Surline Middle School

Student Handbook

2016/2017

Wendy Tuttle, Principal

State of Michigan Parent/Guardian Involvement Initiative

The Board strongly encourages and welcomes the involvement of parent(s)/guardian(s) in all of the District's educational programs. It is recognized and appreciated that parents/guardians are the "first teachers" of their children, and that their interest and involvement in the education of their children should not diminish once their child enters the schools of the District. Accordingly, the Board directs, by the adoption of this policy, that the administration shall design a program/plan that will encourage parent(s)/guardian(s) participation that may include, but not be limited to: The development and review of instructional materials; input on the ways that the District may better provide parent(s)/guardian(s) with information concerning current laws, regulations, and instructional programs; and District offerings of training programs to instruct parent(s)/guardian(s) how to become more involved in their child's educational programs.

Pursuant to state law, the Superintendent shall provide a copy of the District's Parental Involvement plan to all parents. 1

Title I Programs

In accordance with the requirement of the No Child Left Behind Act, the West Branch-Rose City Area Schools Board of Education encourages parent(s)/guardian(s) participation in Title I programs. Parent(s)/Guardian(s) shall be offered substantial and meaningful opportunities to participate in the education of their children by this policy. The Board directs that the following actions be implemented by the administration to insure compliance with federal law and to invite parents to become involved highly in the education of their children: The involvement of parent(s)/guardian(s) in the planning, implementation, evaluation, and improvement of Title I programs/services through participation on building School Improvement Teams; Invitations to parent(s)/guardian(s) to attend at least one annual meeting for Title I parents, with additional meeting opportunities being available as needed, designed to provide Title I information and program services, and to solicit parent(s)/guardian(s) suggestions on program development, planning, evaluation and operation; Assistance to parent(s)/guardian(s) in understanding Title I, including the providing of information in a language understandable to the parent(s)/ guardian(s) if practicable; Parent(s)/Guardian(s) notification of Title I student selection and criteria for selection; Information regarding child's achievement and progress; A provision for input by Title I staff at regularly scheduled parent/guardian-teacher conferences and any additional communication as requested by the Title I staff or parent(s)/guardian(s); Opportunities to enhance parent(s)/guardian(s) capacity to work with children in the home on school learning; Professional development opportunities for teachers and staff to enhance their understanding of effective parent(s)/guardian(s) involvement strategies; Ongoing communication between school and parent(s)/guardian(s); and Other appropriate activities (i.e. Family Math Nights, parent(s)/guardian(s) sessions, science, theatre, etc.)

Written Plans/Policies

The West Branch-Rose City Area School District, as a recipient of Title I funds, hereby adopts the following policy statement regarding the development of a District-wide plan for parent(s)/guardian(s) involvement in the development of a Title I plan, and directs the administration to: Involve parent(s)/guardian(s) in the development of the plan; Develop a plan that provides for the involvement of parent(s)/guardian(s) in the Title I activities of the school; provide the necessary technical, research, staff and administrative support to schools in the planning and implementing of effective parent(s)/guardian(s) involvement activities to improve

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1 MCL 380.1294 (1) No later than January 1, 2005, the board of a school district or intermediate school district, or the board of directors of a public school academy shall adopt and implement a parent involvement plan designed to encourage parental participation. (2) The board or board of directors shall provide a copy of the parent involvement plan to the parent or legal guardian of each pupil. The board of directors may provide the copy of the policy be including the policy I its student handbook or a similar publication that is distributed to all pupils and parents. (3) The board or board of directors shall provide a copy of he parent involvement plan to the department upon request by the department.

student academic achievement and school performance; To integrate and coordinate the plans/policies for parent(s)/guardian(s) involvement in Title I programs with parent(s)/guardian(s) involvement in other programs, including but not limited to Head Start; To review and evaluate the District's plan annually and to share the results of that review and evaluation with the Board; To assure that the policy/plan contains a compact that outlines how parent(s)/guardian(s), the school staff and students will share the responsibility of improved student achievement; and To distribute the District plan to parent(s)/guardian(s) of participating children and to the local community.

Migrant Education Program (MEP) Parent(s)/Guardian(s) Involvement

Parent(s)/Guardian(s) of students in the MEP will be involved in, and regularly consulted, about the development, implementation, operation, and evaluation of the program.

Limited English Proficiency (LEP) Parent(s)/Guardian(s) Involvement

In accordance with federal law, parent(s)/guardian(s) of LEP students will be provided notice regarding their child's placement in and information about the District's LEP program. Parent(s)/Guardian(s) will be notified about their rights regarding program content and participation including the right to choose among programs if alternatives are available. The notice must also include an explanation of the value of the program in terms of academic development, mastery of English, and the achievement of promotion and graduation standards. The notice will also include an explanation of the right to remove the child from an LEP program and to place the child in the regular program. The notice must be in a format that families can comprehend and, if possible, in a language that is understood by the family.

Approved: MASB Rec.
LEGAL REF: 20 USCA 6318 (No Child Left Behind Act); MCL 380.1294 (PA 107 of 2004)
Adopted: December 20, 2004 Policy #S-44

Parent Connect

Parent connect is a way to access information about your child.

The following steps will take you through how to connect:

1. Log onto the Internet through (i.e. Explorer, AOL, MSN, DSL, Broadband etc.)
2. Go into the school's web site: www.wbrc.k12.mi.us
3. At the top of the page towards the middle you will see "Parent Connect" click on that.
4. Once you are in "Parent Connect", enter your student's Id number in the "User ID box" then enter the password shown above in the "Password" box. REMEMBER – Pass-words are case sensitive.
5. Click on Submit
6. Once you are logged in, your student's name will appear below the district information. You have the ability to add another one of your students to your log in (i.e. sister, brother, etc.) Also, to view student's information, simply click on the tab of the information you would like to view.
7. To exit "Parent Connect" log out of your browser.
8. If you lose your password information, please call the building principal.

Education Development Plan

The State of Michigan requires that all students have an Education Development Plan (EDP) before leaving middle school. EDP's document an ongoing process in which students identify both career goals and a plan of action to achieve those goals.

Teacher Certifications

Surline Middle School receives funding through many resources, one of which is Title I. By accepting this federal funding we are also required to follow the No Child Left Behind legislation. One requirement is to provide parents with the opportunity to request information regarding the professional qualifications for our staff. As the Surline Middle School principal, I am happy to do this because I believe we have superb and highly qualified staff. If you are interested in reviewing the certification and credentials for our staff members, this information is available in the office at your request.

District Mission Statement

West Branch-Rose City Area Schools, with involvement of parents and community, acknowledge the responsibility to educate all students. Through innovative and aggressive strategies, we will prepare our students to become knowledgeable, caring, and responsible citizens.

School Mission Statement

Surline Middle School staff is dedicated to providing students with the opportunity to become self-motivated, responsible, and successful learners in a safe environment using comprehensive educational programs.

Student Mission Statement

As a student of Surline Middle School, alongside school staff, I will develop a positive attitude and respect myself and others around me. I will complete my individual work responsibly, while also considering ideas from others. I will persevere in my academic and lifelong goals, always striving for my personal best. I will become a responsible citizen in my community so that I may succeed in a competitive world.

School Improvement Team

Each individual school building will continue to work on their School Improvement Plan during the school year. As a parent, if you are interested in providing input and being a member of a school improvement team, please contact your building principal. Surline Middle School' Improvement team meets the first Wednesday of the month at 8:20 a.m. in the library conference room to accommodate parent and staff schedules.

