stop at least five (5) minutes before the designated pick up time (earlier in inclement weather). Please plan on arriving ten (10) minutes earlier the first two (2) weeks of school. Wait ten (10) minutes after the designated pick up time before calling the Transportation Office.
2. Students are to stay out of the roadway while waiting for the bus. Students are to refrain from pushing, shoving, fighting or any other inappropriate behavior while at the bus stop.
3. Students are to wait at least ten (10) feet back as the bus approaches the designated stopping area. Students are to wait until the bus service door opens or until the driver honks their horn before approaching the bus.
4. Students needing to cross the street must cross in front of the bus only when directed to do so by the bus driver. At no time is a student to walk towards the back of the bus or to check mailboxes.
5. Students must remain seated until the bus comes to a complete stop.
6. Students must leave the bus only at their designated stop. In order to leave the bus at a destination other than their assigned stop, a student must present the bus driver with a written permission note (**blue bus pass**), signed by the school office.
7. If a student is suspended from the school bus, this includes all bus transportation to and from school. Additionally, students who are suspended from the bus may, at the discretion of the building administrator, find themselves suspended from other transportation provided by the school district (i.e. sporting events, band, choir, and field trips).

STUDENTS RESPONSIBILITIES ON THE BUS

1. The bus driver is responsible for the bus and passengers at all times. Students should follow the driver's directions. If there is a misunderstanding between the driver, student and/or parent/guardian, the matter should be brought to the attention of the building administrator or the transportation supervisor.
2. Students are to enter and leave the bus only through the front door except in case of emergency and at the direction of the driver.
3. Students will remain seated while the bus is in motion.

4. The driver is authorized to assign seats to an individual or the whole bus, as necessary.
5. Students are to keep conversations at classroom level. Loud and disruptive talk or noise can easily distract the driver.
6. Students may not sell or distribute anything on the bus.
7. Students should not extend any part of their body out an open window.
8. Students are to help keep the bus clean. Students are prohibited from throwing objects on the floor or damaging the bus in any way. **No** eating, drinking, or gum chewing allowed on the bus.
9. Students are prohibited from spitting in or out of a school bus.
10. Use of cell phones on school buses is prohibited. If the driver observes a student talking on a cell phone, it will be confiscated and the parent/guardian will be required to reclaim the phone at the bus garage.
11. Students are prohibited from possessing tobacco products, matches or lighters on the bus.
12. Students are prohibited from carrying weapons, unsafe items (such as glass containers) or playing with sharp or potentially dangerous items on the bus.
13. Students are prohibited from possessing illegal substances on the bus.
14. Students must not be profane, racially derogatory, or otherwise demeaning to himself or others. Profanity and lack of respect towards the driver and/or other students will not be tolerated.
15. Students may not transport animals of any kind on the bus.
16. Students are only allowed to carry items on the bus that can be held safely in their laps while riding the bus.
17. Inappropriate displays of affection and/or physical contact is not considered acceptable behavior at Olivet Community Schools and is not permitted on the school bus.
18. **All personal items must be kept in a backpack/bag. The Transportation Department is not responsible for lost or stolen items.**

CONSEQUENCES FOR VIOLATION OF RULES AND REGULATIONS

Students who persist in breaking the rules are endangering other student's lives by distracting the driver. These students will not be allowed to ride the school bus. When a student is referred to an

Administrator for any type of alleged misconduct he/she can expect the following to happen (the order and action required may vary with the type and seriousness of the complaint and steps may be skipped due to the severity of the student's actions).

WARNING VIOLATIONS

1. Refusal to follow driver's instructions
2. Failure to remain seated
3. Eating, drinking or gum chewing on the bus
4. Littering
5. Heads, hands or feet out of the bus
6. Failure to keep hands off other students and their possessions
7. Inappropriate behavior as noted by the driver

WARNING CONSEQUENCES

1st Violation

Verbal warning by the driver (**driver will contact parent/guardian**)

2nd Violation

Written warning by the driver, distributed as follows:

- 1 copy of notice to the transportation supervisor immediately after run
- 1 copy of notice to the parent/guardian
- 1 copy of notice to the school administrator/teacher
- 1 copy of notice to the driver with parent/guardian's signature to return to the bus driver

3rd Violation

Written notice from the driver, copies distributed as above
Next day suspension from the bus
Driver will contact parent/guardian immediately after run

4th Violation

Written notice from the driver, copies distributed as above
Three (3) day suspension from the bus
Conference with the student, parent/guardian, building administrator, and transportation supervisor as needed

5th Violation

Written notice from the driver, copies distributed as above
Five (5) day suspension from the bus
Conference with the student, parent/guardian, building administrator, and transportation supervisor

6th Violation

Written notice from the driver, copies distributed as above

Expulsion from the bus for the remainder of the semester
(minimum 10 days) referral to transportation supervisor for
reinstatement of privileges

Certified letter from transportation supervisor noting suspension

Warning violations are cumulative and will carry over from first to
second semester.

violations that occur within the last ten (10) days of the school year will
carry over to the
following school year.

SUSPENSION VIOLATIONS

1. Fighting
2. Destruction of school property
3. Possession of tobacco products, playing with matches or lighters
4. Physical and/or verbal abuse of the driver or other students
5. Unauthorized use of emergency exits
6. Throwing or shooting things in or out of the bus
7. Spitting on, tripping or shoving another student
8. Potentially dangerous behavior noted by the driver
9. Assault and Battery

1st Violation

Written notice from driver, copies distributed as above

Three (3) day suspension from the bus

Conference with student, parent/guardian, building
administrator and transportation supervisor

2nd Violation

Written notice from the driver, copies distributed as above

Five (5) day suspension from the bus

Conference with the student, parent/guardian, building
administrator and transportation supervisor.

