

Mattawan Middle School Handbook



Mattawan Middle School

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MESSAGE TO THE STUDENTS

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

MATTAWAN MIDDLE SCHOOL LEARNING COMMUNITY ATTRIBUTES

C.A.T.S.

Connectedness

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

Academic Rigor and Relevance

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

Trust and Respect

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

Safety

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

SCHOOL COLORS

Blue and Gold

MASCOT

Wildcat

FIGHT SONG

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

ABSENCE AND ABSENCE EXCUSES

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

1. Telephone the Middle School Office at 668-3361, Ext. 1487 between 7:45 - 8:45 a.m. on the morning of the absence.
2. On the next day the student attends school please send a written excuse that includes:
 - a. Name of the student
 - b. Date(s) of absence
 - c. Parent or guardian signature

A model excuse is shown here: If a student does not present a written excuse, s/he has two days to bring one in; their absence will be considered unexcused after that.

Dated
 To the Middle School Office,
 Please excuse John Smith's absence on Thursday,
 September 7. He had a sore throat.
 Mrs. C. Smith

If the student will be absent for an extended period of time (more than two school days), or to pre-arrange an excused absence, please contact the school office (668-3361) to arrange for assignments or make-up course work. If your student is ill, please do not contact the office to arrange for course work unless they have been absent for more than two days.

It is also important to note that certain types of absences cannot be considered excused. These include such reasons as:

1. Oversleeping
2. Transportation problems (missed the bus)
3. In-school or out-of-school suspensions
4. Shopping trips, etc.

As with everything else, when it comes to absences, if in doubt, give a call. Days of school missed due to suspension will not be counted in computing absences for attendance requirements.

BICYCLES/VEHICLES

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

BUSES

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

General Bus Rules

1. Follow directions given by the driver.
2. Remain seated while the bus is moving. (Your back and bottom should be touching the seat).
3. Use a quiet, polite voice.

4. Keep hands, feet and all other objects to oneself.
5. Respect the rights of others.
6. Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Director of Transportation.(668-3361 ext. 8710)

Other Expectations for Bus Use

1. Be on time.
2. Observe proper loading/unloading procedures.
3. No eating or drinking on the bus.
4. No animals on the bus. No exceptions.
5. There must be silence at railroad tracks.
6. Aisles and area surrounding the back door must be kept clear.
7. No knives, firearms and/or other items that could be classified as potential weapons.
8. No skateboards, skis and/or snowboards.
9. No drugs, alcohol, or vaping/electronic cigarette devices.
10. No taking videos or photographs of any kind.
11. Obey applicable Student Handbook rules.

CONDUCT

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

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

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

To all students who are on school property, at school related events, or in a school vehicle. As well as, when a student is using school telecommunication networks, accounts, or other district services. Disciplinary interventions are necessary when working to modify student behavior. The administration of these consequences will be progressive in nature and begin at a level established by the middle school administration.

Our discipline philosophy allows for teaching and learning opportunities as students grow through their middle school years. Typically, failure to comply with behavior expectations will result in one or more of the following:

- A. Teacher/student and/or teacher/parent conference.
- B. Counselor and/or administrative referral for appropriate intervention.
- C. Detention: academic time spent with a teacher, administrator, other middle school staff member, during lunch, before and/or after school in which students are expected to complete school work and/or make-up time. Students who arrive late or violate the detention guidelines will be required to serve an additional time and/or face further disciplinary action.
- D. Social Restriction. Students who violate the discipline code may lose the privilege of attending or participating in student activities, passing time, social time before and after school, and lunch time. In addition, a student on social restriction may be placed on an alternative schedule.