Visitors

Parents are invited and encouraged to visit the school. This is one way for parents to become familiar with our programs and become involved in the education of their children. Parents wishing to observe the educational program or the teaching methods of a class may do so by making prior arrangements with the principal. Parents may also join their children for lunch by giving advance notice to the office. We welcome volunteers from our community. Anyone interested in volunteering at school should contact the principal. In the interest of security and the safety of our children **ALL VISITORS, INCLUDING PARENTS, ARE REQUIRED TO CHECK IN AT THE OFFICE AND OBTAIN A VISITOR'S PASS BEFORE GOING ANYWHERE IN THE BUILDING. VISTORS MUST ALSO BE APPROVED BY FILLING OUT A I-CHAT FORM. FORMS ARE AVAILABLE IN THE MAIN OFFICE.**

Hours/Drop Off & Pick Up Times

Classes begin at 8:50 am and end at 3:40 pm. Students will be allowed to enter the building at 8:40 am and are expected to leave promptly at the end of the day unless prior arrangements have been made for supervision. Students may also choose to enter the cafeteria starting at 8:00 am to play games, listen to music quietly, talk with friends etc. Another option is Extended Day before or after school in the Media Center. Students may not roam the halls or school.

Closed Campus

The school is considered a closed campus. A closed campus means that students must stay on school grounds and visitors must have proper authorization by school authorities to visit. Students are not allowed to leave campus without being signed out of the office by an authorized adult. Any parent or guardian wising to spend time in school or out of school on a trip needs to have an ICHAT form on file. ICHAT forms can be picked up from the main office.

Authorization to Pick Up/Sign Out

Students will not be permitted to leave the building with persons other than those listed on the enrollment card unless a note or phone call has been received stating the identity of the person designated. The parent or designee must sign the child out of the office and write the reason for the child leaving and/or returning. The person picking up the student may be asked to show valid identification.

ATTENDANCE POLICY AND PROCEDURES

Attendance Policy

West Branch-Rose City Area Schools recognizes the importance of attendance as an essential component for student success and achievement through the cooperative effort of parents, student, and school personnel. Studies of student achievement in school show a high correlation between good attendance and academic success. Regular attendance at school is also important because the habits and attitudes that each student develops early in life will carry over into his or her future education and career. The school policy tries to teach students the value of regular attendance; however, the primary responsibility for insuring regular attendance rests with the parent and student.

PROCEDURES

The following applies for the entire school year:

A. **Perfect Attendance**
   Perfect attendance is being in school every day with no tardies or early dismissals.

B. **Verified Absences**
   It is the parent's responsibility to excuse their child's absence. The parent or guardian should call the school at 343-2140 on the day that the student will not be in attendance *(or in advance whenever possible)*. If unable to call, the parent or guardian is to send a note with the student upon that student's return to school. In order for the absence to be considered as verified*, the notification (call or note) must be received in the school office no more than one school day after the day the student returns to school.
   *Verified absences are those caused by the following reasons:
   1. Illness of the student
   2. A family medical emergency (includes the death of a close friend or a relative)
   3. Pre-arranged approved absence

4. A medical appointment (doctor, dentist, etc.)
5. Subpoenaed court appearance
6. Suspension from school
7. Attendance at a funeral

A VERIFIED ABSENCE ALLOWS THE STUDENT TO MAKE UP ANY MISSED ASSIGNMENTS OR TESTS. The student will be allowed one day for make-up for each day of excused absence. (For example, a student that is absent three days for an excused reason will be required to have turned in all make-up work on the third school day following his/her return to school. Absences as a result of a suspension will require that homework be turned in to the teacher the day he/she returns. Students and/or parents are expected to collect homework before or during suspension and the student is to return with the work completed. Tests can be made up before or after school when the student returns. *(This may also apply to other items of work that must be completed at school.)*

*** Tardiness**

Students are expected to be ready for work and in their designated seat/area when the tardy bell rings. The student's tardiness is counted by each teacher for every 6 week marking period.

A. A 3rd tardy in any class, for any one marking period will result in a 45 minute detention.
B. Chronic tardiness will be addressed through progressive discipline.

C. Preplanned Absence

Family trips are absences that are known in advance of the day of the absence. These absences must be cleared by the principal three (3) days in advance of the day of the absence to determine whether they will be excused or unexcused. Students will be given a form for each teacher to sign.

The following conditions should be met:

1. Vacations are to be taken with family members or legal guardians.
2. Personal, prior arrangement is made by parent(s) with principal.
3. Arrangements with teachers for make-up work are made prior to leaving.

Make-up Work

It is the responsibility of the student to contact his/her teachers for make-up work immediately upon his/her return to school.

D. **Excessive Absences**

The following steps will be followed when a student accumulates 5, 10 and 15 absences each school year, regardless of reason: (School-related absences and absences caused by suspensions will not be included in the accumulated absences.)

1. A notice will be sent to the parent or guardian when a student accumulates five (5) absences.
2. Written notice will be sent to the parent or guardian when a student accumulates ten (10) absences. A conference will be required for the purpose of discussing the student's absences and developing methods for improving the student's attendance.

3. Written notice will be sent to the parent or guardian when a student accumulates fifteen (15) absences. This will include a request to contact the principal.
- Being at school on time and not being checked out of school early is also important to student success and achievement. Excessive late arrivals or early pick-ups (more than 3 in a marking period) will be factored when making the referral to the Ogemaw County Truancy Court.

- Parents are encouraged to use SDS Parent Connect via the internet to monitor their child's attendance. Please call the main office 343-2140 to obtain a password.

- A referral to the Ogemaw County Truancy Court will be made in cases of excessive absences.

E. Positive rewards for perfect/excellent attendance will be provided. Middle School student's excellent attendance is part of the criteria to receive a Gold Card which is a program that is sponsored by local businesses.

OGEMAW COUNTY TRUANCY COURT

Truancy Court is a voluntary diversion program run by the Family Division of the Ogemaw County Probate Court. We all know that in order to be a successful student, good attendance is essential. In addition, attendance is mandated by the State of Michigan. There are numerous causes of absenteeism, and the Truancy Court will attempt to address the causes on a case-by-case basis.
Instead of becoming involved with the formal court process, Truancy Court will be an alternative, which, if successfully completed, will avoid a formal court record. More importantly, Truancy Court will help the child and the families succeed by offering assistance with the underlying cause of the absenteeism.

Student Withdrawal From School
Students transferring to another school will obtain from the office a "Withdrawal" form. This is to be signed by all the student's teachers. The purpose of the form is to assure that all books, equipment or other loaned items have been returned and to give the new school an immediate look at the student's current grades. A note or call from parents verifying the withdrawal is required. Student records will be mailed to the new school upon receipt of enrollment confirmation from the new school.

FERPA REQUIREMENT STATEMENT: All educational records are provided directly to any new school in which a student intends to enroll.

In The Classroom
In each class the teacher is the educational leader and is there to help you learn by participating in a variety of activities. Assertive discipline rules, consequences, and rewards will be posted in each classroom. Students are not to leave a classroom without a pass from the teacher that indicates the reason he/she has left the room. When you have a substitute teacher, aide, or volunteer, you should maintain expectations they request in addition to your usual teachers' expectations. Substitute teachers, aides and volunteers should be treated with respect.

Progress Reports
Students may request a progress report from the main office. Students will be responsible for asking their teachers to complete the information.

Report Cards
Report cards are issued six (6) times a year; please refer to the school calendar for marking period dates.

Honor Rolls
Honor Roll is figured at the end of each 6-week marking period and includes Gold (all A's), Silver (A and B combinations) and Bronze (all C's or higher).

Academic Probation Program
The goal of the middle school is to set high academic standards and expects each student to meet those standards. During the 2003-04 school year, we adopted the program of Academic Probation, which notifies parents as soon as academic failure is shown and asks for more parent involvement so that retention can be avoided. Each marking period, the report cards for the entire student body are reviewed. At any point of the school year that a student receives two or more E's (in any two or more classes) in the same marking period, that student will be placed on Academic Probation and will begin the steps of that process, detailed below.
Students with any failing grades at the end of the marking periods will be assigned extended day until they are passing all classes.
Step 1: A letter will be sent to parents stating that their student is on Academic Probation and encouraging them to be more active in their student's education. A list of strategies that parents might wish to try are also included.
Step 2: (when a 2nd marking period of 2 or more E's occurs) A letter will be sent home requiring a mandatory parent meeting with all of the student's teachers and support staff (counselor, school success specialist, social worker) who work with the student. Discussed at this meeting is where the student is academically and the direction the student is heading. A mentor and/or mentoring team may be established for the benefit of the student's academic success.
Step 3: (when a 3rd marking period of 2 or more E's occurs) Contact will be made (telephone or letter) requiring a parent and student meeting with the principal.
Step 4: (when a 4th marking period of two or more E's occurs). Retention will be discussed and reviewed. Parents will be informed of this meeting.

