

# **Farwell Middle School**

**500 Ohio Street**

**Farwell, MI 48622**

**989-588-9915**



## **Student/Parent Handbook**

**2019-2020**

**[www.farwellschools.net](http://www.farwellschools.net)**

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**Note: Progress Reports and Report Cards will be sent home with students, with the exception of the last report card, which will be mailed home.**

## Letter to Parents and Students

Dear Parents and Students,

Welcome to the 2019-20 school year at Farwell Middle School! We are excited about the upcoming year and promise academic excellence combined with enriching activities. The educational opportunities and extra-curricular activities at Farwell Middle School are many and varied. You can profit from these multiple opportunities by becoming involved.

This handbook will guide you through your middle school experience. The intent of this document is to help both students and parents understand policies and procedures that are in effect at the middle school. Each student will be taken through its contents with the teachers and principals. We are committed through our District Vision to working hand in hand with parents to do what's best for all kids.

In order to be successful in school, students need to be both organized and responsible. To promote this success, there are many ways to support your student.

Assignments are posted on the middle school website daily. Students and parents can check the school website and are encouraged to do so. Parents can also make contact with their child's teachers by emailing and/or calling the school.

Parents can also access Skyward for grades, assignments, and attendance. Please contact the office if you need a login to Skyward. This is also an excellent tool for staying informed of what your student is working on academically.

Farwell Middle School students are expected to pass all of their classes. Failure is not acceptable. We are looking forward to making this year an educationally sound experience for everyone.

Yours in Education,

Middle School Staff

## Farwell Middle School Faculty and Staff and Calendar

For an updated list of faculty and staff and an updated calendar, please check the school website at [www.farwellschools.net](http://www.farwellschools.net).

## **Foreword**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules.

## **District Vision**

Farwell – School, Family, and Community, Hand in Hand, Doing What is Best For All Kids.

## **District Mission**

Together with family and community, Farwell Area Schools will educate all students in a supportive environment, engaging them in learning through a variety of challenging experiences to ensure success in an ever-changing world.

## **Equal Education Opportunity**

It is the policy of this District to provide an equal education opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Superintendent

(989) 588-9917

# Student/Parent/Teacher Compact

## Parent Responsibilities

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Study area should be well-lit and well-equipped with pens, pencils, paper, ruler, crayons, markers, glue, dictionary, etc.
- Look over homework assignments to check for understanding.
- Be available to assist.
- Sign and return all papers that require a parent or guardian's signature.
- Encourage positive attitudes toward school.
- Require regular school attendance.
- Attend parent-teacher conferences.

## Student Responsibilities

- Ask the teacher any questions about the homework.
- Take home materials and information needed to complete the assignment.
- Complete homework in a thorough, legible and timely manner.
- Return homework on time.
- Return signed homework form.
- Comply with school rules.
- Attend school regularly.
- Respect the personal rights and property of others.

## Teacher Responsibilities

- Provide quality teaching and leadership.
- Assign homework/class work.
- Coordinate with other programs to make sure nightly assignments do not exceed time limits.
- Give corrective feedback.
- Recognize that students are accountable for every assignment.
- Check that homework has been completed and parent or guardian has signed homework form.
- Respect cultural, racial and ethnic differences.

## Student Rights and Responsibilities

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and to obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed from school because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program.

## Student Well-Being: Emergency Information

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

1. Parent(s) or guardian(s) name(s)
2. Complete and up-to-date address
3. Home phone and parent(s) work phone
4. Emergency phone number of friends or relatives
5. Physician name and phone number.
6. Authorized person(s) allowed to pick up your child.

Any change of address and/or telephone number during the school year must be reported immediately to the office (989) 588 - 9915.

**Office Hours:** 7:30 a.m. – 4:00 p.m.

**School Hours:** 8:00 a.m. – 3:00 p.m.

## Use of Phones

Calls may **ONLY** be made in cases of emergency or illness and must **only** be made in the presence of a staff member. **Cell phones are to be turned off and in the locker during school hours, between 8:00 a.m. and 3:00 p.m. Staff members have the right to confiscate cell phones.**

## Injury and Illness

All injuries must be reported to the teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission. You will be contacted by phone to pick up your child. It is so important that we have an updated phone number on the emergency contact card to reach you or a designee.