- E. Community Service. Students who violate the discipline code may be required to complete some form of community service as reparation for their behavior. This may include cafeteria duty, cleaning the building, parking lot, buses, or other forms of community service deemed reasonable by the administration.
- F. Restitution. Students who violate the student code may be required to compensate the violated party through financial means. This sum of money may include any costs that are accrued by Mattawan Consolidated School staff for work completed due to the infraction. In the event of loss, the student may be responsible for the entire replacement cost of the item(s).
- G. Confiscation. In the event of a student being in possession of unauthorized item(s) or item(s) deemed inappropriate for school, the student may have the item(s) removed from their possession. Depending on the degree of inappropriateness, the student may or may not receive the item(s) back. If item(s) are unlawfully possessed, they will be turned over to the proper authorities for disposal.
- H. Schedule Change. If a student's behavior is such that it pervasively interferes with the learning opportunities of one or more students, the student's schedule may be changed to minimize the disruption. A schedule change may also consist of reducing the number of minutes in a class and/or having students start or end their day at alternate times.
- I. In-school restriction. Academic time spent during the school day, in which students are isolated from their peers, and academic, socio-emotional and/or behavioral interventions are provided. The parent/guardian will be notified of the action taken (verbally and/or in writing).
General In-school Restriction Guidelines:
1. Academic work will be provided to ensure intensive and serious study during the in-school restriction from 7:40 a.m. until 2:35 p.m. Work that students complete during an in-school restriction will receive full credit.
 2. All homework assigned during the time of the in-school restriction must be completed by the end of the restriction period unless allowed otherwise by the teacher.
 3. Teachers may require students to take a test in the in-school restriction room at the same time that the rest of the class is working on the test in the regular classroom.
 4. Students may be required to complete community service for the school while assigned to In-School Restriction.
 5. While serving an in-school restriction, students must follow the guidelines and rules established for in-school restriction and directions from the adult in-charge. Failure to do so may result in suspension from school.
- J. Out-of-school suspension. Removal from school (1-10 days) for violations of the discipline code, in which the administration believes that both the student population and/or the student would be better served by the student's removal from school. The parent/guardian will be notified of the action taken (verbally and/or in writing). The student will be readmitted to class following all suspensions after academic, socio-emotional and/or behavioral interventions have been completed. In most cases, a conference involving the student, parent/guardian, and administrator will be held to review the incident, clarify rules/expectations, and discuss next steps.
General Out-of-school suspension guidelines:
1. When a student must be immediately suspended from school during school hours, an attempt will be made to contact the parent/guardian for transportation home. In the event the parent/guardian is not reached, or transportation cannot be arranged, the student will be isolated from normal school activities for the remainder of the day.
 2. Any student who has been suspended will not be permitted to participate in or be a spectator at student activities sponsored by the school during the period of suspension. This includes afternoon and evening activities during a day of suspension.
 3. Work assigned/assessments given during an out-of-school suspension may be completed/made-up for full credit.
- K. Long-term Suspension or Expulsion. Board of Education and/or Superintendent level action taken based upon the recommendation of the building level administration to remove a student from school for a period of time in excess of 10 days up to and including permanent expulsion for gross

misbehavior or persistent, malicious, or willful violation of the discipline code. Verbal notification shall be given to the student and parent by a building level administrator when a decision to remove the student from school is made. Within ten days of removal from school, written notification shall be given to the student and parent(s) detailing the alleged violations of the discipline code, supporting evidence, and administrative recommendation for disciplinary action, and hearing guidelines. A hearing will be held within 10 school days, unless otherwise agreed to by both parties.

- L. Restorative Justice – (Board of Education Policy 5610). A student may be removed from the classroom, suspended or expelled for persistent disobedience or gross misconduct. If suspension or expulsion for persistent disobedience or gross misconduct is considered, the Superintendent, along with the Building Administration, shall consider the following factors:
- A. the student's age
 - B. the student's disciplinary history
 - C. whether the student has a disability
 - D. the seriousness of the violation or behavior
 - E. whether the violation or behavior committed by the student threatened the safety of any student or staff member
 - F. whether restorative practices will be used to address the violation or behavior
 - G. whether a lesser intervention would properly address the violation or behavior