Homework
Homework assigned outside the classroom is expected to be completed by all students. It is the student's responsibility to see that all assignments are done neatly and turned in on time. When a student is absent from school or has missed a class for some reason, he/she must make arrangements with the teacher regarding assignments missed. Homework expectations will vary from teacher to teacher. Therefore, it is the student's responsibility to communicate with his/her teacher(s) to clarify those expectations.

Photo Publications
As we do special school projects and activities, there may be opportunities for us to submit your child's photo and/or work for publication. This may include newsletters, newspapers, posters, contests, yearbooks, Facebook Pages and the school website. This may include your child's name, grade, and school. If you would prefer not to have your child included, please send written notification to this effect to your child's principal, and we will respect your wishes.

Insurance
The Board of Education does not provide insurance for the student body. Arrangements have been made with an insurance company for those who desire individual insurance. Applications are given to each student at the start of the school year. The deadline for application is September 30th. All new students will have the opportunity to purchase insurance.

Illness/Medications
If your child is ill, keep him/her home from school. Be alert to such symptoms as upset stomach, runny nose, fever or sore throat. Check with your doctor for diagnosis, treatment, and the proper time for returning to school.

1. The following definition of "medication" is adopted for us in this district/school: medication includes prescription, non-prescription and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose or medications applied to the skin.
2. Absolutely NO medications are given internally at school unless written instruction from the parent AND physician is on file. Forms are available at the school office for this purpose. All medications MUST be in the original container, and all prescription medication in pharmaceutical container, and identify the name of the medication, route of administration and time of medication is to be administered to the pupil shall accompany the request and be kept on record by the school. Students may carry and take cough drops as needed without a doctor's note.
3 If your child becomes ill at school, efforts will be made to contact the parent/guardian or other emergency contacts listed on the student's enrollment card. Students that become ill at school may use the office phone to call home.
4. Any student leaving the building for illness or a doctor appointment MUST check out through the office.

Permission Form for Prescribed Medications

Students are not allowed to have any prescription or over the counter medication in their possession, including transportation to or from school. If your child needs medication during the school day, the Student Medication Request Form must be completed. Forms do not "carry-over" from previous years and must be completed for the current school year. These forms are available at the office. **Medications must be transferred to and from school by the parent/guardian**. Medications not picked up by parents/guardians will be disposed of at the end of the school year.

Drug-Free Zones
Public Act 174 of 1994, effective September 1, 1994, amends the Michigan Public Health Code by extending the 500 foot "drug free zone" surrounding school property to 1,000 feet. Under the amended provision, an individual 18 years and over who delivers cocaine, narcotics, or certain other illicit substances to a minor student within the prescribed 1,000 foot drug-free zone around the school property shall be punished by at least two years in prison and up to three times the term of imprisonment and fine (or both) that would otherwise apply. "School property" is defined as a "building, playing field, or property used for school purposes to impart instruction to children in grades kindergarten through 12, when provided by a public, private, denominational, or parochial school, except those buildings used primarily for adult education or college extension courses.

Head Lice:
When a case of head lice is discovered, the parent(s) will be contacted and the student will be excluded from school. The student will be allowed to return to school when she/he is free from lice and nits (eggs). The student will not be allowed to ride the bus until they are free of lice and nits. The parent must bring the student to the school office for examination before they will be allowed to return to school. If either lice or nits are discovered during examination by staff personnel, the student will not be readmitted to school. Upon discovery of two or more cases of head lice in the same classroom at the same time, the parents within that classroom are to be

notified by the principal. If the infestation spreads to more classrooms, the principal is to notify the parents of the entire school.

Notification to Parents Regarding HIV/Aids Education

WBRC Board of Education has established a program of instruction in health education that includes HIV/AIDS and other serious communicable disease prevention education. According to the State School Aid Act, you have the right to review the materials and curriculum content to be used for HIV/AIDS education. The local board of education, in compliance with the statute, has made the materials and curriculum guides available for your review. Contact the district curriculum director, 836 S. M-33, West Branch, Michigan 48661 to review the materials. This statute allows you to excuse your child from participation in the classes that include AIDS/HIV and other serious communicable disease instruction, if you choose. If you wish to exercise your right to excuse your child from instruction without penalty, please send written notice to the principal of your child's school as soon as possible.

AHERA

The West-Branch-Rose City Area School District has implemented an "Asbestos Management Plan", as required by the Asbestos Hazard Emergency Response Act (AHERA). This plan has been approved by the Michigan Department of Public Health, (MDPH). The management plan contains information regarding the locations of asbestos containing materials (ACM) in all school buildings, the condition of the ACM and a plan for dealing with the ACM. At least once each year the District will inform you in a similar manner about asbestos activities including: re-inspections, periodic surveillance, response actions, and post-response action activities. The following activities are currently planned for the District**: Re-inspections**: A re-inspection of all District buildings is required by law every three years after implementation of the management plan. **Periodic Surveillance**: Once very six months, ACM must be visually inspected for changes in condition. This has been and will be performed by certified, trained personnel. **Post Response Actions:** Routine custodial maintenance. **Response Actions:** These are activities designed to reduce or eliminate the potential for asbestos hazards. In general, the asbestos-containing materials (ACM) present in District buildings include: Bus Garage – floor tile; Ogemaw Heights High School Annex – floor tile and cementitious ceilings; Ogemaw Heights High School – floor tile and fire doors; Surline School – floor tile and cementitious ceilings; Rose City Elementary School – floor tile and cementitious ceilings; Rose City Middle School – floor tile and cementitious ceilings. Planned response actions include: maintaining floor tile in all buildings which will pose no threat to public health. This is in accordance with the state approved "Management Plan". All ACM will be repaired, if damaged, and maintained by District maintenance personnel in accordance with the District Operations and Maintenance Program (O & M) as designated by AHERA. If you have any further questions or concerns regarding this process, please contact the District designated person, Gerald L. Clayton at (989) 345-1662.

Breakfast/Lunch Program

Free and reduced price lunch applications may be obtained from the office. Breakfast and lunch is served in the cafeteria. No other area will be used for this purpose. No eating is permitted during the day without the direct supervision of a teacher. All students must use their identification card to purchase meals. Students not using their I.D. card will be sent to the end of the serving line. Students are encouraged to deposit money into their meal accounts on a weekly, monthly, or annual basis. These deposits will be made as the student goes through the serving line or by sending deposits to the food service department. In the cafeteria, students will be expected to walk at all times, wait their turn in line (no cuts), purchase food for themselves and not others, dispose of garbage in the containers provided, use normal tone of voice while talking, and to keep all food in the cafeteria. Students who do not obey these rules may be requested to help clean the cafeteria and/or receive a detention. School personnel are charged with supervising student behavior in the cafeteria.

Lost or Stolen I.D. Cards

1. A record of the names of students who lose their I.D. cards will be kept on file.
2. After the second I.D. card is issued, the parents will be notified.
3. Students who lose two I.D. cards will need to purchase a new I.D. card at $5.00.
4. Students who are caught stealing another student's I.D. card will receive a one (1) day out-of-school suspension

CHARGE POLICY

In order to minimize unpaid meal accounts, we will limit student charges to a maximum of $6.00. Ala carte selections are not allowed to be charged. If a student owes charges for A SCHOOL MEAL, they will not be allowed to purchase ala carte items until that charge is paid off. After a maximum of $6.00 in charges, Elementary students will still receive a PBJ sandwich and a milk until they pay their charges, they will not go without eating. Students can see their balances at the register, and when a student goes into the RED, the balance shows red and the cashier lets them know they need to bring in money. If the student has no money on their account and no money in their hand, they will have to borrow money, call home, or not eat anything. In the middle of May, we cut off all charging and parents must pay off all debt owed before the end of the school year.