A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected. If your child should need a "head check" before returning to school, that procedure will be done after 9:00 a.m. Early arrivals will have to wait until that time due to the amount of time preparing for the school day takes.

## **Homebound Instruction**

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

Parents should contact the school administration regarding procedures for such instruction. The superintendent must approve applications. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

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

## **General Information**

### **Enrolling in the School**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's school of choice policy or paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residency,
4. proof of immunizations.

Students enrolling from another school must have cumulative records sent. Grade placement lies with the building principal.

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures.

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

## **Transfer Out of the District**

Parents must notify the office about plans to transfer their child to another school. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. A release form must be completed and signed by the parent or guardian authorizing the school to send their cumulative record to the receiving school. School records may not be released if the transfer is not properly completed.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

## **Withdrawal From School**

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents.

## **Student Records**

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

## **Scheduling and Assignment**

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites.

## **Review of Instructional Materials and Activities**

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, particularly those dealing with health and sex education. Any parent who wishes to review materials or observe instruction must contact the principal prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.



## Arrival and Dismissal Times

Arrival time for students begins at 7:45 a.m. and classes begin at 8:00 a.m. There is no supervision for students prior to 7:45 a.m. Students must remain outside the building or in the cafeteria until 7:45 a.m. Students should enter and exit the building through the doors designated. Students must remain in their respective halls until classes begin. Once students arrive, they may not leave school grounds.

Please help us to educate all of the children in our building by ensuring that your children are at school the entire day. Instruction is interrupted for all of the students in a class each time a student is called to the office to leave early. Please arrange appointments on scheduled days off or after school hours. If you must get your child out of school during the school day, a parent (or persons designated by the parent) must sign the child out in the main office. No student will be allowed to leave school prior to dismissal without prior notification by the parent. No student will be released to a person other than the custodial parent(s) without written permission signed by the custodial parent(s) or guardian. **If a change needs to be made after school has begun, please call the office prior to 1:30 p.m.**

Students must leave school after dismissal unless they are involved in an after-school activity. Students are expected to be in the after-school activity by 3:10 p.m. Students serving a detention must go directly to the detention room and not leave the building for any reason.

Middle school students are not allowed in the high school or the elementary school unless given permission by a staff person. Middle school student morning drop off and after school pick up is in the parking lot on the south side of the building (Michigan Street). Students who are bused to and from school will enter through the Bubble.

## Emergency Closings and Delays

In the event that school is closed, an announcement will be made over the Harrison, Clare, and Cadillac radio stations – as well as on TV 9 & 10. The decision to close due to road conditions is generally made about 6:00 a.m. and the announcement made between 6:30 a.m. and 7:30 a.m. If road conditions are such that the bus cannot pick the student up in the morning and parents provide transportation to school, the parents will be expected to provide transportation home at the end of the day unless otherwise arranged with the bus garage. The decision to cancel evening activities will be made early in the afternoon. Please be sure that your child knows what to do in the event that school is closed early in the day.

Parents and students are responsible for knowing about the emergency closings and delays.

The automated phone message system will contact the homes of students with school closing messages.

## Fire, Lockdown and Tornado Drills

Tragic events in other school districts remind us of the importance of school safety plans. We will continue to lock our school doors during the school day, allowing entry only through the front door. In addition to our routine fire drills and tornado drills, we will be conducting periodic safety drills to practice the procedures we will follow in case an “intruder” enters the building. We do not wish to alarm our students, but we want to be prepared in case the safety of students is compromised. Please help us by signing in at the office each time you enter the building and by wearing a visitor’s badge. To ensure the safety of our students and staff, students are not permitted to use cell phones in any capacity during a safety drill or actual emergency situation.

## Preparedness for Toxic and Asbestos Hazards

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District’s *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available for inspection at the Board offices upon request.

## Immunizations

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. If you have questions, please feel free to call the school at (989) 588-9915 or contact the local Health Department.