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

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

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

Infraction	Definition of Infraction
Arson	<u>Arson.</u> Burning, or attempting to burn any school building, structure or property; or intentionally setting a fire on school property.
Bomb Threat	<u>Bomb Threat.</u> Threat to bring and/or detonate a bomb.
Bullying/ Harassment	<u>Bullying/Harassment.</u> Speech or action that creates a hostile, intimidating or offensive learning environment. This includes unwelcome sexual advances or any form of improper physical contact, discriminatory or sexual remark.
Cafeteria Misconduct	<u>Cafeteria Misconduct.</u> Disregard for basic cafeteria expectations including but not limited to cutting in line, leaving trash on the table, horseplay, and inciting or participating in food fights.
Cheating	<u>Cheating.</u> Assistance used or provided in the completion of academic work which has not been approved by the instructor of the class. No credit will be given for any material which is involved in cheating.
Classroom Disruption	<u>Classroom Disruption.</u> Behavior that disrupts the educational process of other students in the classroom or interferes with the teacher's ability to facilitate learning.
Controlled Substances	<u>Controlled Substances.</u> Possession, use or distribution of any controlled substances or look-a-like drugs. This includes but is not limited to alcohol, vaping devices, electronic cigarette devices, tobacco, narcotics and "look-a-like" drugs.
	<u>Paraphernalia Relating to Harmful Substances.</u> Possession, use or distribution of items commonly referred to as "Paraphernalia" that are typically used with harmful substances.
	<u>Unauthorized Legal Substances.</u> Unauthorized possession, misuse or distribution of legal substances (i.e., vitamins/herbs, supplements, caffeine tablets, inhalants, etc.) for mind altering and/or physical effects.
	<u>Unauthorized Medication.</u> Unauthorized possession, misuse or distribution of medication without the expressed permission of a high school office employee.
Creating a Safety Hazard	<u>Creating a Safety Hazard.</u> Actions that disrupt and/or threaten the learning environment, including but not limited to pulling a fire alarm without due cause, tampering with fire extinguishers, or discharging pepper spray.
Criminal Sexual Conduct	<u>Criminal Sexual Conduct.</u> Unwanted, deliberate and/or illegal sexual conduct including but not limited to touching another persons intimate parts and or the clothing covering these areas. This could include incidents on or off campus.
Disrespect	<u>Disrespect.</u> Written/spoken communication or gesture that is abusive, disrespectful, obscene/profane or undesirable.
Dress Code Violation	<u>Dress Code Violation.</u> Inappropriate dress at school includes but is not limited to clothing that is revealing, suggestive or otherwise distracting; clothing, jewelry, or other personal possessions that endorse, promote, draw attention to or advertise alcohol, drugs, sexual, illegal, profane or discriminatory activity; coats, backpacks and wearing of hats/hoods before and/or during school. Shorts and skirts that are not fingertip length with arms in a relaxed position at the side and spaghetti straps are prohibited. Footwear with a sole must be worn with no wheels.
Explosives	<u>Explosives.</u> Possession, use or threat to use any substance or prepared chemical on school grounds that explode, burn or cause explosion, and/or are capable of inflicting bodily harm.