Recess

Lunchtime and outside recess forms part of our program. Students should be adequately dressed in order that they may participate in these activities. If a student is required to stay in, a doctor's request for inside activity will be required. Students are to keep all food in the cafeteria and must remain on school grounds at all times. Students are not allowed to play on snow hills and are not to throw of snow or hard objects. Students who do not obey these rules may receive a consequence. School personnel are responsible for supervising student behavior; therefore, you are expected to follow the directions given by these people. Lunchroom supervisors are present for the protection, safety, and well being of all students.

Library

Students are required to have a pass from their teacher to access the library.

Emergency School Closing

In the event of severe weather during the school day, students will receive instructions via the public address system if it is necessary to dismiss school early. If bad weather, snow or ice conditions make it impossible to have school, announcements will be made as early as possible on radio and television stations, the district's website, telephone answering systems, and the school messenger system. If you would like to sign up for school messenger contact the main office. The following stations are notified as soon as the closing is determined:

WHNN-96-FM / WWTH-100.7-FM (Oscoda)
WSGW 790 AM /100.5 FM /WGER 106.3 / WCEN 94.5 FM /WGDN-103.1-FM (Gladwin)
WKJC-104.7-FM / WIOS-AM (Tawas)
WNEM TV5 (Saginaw) WEYI –TV-25
WWTV-9 & WWUP TV-10 (Cadillac)
WBKB TV-11 (Alpena) /WJRT TV-12 (Flint)

CELL PHONE POLICY

Phones and electronic devices must be turned off during class time unless prior permission has been granted. Turning them on "silent" or "vibrate" does not constitute phones being turned off. These items may be used during a class period for educational purposes with permission of the

teacher. Violations will be handled by the classroom teacher. Depending on the circumstances consequences may include parent contact, detention, and/or confiscation of the electronic device. Lost, damaged, or stolen electronic devices including cell phones are the sole responsibility of the owner. West Branch – Rose City School District takes no liability in such instances.

TELEPHONE USE POLICY

Classroom phones are available for school business. These phones will not ring from an outside source during the school day. Anyone trying to call through the school's main number can be automatically routed to a staff member's voicemail account.

Fire/Tornado/Security Drills

Fire drills are required by law. Pupils must evacuate the building when the alarm sounds. Follow the directions as given by your teacher and the signs in the rooms. All pupils should be 200 feet from the building and remain orderly.

Tornado drills are conducted in the spring. Each classroom has a designated location for students. In the sheltered area, students are to sit quietly until the "All Clear" is given.

During an actual tornado watch, students will not be released from the building, except to parents who come to the office.

DISCIPLINE POLICY PROCEDURES

District-Wide Discipline Codes

It is the desire of the West Branch-Rose City Area Schools to provide the students with a safe and orderly learning environment. In order for that environment to exist, it is necessary to establish and enforce rules and regulations that will guide discipline within the schools of the district. As a result, the following policy has been developed with the assistance of representatives from the various constituent groups within the district (Board of Education, central office, building administration, teachers, parents and students).

Philosophy of Discipline

West Branch–Rose City Area Schools views discipline as a joint effort between parents, students and staff to create an orderly and safe environment, which is conducive to learning and encourages behavior that promotes citizenship through responsibility for one's own actions and respect for the rights of others.

Class, Subject, and Activity Suspensions

A teacher is authorized to immediately remove and suspend a student from class, subject or activity when the student's behavior interferes with the teacher's ability to effectively teach the class, subject, or activity, or the student's behavior interferes with the ability of other students to learn. Any student suspended pursuant to this policy shall not be allowed to return to the class, subject or activity from which he/she was suspended until the passage of one full school day from the time of the student's infraction unless otherwise permitted by the teacher who ordered the suspension. The teacher must report the suspension and the reason to the principal and send the student to the principal for appropriate action. The teacher must then ask the parent or guardian to attend a parent-teacher conference regarding the suspension. Whenever practical, the school counselor or social worker shall attend the conference and a school

administrator must attend if the teacher or parent or guardian requests his/her attendance. Students attending separate class periods throughout the school day shall be permitted during the term of the suspension to attend other classes taught by other teachers only when the student's conduct does not rise to the level of requiring a multiple day suspension or expulsion in accordance with board of education policy and the school's Student Code of Conduct. Any student suspended from the same class, subject or activity for ten consecutive days during the school year shall be given a formal procedural hearing for each additional suspension beyond the tenth day in accordance with due process requirements outlined in this document. This policy shall be applied in a manner consistent with the rights secured under federal and state law to students who are determined to be eligible for special education programs and services.

STUDENT CODE OF CONDUCT

ADMINISTRATIVE DISCRETIONARY POLICY

The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set-forth disciplinary measures or any other available disciplinary measure (i.e. Saturday detention, supervised study, etc.) without first imposing a less or more severe type of discipline. In addition, he/she may refer a particular incident of misconduct to the appropriate law enforcement agency.

ASSERTIVE DISCIPLINE CODE

The West Branch-Rose City Area Schools have adopted Assertive Discipline for each of its buildings to use. This is a system of discipline that stresses 3 components: Rules, Reward, and Consequences. Each teacher has his/her classroom rules or expectations posted within his/her room. The general school rules are listed within this handbook. Consequences for misbehavior are based on the seriousness and frequency of the misbehavior. WB-RC Area Schools follows a progressive discipline policy.

DETENTION POLICIES

1) Detentions for this building are held from 3:45 – 4:30 p.m. on Tuesdays. Saturday detentions are held at Ogemaw Heights High School on Saturdays from 8:00-11:00 a.m.

*Detention days/times are subject to change. Please contact the school office to verify.

2) Students must be in the detention room by the assigned time on Tuesdays. Students must have homework on which to work or a book to read for the entire detention period.

3) Students are to remain in the detention room for the duration of the time.

4) Students are to be respectful and work quietly.

5) A student who breaks any of the above policies will not receive credit for serving the detention.

6) If a student is absent and cannot serve the detention on the day it was scheduled, he/she is to serve the detention on the next scheduled detention date.

7) Detentions may be rescheduled only one time each semester.

8) There is no eating or drinking in the detention room.

DEGREES OF MISBEHAVIOR AND CONSEQUENCES

1. GENERAL MISBEHAVIOR:

These types of violations are cumulative per teacher and are the ones which will generally be handled by the teacher. He/she may issue a detention, or may simply discuss the problem with the student, consult with other teachers, counselor, parent, and/or administrator. Examples of behaviors associated with this level of misbehavior include, but are not limited to:

Disrespect of School Personnel	Displaying disrespect for any school personnel
Disrespect of School Property	Non-permanent defacement of property
Disrupting Class	Causing a disturbance that can distract a class away from its primary goal
Dress Code Violation	Wearing clothing specified in the Dress Code as being inappropriate for middle school
Encouraging Fights	Influencing individuals or groups into conflict
Gambling	Participating in any game of chance wherein money or other items of value are awarded to the winner
Having a Laser Pen	Being in possession of these devices is prohibited
	Continued……
In Hallway without Authorization	Students are expected to stay in the classroom. When a special need arises, the student must have a planner or a pass from the teacher.
Lying	Intentionally representing something as being true, but is actually false.
Possession of Personal Entertainment Devices	Students should not be in possession of devices such as MP3 players, CD/DVD players, handheld game devices, etc. at school, except during lunch/recess, or with teacher permission
Profanity I	Use of profanity that is non-aggressive and not personally directed, and/or possessing obscene material.
Public Displays of Affection	Participating in inappropriate displays of affection, such as kissing or long embraces of a personal nature
Running in the Halls	Fast jogging or running in halls at a rate that is noticeably unsafe for others
Scuffling and/or Horseplay	General misbehaviors such as pushing, shoving, wrestling, etc., that may or may not result in unintentional harm to those involved
Skateboards/Scooters/Shoes with Rollers in Soles	The use of all are prohibited on school property
Snow Safety Violation	Students may not throw snow or ice, be on a mound of snow, or otherwise act in a manner unsafe to themselves or others in regards to snow, ice, etc.
Student Planner / ID Cards (Misuse)	Misuse of student planner, lunch card, and/or library card, including, but not limited to, defacement and/or destruction. This also includes using another student's planner as

	his/her own. If the planner is rendered unusable, the student must replace it at his/her own cost.
Tardiness	Not in designated seat/area when the tardy bell rings (and/or when class begins)
Teasing / Taunting	See "Verbal Harassment"
	Continued…….
Throwing Objects	Throwing or flinging of objects in school (i.e. rubber bands, books, pencils, etc.)
Vending from Lockers	Selling items without authorization is prohibited
Verbal Harassment	Spoken ideas of a harassing or demeaning nature, including teasing, taunting, and or racial slurs.

CONSEQUENCES for "GENERAL" INFRACTIONS

The consequences for violating provisions of the General category of the discipline code is generally handled per staff member, and are as follows:

Step 1	Written Warning on a discipline referral slip requiring a parent signature
Step 2	Before/After School Detention on a discipline referral slip requiring a parent signature
Step 3	2nd Before/After School Detention on a discipline referral slip requiring a parent signature
Step 4	3rd Before/After School Detention on a discipline referral slip requiring a parent signature
Step 5	See "Persistent Misbehavior" category

2. ELECTRONIC COMMUNICATION DEVICES:

Students may be in possession of a cellular telephone, pager/beeper, or other electronic communication device subject to the terms of this policy and the administrative rules of the district. Use of the device shall be limited to the period before classes begin in the morning and after the student's last class in the afternoon. Such devices shall not be used during instruction time , or on school district transportation unless approved, in advance, due to a bona fide health or safety emergency. At no time are these devices allowed in restrooms, locker rooms, or any area where there is an expectation of privacy.

CONSEQUENCES for "ELECTRONIC COMMUNICATION DEVICES" INFRACTIONS

The consequences for violating provisions of the electronic communication devices category of the discipline code are generally handled per staff member, and are as follows:

The electronic communication device will be confiscated and held in the office until picked up by a parent.
Students may be subject to disciplinary action (i.e. detention, suspension, and/or expulsion)

3. PERSISTENT MISBEHAVIOR

Three detentions assigned by the same teacher are considered "persistent misbehavior." Upon reaching this level, the teacher will refer the student to the administrator with suggested consequences from the following table. Parents will be notified of any consequence given.

1st Offense	3-hour Saturday detention (when properly staffed)

2nd Offense	1-day suspension with a parent conference required
3rd Offense	2-day suspension with a parent conference required
4th Offense	3-day suspension with a parent conference required
5th Offense	5-day suspension with a parent conference required
6th Offense	10-day suspension with a parent conference required
7th Offense	Indefinite suspension with recommendation for expulsion

Upon reaching the level of Persistent Misbehavior, the administrator has the discretion of involving Probate Court through the filing of a petition charging the student with incorrigibility within the school. If the student is involved in the Probate Court system, court school might be substituted for out of school suspensions. Discipline action and student misbehavior are handled on a cumulative basis for the full school year.

4. SERIOUS MISBEHAVIOR

These types of violations are generally handled by the teacher/administrator. Consequences are more severe than those for general misbehaviors. Examples of behaviors associated with this level of misbehavior include, but are not limited to:

Assault	Physical action that is similar to fighting yet one-sided in nature
Bullying	A pattern of behavior asserting power or control over another person
Cheating	Plagiarizing, cheating, unauthorized access or tampering with educational materials
Extortion and/or Coercion	Forcing another into doing something they would not normally be inclined to do for a price or a promise of some sort or threat
Fighting	Purposeful physical confrontation between two or more parties, which may result in injury
Forgery	Intentionally using another person's name or misrepresentation of self
Gross Obscenities	Possession of profane materials or objects
Indecent Exposure	Exposing body parts which should not be shown in a public setting
Insubordination	Ignoring or refusing to comply with directions or instructions given by school staff
Possession of Drug Paraphernalia	Possession of drug paraphernalia, including lighters, etc.
Possession / Use of Minor Explosives	Minor explosives include firecrackers, poppers, or any other incendiary (explosive) device
Profanity II	Profanity that is personally directed and used with aggression
Sexual Harassment	A pattern of behavior that uses words, pictures, gestures, or other actions relating to sexual activity, a person's gender, or a person's sexual orientation that is meant to cause embarrassment, discomfort, or a reluctance to participate in school activities
Skipping Class	Absent, without permission, for part of the school day. This includes missing more than 15 minutes of a class without permission
Theft (Larceny)	Stealing from any person or place within the school or at any school-related activity

Threats	Threats of violence or physical harm
Vandalism	Defacement or damage of property

Please Note: Restitution may also be sought when property is damaged.

Classroom Invasions

A **classroom invasion** is when a student or students enter a location which is not on their schedule and then proceeds to disrupt the staff who are working with other students. For example, if a student leaves his/her assigned classroom and proceeds to go into the gym or library and disrupts the educational process, the student is guilty of a classroom invasion. Students who engage in classroom invasions will follow a progressive discipline sequence.

CONSEQUENCES for "SERIOUS" INFRACTIONS

With serious types of violations, the teacher will refer the student to the administrator with suggested consequences from the following table. Parents will be notified of any consequence given. A parent contact is required for all suspensions. In addition, a report may be filed with the police (or courts) at any time when serious infractions occur.

Step 1	A minimum of a 3-hour Saturday detention up to a 3-day suspension
Step 2	A minimum of a 1-day suspension up to a 5-day suspension
Step 3	A minimum of a 3-day suspension up to a 10-day suspension
Step 4	Indefinite suspension with a recommendation for expulsion. In addition, a police report will be filed

5. SEVERE MISBEHAVIOR

This type of violation is the most serious and will be handled by the administrator. In addition to the school consequences, the administration may decide to involve the police (or courts) whenever a severe infraction occurs. Examples of behaviors associated with this level of misbehavior include, but are not limited to:

Possession, Use, or Delivery of Controlled Substances	Possession, use, or delivery of tobacco products, alcoholic products, prescription medicines, marijuana, or other illegal drugs
Possession, Use, or Delivery of Non-Controlled Substances	Possession, use, or delivery of non-prescription medication, including aspirin, vitamins, diet pills, caffeine pills, cough medicine, etc.
Possession, Use, or Delivery of "Look-Alike" Substances, possession of "look alike" weapon.	Possession, use, or delivery of any substance that substantially resembles a controlled or non-controlled substance in either appearance, shape, or is packaged in a manner normally used for illegal delivery (e.g. baggie, envelope, foil, etc.)
Possession of Knife	Possession of a knife with a blade less than 3 inches long.

CONSEQUENCES for "SEVERE" INFRACTIONS

Severe types of violations are the most serious and will be handled by the administrator. In addition to the school consequences, the administration may decide to file a report with the police (or courts) at any time when severe infractions occur.