3rd Violation

Written notice from the driver, copies distributed as above

Expulsion from the bus for the remainder of the semester
(minimum 10 days)

Referral to transportation supervisor for reinstatement of
privileges

Certified letter from the transportation supervisor noting
suspension

4th Violation

Expulsion from the bus for the remainder of the semester
(minimum 15 days)

Reinstatement of bus riding privileges will require School
Board approval

Drivers will deal with any infractions requiring a one (1) day suspension from the bus regardless of the length of the suspension; the driver is expected to make the initial phone contact with the parent/or guardian. Building and/or district administrators will administer all violations requiring more than a one (1) day suspension of privileges. It is the responsibility of the parent or guardian to make alternative arrangements for their son/daughters transportation to and from school **during the suspension period**. Suspension violations are cumulative and will carry over from first to second semester. Violations that occur within the last ten (10) day of the school year will carry over to the following school year. All disciplinary actions will take into consideration the student's overall disciplinary record both in school and on the bus. Steps can be skipped due to the severity of the student's action.

POSSESSION OF A WEAPON

In order to help ensure the safety of our students, our Board of Education has approved a new weapons policy in compliance with new state laws. It states "Students in possession of a dangerous weapon/firearm (such as guns, including BB guns and CO2 weapons, knives over 3 inches, etc.) and/or who commit arson or rape on District grounds in the District Building, or at School sponsored events, shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency".

XIV. Legal Information

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In order to help ensure the safety of our students, our Board of Education has approved a **weapons policy** in compliance with new state laws. It states "Students in possession of a dangerous weapon/firearm (such as guns, including B.B. guns and CO2 weapons, knives over 3 inches, etc.) and/or who commit arson or rape on District grounds in the District Buildings, or at School sponsored events, shall be permanently expelled from school and referred to the criminal

justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency."

SPECIAL EDUCATION STUDENTS

Olivet Community Schools transports students attending classes at a variety of locations in the City of Battle Creek. Because of the special problems that these students deal with, particular attention is devoted to their transportation. However, there are rules that the students and their families must follow to insure a safe and smooth operation.

- 1st Offense Verbal report from the Driver and recorded on a card at the bus garage
- 2nd Offense Written warning and recorded on a card at the bus garage
- 3rd Offense Two (2) day minimum suspension
- 4th Offense May have anywhere from a two (2) day up to a two (2) week suspension

Same bus disciplinary rules apply to these students as described above for regular education students.

Equal Opportunity

All policies and procedures adopted by the Olivet Community Schools are intended to be fair, reasonable, and for the good of the schools and of the students. All policies are intended to comply with federal law and the constitutional rights of individuals. Race, religion, sex, national origins, and handicap will not be grounds for denying participation in classes or programs for which a student is otherwise eligible. Complaints of such discrimination must be made in writing to the Principal of the school by parents on behalf of their children or by adult students on their own behalf. The Principal will respond to properly made complaints within ten school days.

Family Educational Rights and Privacy

- A. **School Records:** School records are open to review by parents/guardians. Formal procedures are available to review or challenge accuracy of student records. Access to records by agencies outside the school is limited by school policy. Requests to review records must be submitted to the school Principal. Forwarding of records is made at the request of schools in which a student seeks or intends to enroll.
- B. **Right to Object to Release of Directory Information:** Generally, school officials must have written permission from the parent or student or an eligible student before releasing any information from a student's record. However, FERPA allows

school districts to disclose, without consent, “directory” type information. The Board of Education has designated the following personally identifiable information contained in a student’s education record as “directory information”. The student’s name, address, picture, parent or guardian, major field of study, weight, height, participation in and eligibility for officially recognized activities and sports; grade; grade; honors and awards received; and the most recent educational agency or school attended by the student. Unless you advise the District that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information. Upon such objection, this information will not be released without the prior consent of the parent or eligible student. You have 30 days from the start of school to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Superintendent of Schools
Olivet Community Schools
255 First Street
Olivet, MI 49076

Title IX

“Olivet Public Schools will not discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments.”

If any person believes that Olivet Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX or is in some way discriminatory on the basis of sex, he/she may bring forward a complaint, which shall be referred to as a grievance, to the Local Title IX Coordinator at the following address:

Olivet Community Schools
Superintendent
255 First Street
Olivet, MI 49076
Phone (269) 749-9129

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally on a verbal basis with the Local Title IX Coordinator, who shall, in turn, investigate the complaint and reply with an answer to the complainant within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the following steps:

STEP 1: A written statement of the grievance, signed by the complainant, shall be submitted to the Local Title IX Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

STEP 2: If the complainant wishes to appeal the decision of the Local Title IX Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the local Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

STEP 3: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within thirty (30) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

STEP 4: If, at this point, the grievance has not been satisfactorily settled, further appeals may be made to the Office of Civil Rights, Department of Health, Education and Welfare, Washington D.C. 20201.

XIV. Nondiscrimination

The Olivet School Board is committed to a policy of nondiscrimination with regard to religion, race, color, national origin, age, sex, height, weight, pregnancy, disability, or marital status. This policy shall prevail in all of its policies concerning staff, students, educational programs and services, and individuals with whom the Board does business.

The staff shall establish and maintain an atmosphere in which students can develop attitudes and skills for effective, cooperative living.

The board and staff shall promote good human relations by removing any vestige of prejudice and discrimination in employment, assignment, and promotion of personnel; in location and use of facilities; in educational offerings and instructional materials.

The Board and staff shall use every opportunity to work with other institutions and agencies to improve human relations in the schools, and to create channels through which citizens can communicate their human relations concerns to the Board and its employees.