Infraction	Definition of Infraction
	This includes but is not limited to firecrackers, cherry bombs, smoke-making devices, caps, lighters, matches or other incendiary devices.
Extortion or Robbery by Force	<u>Extortion or Robbery by Force</u> . Use of threat, intimidation, force, or deception to take or receive something from someone else. This includes but is not limited to actions to secure favors, money or other items of value from another student or school employee by illegal means.
Failure to Serve Consequence	<u>Failure to Serve Consequence</u> . Neglecting to serve assigned community service, detention, in-school restriction or pay restitution within a reasonable time, or without prior arrangements with the person making the assignment.
Forging Documents	<u>Forging Documents</u> . Altering school related documents with intent to deceive (i.e., attendance slip, absence/phone communication, hall pass).
Gambling	<u>Gambling</u> . Participation in games of chance for money and/or other items of value, including but not limited to casual betting, betting pools, organized sports betting or other form of wagering.
Gross Insubordination	<u>Gross Insubordination</u> . Willful disobedience or non-compliance of school rules, procedures, and/or the instructions of school employees.
Bus Misconduct	<u>Bus Misconduct</u> . Behavior that disrupts the transporting of students to and from school or events, including any violation of bus rules.
Indecent Exposure	<u>Indecent Exposure</u> . Intentional act of revealing intimate parts or undergarments covering these parts.
Insubordination	<u>Insubordination</u> . Failure to follow directions or comply with a reasonable request from the adult in charge.
Loitering	<u>Loitering</u> . Being in or about any school building or in specifically restricted areas of a school building at unauthorized times or without specific authorization of school personnel.
Non-Essential Items	<u>Non-Essential Items</u> . Possession /use of squirt guns, balloons, laser pointers or other items that are not essential to the educational process.
Physical Confrontation	<p><u>Physical Confrontation</u>. A confrontation between two or more students, which includes pushing, but doesn't escalate into a fight.</p> <p><u>Fighting</u>. A physical confrontation between two or more students in which a student hits or hits back. This includes but is not limited to kicking, punching, slapping, biting, scratching, and pulling hair.</p> <p><u>Physical Assault</u>. Defined as "intentionally causing or attempting to cause physical harm to another to through force or violence."</p> <p>Board Policy 5610.01 (p. 2 of 9) states that the Board shall <u>permanently expel</u> a student in grade six or above if that student commits a physical assault at school against a District employee, volunteer, or contractor. The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical or verbal assault at school against another student.</p>
Public Display of Affection	<u>Public Displays of Affection</u> . Inappropriate or excessive displays of affection between students or any other touching that may be perceived as inappropriate in nature.
Tardiness	<u>Tardiness</u> . When a student arrives to class after the bell, but less than ten (10) minutes late.
Technology Misconduct	<u>Technology Misconduct</u> . Violating the district technology acceptable use policy; using cell phones, media players, game devices or other electronic communication devices during restricted times.
Theft or Unauthorized Possession of Property	<u>Theft or Unauthorized Possession of Property</u> . Stealing or possession of items or property of the school or of other individuals which is unauthorized by the rightful owner.

Trespassing	<u>Trespassing</u> . Being in or about any school building, vehicle or school related activity when specifically instructed not to be present.
Truancy	<u>Truancy</u> . Excessive absence from school without legitimate authorization (i.e., medical condition, court placement).
Unexcused Absence	<u>Unexcused Absence</u> . Absence which is not approved, including but not limited to a deliberate absence without the knowledge or consent of a parent or school employee, leaving class or the building without first receiving permission from a staff member, oversleeping, missing the bus, arriving to class over 10 minutes late.
Unprepared	<u>Unprepared</u> . Entering the learning environment without the necessary items prescribed by the teacher.
Vandalism	<u>Vandalism</u> . Willful defacing, destruction or damage of school property or the property of others.
Verbal Confrontation	<p><u>Verbal Confrontation</u>. Heated exchange between two or more students (i.e., verbal stand-off, pre-fight talk, taunting, intimidating or threatening language), that doesn't include physical contact.</p> <p><u>Verbal Assault</u>. Defined as "a communicate intent to inflict physical or other harm on another person, with the present intent and ability to act on the threat."</p> <p>The Board (Policy 5610.01, p. 2 of 9) shall suspend or expel a student in grade six or above if the student commits verbal assault at school against a District employee, volunteer, or contractor, or makes a bomb threat or similar threat directed at the school building, property, or a school-related activity.</p>
Weapon	<u>Weapon</u> . Possession, use, and/or distribution of a dangerous instrument designed or possessed to cause injury, or used for self protection as defined in PA328. Dangerous instruments includes, but are not limited to guns, knives, chemical spray or like substances, tasers, clubs, box cutters or toys that are presented as a real weapon.