Step 1	10-day suspension with a parent conference required
Step 2	Indefinite suspension with a recommendation for expulsion

5. BEHAVIOR WARRANTING EXPULSION

Expulsion can only be authorized by action of the Board of Education. In addition to the school consequences, the administration may decide to file a report with the police (or courts) at any time when behavior warranting expulsion occurs. Generally, recommendation for expulsion will be made in the following cases:

Arson	Destruction or partial destruction of property by using fire
Assault Involving a Weapon	Assault with any weapon
Chronic Persistent Misbehavior	Student has displayed a history of serious and/or severe misbehaviors.
Major Vandalism	Major defacement of property
Making a Bomb Threat	Any bomb threat to the school or to school property
Physical Assault Against a Staff Member	Physical assault against a staff member either intentional or unintentional
Pulling a Fire Alarm Under False Circumstances	Intentionally pulling a fire alarm
Possession of a Dangerous Weapon	Defined as a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by mechanical blade, an iron bar, or brass knuckles.
Sale or Delivery of Any Control Substance	Sale or delivery of any controlled substance while in school, on school property, or while attending school activities

Appeal Process/Due process

The following process shall apply whenever a student is suspended or expelled from school:

1. Suspensions: A suspension occurs when a student is removed from the school setting for a period up to and including ten school days. In cases of suspensions, students are afforded the following due process:

A. The student is informed of what school rule has been broken.
B. The evidence of the violation is presented by the school.
C. The student presents evidence in his/her own behalf.
D. Punishment is assessed (if warranted), per guidelines contained in the Discipline Codes
E. The student may appeal any suspension, with the appeal being made to the Superintendent. If dissatisfied with the Superintendent's decision, the suspension may be appealed to the Board of Education. If still dissatisfied, the matter may be pursued through the legal system (court).
F. If a suspension is being appealed, the student may be allowed to remain in school until the appeal process has been pursued through the Board level, at the discretion of the principal. Separation of the student from the school may be necessary to ensure the safety and welfare of all concerned.

2. Expulsions: An expulsion occurs when a student is removed from the school setting for a period of time longer than ten school days. In cases of expulsion, students are afforded the following due process:

A. The student is informed of what school rule has been broken.
B. Evidence of the violation is presented by the school.
C. The student is informed that a recommendation for expulsion is being made and that an expulsion hearing will be held. (The student will be placed on an indefinite suspension pending the outcome of the expulsion recommendation.)
    1) The expulsion hearing will be conducted by the Superintendent, who will establish the date, time and place of the hearing.
    2) The student will have the right at the hearing to:
        a) Be represented by an attorney, and

b) Call witnesses in the student's own behalf.

D. The Superintendent renders his decision. If the recommendation for expulsion is upheld, the Superintendent will submit that recommendation to the Board of Education for their action. (If the recommendation for expulsion is not upheld by the Superintendent, the student will be re-admitted to school without penalty.)
E. The student may appeal the expulsion recommendation to the Board of Education. If an appeal is made to the Board of Education, the Board will conduct an appeal hearing. If a hearing is held, the student will have the right to:
    1) Request the hearing be held in closed session; otherwise, it will be held in an open meeting (the action taken by the Board of Education will occur in an open meeting of the Board);
    2) Be represented by an attorney; and,
    3) Present any evidence pertinent to the charges which led to the expulsion recommendation.
F. The Board of Education will render a decision on the recommendation for expulsion.
G. If dissatisfied with the decision, the student has the right to pursue the matter through the legal system (court).
H. If an expulsion recommendation is not upheld by the Board, the student will be readmitted to school without penalty.
I. A STUDENT WHO HAS BEEN SUSPENDED OR EXPELLED FROM SCHOOL IS NOT TO BE IN SCHOOL OR ON WBRC SCHOOL PROPERTY DURING THE DURATION OF THE SUSPENSION OR EXPULSION. Students that are suspended or expelled may not attend extra-curricular activities, such as athletic contests, dance, etc.

Dress Code

Students are expected to attend school properly attired in accordance with good taste and the accepted standards of the West Branch – Rose City Area communities.

Any student not attired appropriately will need to change into appropriate attire.

The following items are regarded as **inappropriate** to wear to school:

1. No hats, first bell to last bell. No hoods.
2. Shirts, dresses, or blouses must cover the shoulder. No exposed undergarments. Neckline of shirt must be above "arm pit to arm pit."
3. No outer, tight-fitting garments. When tights or leggings are worn under clothing, the outer clothing must be at least finger-tip length.
4. All skin at 5 inches above the knee and above must be covered.
5. No clothing with inappropriate/suggestive language or pictures.
6. No pajama pants, slippers, or blankets.
7. The midriff is not to be exposed.
8. No articles advertising alcohol, bars, taverns, tobacco or drugs.
9. No articles associated with "gang behavior." No thick, long chains, spiked jewelry or inappropriate accessories.
10. No excessively low riding pants/shorts.
11. No pants with any writing on the posterior.
12. Students must wear some type of shoe or sandal.

Lockers

Lockers will be assigned to most students. The care of that locker is the student's responsibility. Periodic checks will be made to make sure the locker is properly used. Only materials necessary for school will be permitted in lockers. Any changes in locker assignments must be pre-approved

by the office. Students may receive a 45 minute detention if changes are made without office approval. Combination locks are built in the lockers. Only you and your locker partner(s) should know the combination. Keep your locker closed and locked. The school will not be responsible for valuables in lockers. Items such as CD/DVD players, discs, electronic games, cell phones, pagers and the like are not to be brought to school. Gym lockers are available upon request.

Search and Seizure

This policy is established in compliance with Public Act 87 of 2000, which added section 1306 to the Revised School Code. A student shall have no expectation of privacy in a locker or in the contents of the locker. A school principal, or designee, may search a locker and its contents at any time when it is suspected that a person using the locker has placed something in the locker that is prohibited in school or on school grounds. (Examples of such items may include, but are not limited to, dangerous weapons, illegal contraband, stolen items, drugs, alcohol, tobacco, etc.). If requested by the principal, or designee, law enforcement officials may assist school personnel in searching locker and its contents. A student's privacy rights shall be respected regarding any items that are in a student's locker and that are not illegal or against school policy. This policy shall be publicized on an annual basis by inclusion in the student/parent handbook.

Physical Education

Students are expected to participate in physical education classes. Students are to be prepared with a change of clothing, including gym shoes, shorts and t-shirt. Exceptions will be made for the following reasons.

1. Temporary illness.
2. Temporary injury
3. A physical problem as shown by a written statement from the student's doctor.
4. Permission granted by the teacher or principal.

Student Code for Accessing Technology

Use of district technology equipment and programs shall be for educational purposes consistent with the goals and educational directives of the district. Failure to comply with the following will result in the appropriate disciplinary action. The building administration has the right and discretion to deviate from the designated sequence of consequences and impose any of the set forth disciplinary measures or any available disciplinary measure (such as loss of technology privileges, detention, suspension, expulsion, legal prosecution, or monetary restitution for repair or replacement of systems or equipment resulting from misuse or abuse, etc.) without first imposing a less or more severe type of discipline and, in addition, may refer a particular incident of misconduct to the appropriate law enforcement agency.

Level 1: Disciplinary actions:

- 3 hour detention or 1 to 2 day in-school suspension
- 10 day suspension of Internet use and/or WBRC Internet Network use

1. No user shall install or run programs other than those approved by the school
2. No posting anonymous messages
3. All passwords are to be kept secret
4. No wasteful use of resources and supplies
5. No adjustments of settings on the computer or software
6. No use of equipment for playing games without permission of the instructor
7. No user shall enter the Internet other than via the Acceptable Website Page

Level 2: Disciplinary actions

- 1 day to 10 days suspension

- Varies from 30 days suspension of Internet use and/or WBRC Internal Network use, up to total loss of Internet and/or WBRC Internet network privileges for the rest of school year, and possibly into the next.

1. No modifying or copying files/data of other users without their consent
2. No use of the equipment or programs for commercial purposes.
3. No hacking or attempting to break into the network or any outside networks
4. No unauthorized access to resources or sites
5. No using another person's account
6. No stealing passwords
7. No printing of inappropriate or unauthorized material
8. No software or hardware theft
9. Use of email accounts by students is not permitted without administrative approval

Level 3: Disciplinary actions

- Expulsion from school
- Total loss of Internet and/or WBRC Internal Network privileges for the rest of the school year, and possibly into the next

1. No using the network or equipment for any illegal activity, including violation of copyright

Repeated violations of the code of technology use will be regarded as chronic misconduct and will result in loss of computer privileges.