Non-compliance of the school handbook and policies will be assessed by the administration based on information supplied from one or more of the following sources;

- A. The student reports the non-compliance personally to a school employee.
- B. The student's parent/guardian reports the non-compliance to a school employee.
- C. Student non-compliance is observed and reported by a school employee.
- D. Student non-compliance is reported or confirmed through a public agency (i.e., law enforcement agency, probation officer).
- E. Evidence, including eye-witnesses and/or physical evidence, leads the administration of the school to a determination of student non-compliance.

DUE PROCESS RIGHTS

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

ELASTIC CLAUSE

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

ELECTRONIC DEVICES, INCLUDING IPODS, CELL PHONES, CAMERAS, GAME DEVICES, ETC.

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

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

EMERGENCY DRILLS

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

FIELD TRIPS

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

GUIDANCE COUNSELOR

The middle years are a time of great change — physically, intellectually and emotionally. Therefore, the Mattawan Middle School guidance and counseling programs are assigned to help students make a successful transition from elementary to middle school and from middle to high school. Students and parents are encouraged to seek out counselors for help with personal, social or educational issues. Every student is unique and valued at the Middle School. We are committed to supporting the growth and development of each student.

Counseling services are available to each student at Mattawan Middle School. The primary concern of the counselor is to help students with questions or problems concerning their social, personal, or academic lives. The counselor also meets with groups of students during the year for various reasons. Students wishing to talk with the counselor may do so by making an appointment with the receptionist in the Guidance Office before or after school, or during lunch. Students will **NOT** be excused from class to make appointments.

HALL TRAFFIC

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

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

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

HOMEWORK

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

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

Parents and students differ in their attitudes about homework. The staff will try to assign homework to meet the pupil's needs and their parent's desires.

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

INSTRUCTIONAL MEDIA CENTER (IMC)

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

LAW ENFORCEMENT

The school resource deputy is responsible for enforcing all laws on Mattawan Consolidated School property. The school resource deputy is housed in the high school and is available as a resource for students and parents regarding legal issues. If a student/parent would like to contact the school resource officer, a contact can be made to the middle school office. The resource officer assists in the enforcement of all Mattawan Consolidated School policies and procedures, as well as state and federal laws. The school district's administration shall act in a manner which protects and guarantees the rights of a student in the absence of their parent/guardian.

LOCKERS

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

Students who damage lockers will be held accountable. Students are not allowed to share lockers and must not tell their combinations to anyone. THE SCHOOL IS NOT RESPONSIBLE FOR ANY GOODS LOST OR STOLEN AT SCHOOL. VALUABLES CAN BE KEPT IN THE SCHOOL OFFICE DURING THE DAY.

Literature, signs, and pictures which are not considered to be in good taste will be removed at the request of a staff member. Further, nothing should be on the outside of students' lockers.

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

Students are not allowed to have open containers of pop, juice, etc. in their lockers. If a soft drink is brought to school for lunch it must be consumed in the cafeteria during the lunch period.

Book bags must remain in lockers and are not allowed to be carried between classes, or remain in classrooms.

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

LOST AND FOUND

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

LUNCH

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

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

THE FOLLOWING LUNCH RULES APPLY TO ALL STUDENTS:

1. Students are to be orderly and quiet in passing to and from the cafeteria. Screaming or shouting in the cafeteria will not be tolerated.
2. Orderly lunch lines are to be maintained at all times.
3. Students are to clean up the tables and dispose all content in appropriate containers when finished eating. Each person at a table is responsible for the area with respect to cleaning up. Students should cooperate about picking things up.
4. No food or drinks, except water (open containers) may be taken out of the cafeteria, they must be consumed in the cafeteria.
5. Horseplay and rowdiness are inappropriate in the cafeteria. This includes such activities as throwing food or other items.
6. Good conduct is expected during the lunch period. Disciplinary action will be taken against students who fail to comply.