Bus Transportation

Public school districts are not required to furnish transportation for the pupils that reside within the district; as a result, the privilege of riding the bus is one that can be withdrawn.
Please be at your bus stop at least 5 minutes before your designated pick up time.
The following rules apply to all students who ride the school bus:

1. **FOLLOW THE DRIVER'S DIRECTIONS.**
2. **STAY IN YOUR SEAT.**
3. **RESPECT AND TAKE CARE OF THE BUS.**
4. **KEEP HANDS, FEET & OBJECTS TO YOURSELF.**
5. **BE KIND TO OTHERS.**

Any student, while a passenger in a district transportation vehicle, who is guilty of an infraction listed under the serious and / or severe degrees of misbehavior in the Discipline Code **MAY** be assigned a consequence as listed in the Discipline Code as well as being denied transportation. In the event that this occurs, the length of time transportation privileges are withdrawn will be determined by the building principal or assistant principal and the transportation supervisor.

It is the responsibility of everyone, supervisor, driver, student, and parent, to see that every bus ride to and from school is a safe one. The driver's first responsibility is to drive the bus in a safe manner. The bus driver also has the responsibility to maintain appropriate student behavior on the bus. Violation of the bus rules will result in a verbal warning from the bus driver. In addition, the driver may require the student(s) to use a particular seat on the bus. If misbehavior continues, the driver will complete a **Bus Conduct Report** and the following procedures will generally be used:

Ticket #1 **Warning**
Ticket #2 **Responsible Choices Contract**
Must be completed & returned to continue transportation.
Ticket #3 **Three day Bus Suspension**
Ticket #4 **Five Day Bus Suspension**
Ticket #5 **Ten Day Bus Supension**
Ticket #6 **Student is denied school transportation for the remainder of the school year.**

SEVERE CLAUSE: The order of consequences may be skipped and an immediate suspension given if the severity of the offense is sufficient enough to warrant such action in the opinion of the transportation supervisor.
Any student, while a passenger on a District transportation vehicle who is guilty of an infraction listed under the "serious' and "severe" degrees of misbehavior in the Discipline Code MAY be assessed a consequence as listed in the Discipline Code, as well as being denied transportation. In the event this occurs, the length of time transportation privileges are withdrawn will be determined by the building principal and the transportation supervisor.

Bus Passes:
A student riding a bus other than the one assigned must bring a note from a parent/guardian to the school office first thing in the morning. The note must contain the students name, grade, bus slot and destination. The office can only issue two bus passes for each bus. The bus garage reserves the right to deny a bus pass if the requested bus has the maximum number of students assigned to it. Some busses are filled to capacity with regular riders. In these cases, bus passes will be denied.

PHYSICAL RESTRAINT/CORPORAL PUNISHMENT

Public Act 521 of 1988 addresses the use of physical restraint and/or corporal punishment as follows:

Corporal punishment means the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline.

A person employed by or engaged as a volunteer or contractor by a local or intermediate school board shall not inflict nor cause to be inflicted corporal punishment upon any pupil under any circumstances. However, the person, within the scope of his or her responsibilities, may use such reasonable physical force as may be necessary:

A. To restrain or remove a pupil whose behavior is interfering with the orderly exercise and performance of school district functions within a school or at a school-related activity, if that pupil has refused to comply with a request to refrain from further disruptive acts.
B. For self-defense for the defense of another.
C. To prevent a pupil from inflicting harm on himself or herself.
D. To quell a disturbance that threatens physical injury to any person.
E. To obtain possession of a weapon or other dangerous object within the control of a pupil.
F. To protect property.

Notification Requirements

Notice of Non-Discrimination

The West Branch-Rose City Area School District will not discriminate against any person based on race, religion, color, national origin, sex, age, disability, height, weight, or marital status in its educational programs, services, or activities. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination.

Inquiries or complaints by related to all complaints associated with discrimination should be directed to:

Mailing Address: Superintendent of Schools

West Branch – Rose City Area Schools
P.O. Box 308
West Branch, MI 48661
Phone: 989.343.2000
Physical Address: 960 S. M-33 West Branch, MI 48661

Non-Discrimination and Student's Complaint Procedure
Grievance Procedure for Students

Section I ***20112012

Any person believing that the West Branch - Rose City Area School District, or any part of the school organization, has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, or (4) Title II of the Americans with Disabilities Act of 1990, may bring forward a complaint, which shall be referred to as a grievance, to:
Civil Rights Coordinator
West Branch - Rose City Area Schools
PO Box 308
West Branch, MI 48661
989-343-2000

Section II

A person who believes a valid basis for a grievance exists shall follow the procedures as set forth below:

Step 1

A written statement of the grievance, signed by the complainant, shall be submitted to the Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint or within ten (10) business days following the incident. The Civil Rights Coordinator will conduct an adequate, reliable, and impartial investigation of complaints, including the
opportunity for parties to identify witnesses and other evidence and reply in writing to the complainant within five (5) business days.

Step 2

A complainant wishing to appeal the written (or Step 1) decision of the Civil Rights Coordinator may submit a signed statement of appeal to the Board President within five (5) business days after receipt of the Coordinator's response. The Board President shall investigate the complaint and respond in writing to the complainant within ten (10) business days.

Step 3

If still unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within five (5) business days of receiving the Board President's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall investigate the complaint and respond to the complainant within fifteen (15) business days of the receipt of such an appeal. The decision of the Board of Education shall be final.

District Assurances

- The Civil Rights Coordinator will provide the complainant with a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.
- A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.
- The District strictly prohibits any form of retaliation against persons who utilize this Grievance Procedure.
- When acts of discrimination and/or harassment are found, the District will take immediate steps to impose appropriate discipline, prevent its recurrence and remedy its discriminatory effects on the victim and others, as appropriate.
- A person or their representatives may, at any time, contact the enforcement offices if you wish to file a complaint or need assistance on a problem or assistance to prevent civil rights problems. Contact the OCR headquarters office if you have a question on national policy, to make a Freedom of Information request for information that is national in scope, or to request publications or other assistance that is not available online.

Civil Rights Coordinator
West Branch - Rose City Area Schools
PO Box 308
West Branch, MI 48661
989-343-2000

The OCR office for Michigan is located at:
Cleveland Office
Office for Civil Rights
U.S. Department of Education
600 Superior Avenue East, Suite 750
Cleveland, OH 44114-2602
Telephone: 216-522-4970
FAX: 216-522-7573
TDD: 877-521-2172
Email: OCR.Cleveland@ed.gov

SEXUAL HARASSMENT AND INTIMIDATION
Discriminatory Harassment of Students

Sexual or discriminatory harassment of students by School District Board Members, employees, students, parent(s), guardian(s), invitees, volunteers, guests, vendors, contractors or others doing business with the School District will not be tolerated.

Sexual Harassment and Intimidation

Any student or other party who believes that he or she has suffered any form of sexual or discriminatory harassment for any reason shall immediately report the incident(s) to:

Civil Rights Coordinator
Superintendent of Schools
West Branch - Rose City Area Schools

(Mailing Address)
P.O. Box 308
West Branch, MI 48661
Phone: 989-343-2000
[Physical Address: 960 S. M-33 West Branch, MI 48661]

In the event the complaint is against the Superintendent of Schools, the complaint should be directed to the Vice-President of the Board and the results of the Vice-President's investigation will be turned over to the President of the Board:

The Vice-President of the Board of Education
West Branch - Rose City Area Schools
(Mailing Address)
P.O. Box 308
West Branch, MI 48661
Phone: 989-343-2000
[Physical Address: 960 S. M-33 West Branch, MI 48661]

Filing a grievance or otherwise reporting sexual harassment will not reflect upon the individual's status, nor will it affect, grades or the services, activities or programs of the school district.
The right to confidentiality, for both the accuser and the accused, will be respected consistent with the District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

Discriminatory harassment means any harassment, intimidation, ridicule, disparagement, purposeful embarrassment, or chiding of any person because of their age, color, disability, height, marital status, national origin, race, religion, sex or weight. Sexual harassment includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct relating to an individual's sex.
Sexual or discriminatory harassment shall not be tolerated by this District when:

- Submission to such conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District,
- Submission to, or rejection of, the conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District, or
- The harassment substantially interferes with the student's education, creates an intimidating, hostile, or offensive environment, or otherwise adversely affects the student's educational opportunities.