MEDICATION

PRESCRIPTION MEDICATION

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

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

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

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

NON-PRESCRIPTION MEDICATION

A middle school student may carry a daily dose of over-the-counter medication, if that student may need to consume it at some point during the school day (i.e. non-prescription strength Tylenol, Advil, Motrin). Secondly, if there is a desire on the part of the parent to have some over-the-counter medication available to students on an on-call basis, a parent may complete **form 5330 - F1** and supply a reasonable amount to office personnel for possible administration. This could eliminate students carrying an over-the-counter medication with them on a daily basis. **Deviation from the manufacturer's instructions in the use of non-prescription medication is prohibited.**

Students may not in any way distribute a capsule, tablet or any form of material commonly considered a non-prescription medication or substance without the expressed permission of Middle School office personnel. In other words, a student could not give another student an aspirin or other medication without receiving permission from the Middle School Office. Failure to abide by the conditions of this section may result in disciplinary action. We strongly suggest and encourage all students to keep any type of non-prescription medication (examples: aspirin or a similar substance of similar strength, Vitamin C, etc.) in the Student Resource Center office. Parents should bring in Tylenol, Motrin etc., in it's original container, if a student would need to take something during the day.

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

OFFICE AND STUDENT RESOURCE CENTER

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

POSTERS AND ANNOUNCEMENTS

All posters and announcements must be approved by an administrator.

SCHOOL HOURS

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

SOCIAL EVENTS, SCHOOL SPONSORED

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

TARDINESS

Circumstances may cause a student to be tardy to school and classes. Tardiness to school requires reporting to the Student Resource Center. A written excuse from parent or guardian is required.

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

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

TECHNOLOGY USE POLICY

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

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

- Altering of system software
- Placing or distributing of unlawful or unauthorized information
- Installing viruses or harmful programs on or through the computer system either in public or private files or messages
- Misrepresenting other users on the network
- Disrupting operation of the networks through abuse of equipment or software
- Malicious use of the network through hate mail, harassment, profanity, vulgar statements or discriminatory remarks
- Intentionally accessing material that is unlawful, obscene, pornographic, abusive or objectionable
- Unauthorized use for non-school related communication
- Illegal installation, copy or use of copyrighted software/material
- Use of another person's account (sharing of network login credentials)
- Intentionally seeking information on, obtaining copies of or modifying files, other data or passwords belonging to other users
- Attempting to bypass content filtering or other Internet access proxies

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

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Recording (audio or video) School Meetings, Classes, or Activities (Board Policy 2461)

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

book bag or on a student's person shall be submitted in writing to the Building Principal. The Building Principal shall notify the parent(s), in writing, whether the request is denied or granted within five (5) days.

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

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

Recording Aggressive Acts (verbal or physical) Between Students or Students and Staff

Mattawan takes the safety of their student body and faculty very seriously. If an altercation takes place while on school property or at a school-sponsored event, any persons who choose to videotape the altercation instead of going to a responsible adult for help may be disciplined which could include suspension from 1-5 days depending on the severity of the altercation, the student's school discipline history, or whether the violation of recording by the student threatened the safety of any student or staff member.

TELEPHONE

The school telephone number is 668-3361, ext. 8400. Students will receive telephone calls only in cases of emergency. Messages for students may be left with the office. Office telephones are to be used by students for school-related activities only.

TEXTBOOKS

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

VALUABLES

Large amounts of money and all valuables brought to school by students should be left with an adult for safekeeping. The school assumes no responsibility for lost or stolen valuables. Generally, students are discouraged from bringing large amounts of money or other valuables to school.

VISITORS

Parents are encouraged to visit our Middle School for lunch with your child or activities. All visitors must stop in the office for a visitor's pass and have a valid Michigan ID.

WITHDRAWAL FROM SCHOOL

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