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

- Verbal harassment or abuse,

- Pressure for sexual activity,
- Repeated remarks with sexual or demeaning implications,
- Unwelcome touching,

- Sexual jokes, posters, cartoons, etc., and/or
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment.

The School District guarantees that an individual who files a complaint or participates in or assists with a complaint investigation of sexual or discriminatory harassment will not suffer any form of retaliation.

In determining whether the alleged conduct constitutes sexual or discriminatory harassment, the totality of the circumstances, the nature of the harassment and the context in which the alleged incident(s) occurred will be investigated. The Superintendent has the responsibility of investigating complaints of sexual or discriminatory harassment of students. In cases where the alleged harassment involves a member of the Board of Education, the School District will appoint outside legal counsel to investigate the complaint. The results of an investigation and any action taken thereon will be communicated to the complaining person.

The School District considers sexual or discriminatory harassment based on age, color, disability, height, marital status, national origin, race, religion, sex or weight to be a major offense, which will result in disciplinary action of the offender. Disciplinary action against a School District employee may include termination of employment. Disciplinary action against a student may include expulsion. Disciplinary action against a Board of Education member may range from Board of Education public censure to removal of the Board Member from an officer position he or she may hold.

Notification

Notice of this policy will be periodically circulated to all school buildings and departments within the District, and incorporated in teacher, student and parent/guardian handbooks. All new hires of the District will be required to review and sign off on this policy and its related complaint procedure.

Training sessions on this policy and the prevention of sexual or discriminatory harassment shall be held periodically for all Board members, administrators, teachers and employees of the District. In addition, students will have available as part of their curriculum and instructional program, sessions on this policy and the prevention of student-to-student discriminatory or sexual harassment.

Pesticide Control Act

Public Act 131 of 1993 amends the Pesticide control Act to require school administrators to notify parents/guardians of children attending that school of their right to be informed prior to application of pesticides at that school.

Therefore, if spraying is needed, it will be conducted on the first Friday of each month (after the regular school day) along with an updated inspection of the IPM plan for all buildings in the West Branch–Rose City Area Schools. If you have any questions, please contact the Maintenance Dept. Supervisor at (989) 343-2240 or write to 224 Thomas St., P. O. Box 308, West Branch, MI 48661

Title I Part A Federal Requirement

If your child is in grade K-8, then your child currently attends a school that receives funds from the Title I, Part A program. Title I, Part A is a federal supplemental program designed to help children reach high academic standards. In receiving funds from this program the district has a requirement to inform you, as parents of children attending a Title I school, of information available to you regarding the professional qualifications of your child's classroom teacher(s). Information will be provided to you **upon request and in a timely manner** of the following:

- Whether your child's teacher has met Michigan qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your child's teacher is teaching under emergency or other provisional status through which Michigan qualification or licensing criteria have been waived.
- The baccalaureate degree major of your child's teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.

You may request additional information on the level of achievement of your child in each of Michigan's assessments. Michigan uses the MSTEP to determine levels of achievement.
You will also receive timely notice if your child is, for whatever reason, assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified. A highly qualified teacher would be defined as a teacher that meets Michigan's qualification and licensing criteria for the grade level of subject area in which the teacher is providing instruction.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT STUDENT RECORDS POLICY AND PROCEDURES

Purpose

The Board of Education of the WBRC Area Schools recognizes the importance of maintaining records for all students in attendance. While a student's educational interests require the collection, retention, and use of information about the student, the student's right to privacy requires careful custodianship and limitations on access to education records. The maintenance and disclosure of student records by this institution are governed by state and federal law, particularly the Family Educational Rights and Privacy Act ("FERPA"), 20 USC 1232g, and its implementing regulations, 34 CFR 99.1 et seq.

Annual Notification of Rights

FERPA affords parents and eligible students certain rights with respect to education records. Those rights include the following:
1. Right to Inspect: A parent or eligible student has the right to inspect and review the student's education records maintained by the district within 45 days of the district's receipt of a written request for access.

2. Right to Request Amendment: A parent or eligible student has the right to request the amendment of the student's education record(s) that are believed to be inaccurate or misleading.
3. Right to Consent to Disclosure: A parent or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent.
4. Right to Complain: A parent or eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with FERPA requirements.
5. Right to Obtain Copies of this Policy: A parent or eligible student has the right to obtain copies of this policy upon request.

Disclosure of Education Records

The district will disclose information from a student's education record only with the written consent of the parent or eligible student, except that disclosure without consent may be made:
1. To school officials who have a legitimate educational interest in the records.
2. To officials of other schools where a student seeks or intends to enroll.
3. To federal and state officials in connection with their duties to audit or enforce legal conditions relative to federal or state supported programs.
4. To the United States Attorney General.
5. **To comply with the federal legislation "No Child Left Behind", the district is required to release student disciplinary records concerning suspensions and expulsions to any private or public school to which a student is transferring for enrollment purposes.**
6. In connection with a student's request for or receipt of financial aid, as necessary to determine eligibility for aid, the amount or conditions of the aid, or to enforce the terms and conditions of the aid.
7. To state juvenile justice system officials as permitted by state law.
8. To organizations conducting certain studies for or on behalf of the district for the purposes of predictive testing, student aid, and instructional improvements.
9. To accrediting organizations to carry out their functions.
10. To parents who claim the student as a dependent for income tax purposes.
11. To comply with a court order or lawfully-issued subpoena. The district shall make reasonable attempts to notify the parent or eligible student of such disclosure prior to disclosure.
12. To appropriate parties in connection with a health or safety emergency that threatens the health or safety of the student or other individuals.
13. For designated directory information.
14. To the parents of a non-eligible student or to a student.
15. As necessary for the district to either prosecute a legal action against the student or parent or to defend itself against a lawsuit initiated by a parent or eligible student.

Student Directory Information Notification

Dear Parent/Eligible Student,

West Branch-Rose City Area Schools has adopted a policy designated to assure parents and students the full implementations, protections and enjoyment of their rights under the Family Education Rights and Privacy Act of 1974. A copy of the school district's policy is available for review in the office of Superintendent, 960 S. M-33. The mailing address is P. O. Box 308, West Branch, MI 48661.

This law requires WBRC to designate as "directory information" any personally identifiable information taken from a student's educational records prior to making such information available to the public. WBRC has designated the following as directory information:

Student name and address, telephone number, e-mail address, photographs, date and place of birth, major fields of study, participation in officially recognized activities and sports, weight and

height of members of athletic teams, dates of attendance, degree and awards received, the most recent previous school attended and other similar information.

This letter informs you of your right to withhold release of students' directory information. A form for this purpose is available through each building office. The objection needs to be reviewed annually. If you have no objection to the use of student information, you do not need to take any action.

I wish student directory information withheld from any WBRC publications (electronic or print) for the current school year for my son/daughter.

I understand that educational records may be disclosed by court order procured by Assistant U.S. Attorney General or higher ranking governmental official without prior parent/student consent.

Education records may be disclosed by school districts as necessary to either prosecute a legal action against a student or parent, or to defend itself against a student or parent, or to defend itself against a lawsuit initiated by a parent or eligible students.

Parents who claim students as dependents on their federal tax form have the right to access their education records even if the student has attained the age of majority.

SAMPLE

Student Name _____ Date of Birth _____
Building _____ Grade _____
Signature of Parent _____
Date _____