## Administration of Medication

It is the policy of the Board of Education that the school will not provide students with aspirin or any other medication. We do recognize that some students may need to receive daily medication during the school hours. The administration of medication by school personnel shall be authorized and performed in circumstances that render the administration of the medication by the parent at home impossible or extremely difficult. Only such school personnel as are specifically authorized by the building administrator or his/her designated representative will administer medication. This authorization to administer medication shall be issued only in compliance with the following conditions:

1. All medication, both prescription and over-the-counter, must be approved by a physician. A **“Permission Form For Prescribed and Over-The-Counter Medication”** must be completed by parent/guardian, have doctor’s signature and be filed in the school office.
2. The medication must be brought to school by a parent in a container appropriately labeled by the pharmacy. Over the counter medication must be in the original container. Refill of the medication is the responsibility of the student’s parent/guardian.
3. Designated school personnel will:
  - a. Inform appropriate school personnel of the medication;
  - b. Keep a record of the administration of the medication. The record will include student information, name of medication, time and date(s) administered, signature of person administering and signature of adult witness;
  - c. Observe the student for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.
  - d. Keep the medication in a locked cabinet;
  - e. Return the unused medication only to the student’s parent/guardian.
4. The student’s parent/guardian assumes responsibility to immediately inform the building administrator or his/her designated representative of any change in the child’s health or change in the medication, including the discontinuation or modification of the medication.

## Statement of Assurance of Compliance With Federal Law

The Farwell Area Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 1970, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Farwell Area Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Farwell Area School District is an Equal Opportunity Employer.

## **Individuals With Disabilities**

The American's with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law.

## **Special Education Identification Procedure**

Farwell Area Schools offers a continuum of programs and services for students who qualify for special education. Farwell has a full diagnostic staff that conducts student evaluations and provides support services to students, teachers, and parents. Parents are encouraged to first notify the child's teacher or building principal if they are having academic or behavioral concerns.

Typically, requests for individual student evaluations are generated through the building-level Student Assistance Team (SAT) process when there is a question as to whether a student may have a disability that impedes or impacts the learning process. Parents may request a multi-disciplinary evaluation be completed if there is suspicion that their child may have a disability. For school or parent initiated referrals, signed parental permission is necessary, and an Individualized Education Plan (IEP) is conducted within 30 school days of initial consent. Farwell Area Schools adheres to state and federal policies and laws.

## **Limited English Proficiency**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered by the District. Parents should contact the school office to inquire about evaluation procedures and programs offered by the District.

## **Visitors**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school building. Visitors shall remain in the office unless they have obtained a pass after signing in. Any visitor found in the building without a pass shall be reported to the principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the school, in order to schedule a mutually convenient time.

All visitors wear a visitor identification badge while tutoring, while volunteering for special activities or field trips, and while visiting classroom presentations or having teacher conferences. Be sure to return to the office, sign out, and return your visitor badge. Students may not bring visitors to school without prior written permission from the Principal.

## **Cameras**

Video cameras have been installed in the hallways, gymnasiums, and the main entrance for safety and security. All doors will be locked after 8:00 a.m. and visitors may enter the building through a camera monitored security system.

# Academics

## Attendance

Students must attend school every day unless they are ill. School experiences are an important preparation for a young person's development. Class attendance is necessary for academic achievement, as well as for developing the habits and responsibilities necessary for citizenship: punctuality, dependability, and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards. Parents may be called in the evening by our automatic call system notifying them that their student has been absent or tardy for class. Parents/guardians need to send a note the day following an absence in order for it to be recorded correctly.

Attendance will be taken in each class. If a student is tardy longer than 5 minutes, a referral may be issued.

Written notification to parents of absenteeism will be made after the fifth, tenth, and fifteenth day of absence.

**Students who are absent from school are not eligible to attend any extra curricular events that day or evening.** It is encouraged that students not be picked up before 3:00 p.m. as this disrupts the learning process in classrooms. Excessive absences will be reported to the county prosecutor for possible legal action. The Clare County Truancy Protocol and Policy is posted on the Farwell Area Schools website as well as

[www.clarecountyprosecutor.com](http://www.clarecountyprosecutor.com) .

Students who miss the bus or who are suspended from the bus are still expected to attend school. Plans should be made ahead of time by parents as to the best possible procedure to follow if a bus does not come at the expected time or if a student misses the bus. Students that arrive to school more than 5 minutes late are to report to the office and sign in before reporting to class.

## Reporting Absences

If it is necessary for a student to be absent, a parent/guardian should call the school on the day of the absence at 588-9915 between 7:30 a.m. and 9:30 a.m. and send a note the following day. If a student must leave school during the day, he/she must be picked up and signed out by a parent or guardian.

If the parent/guardian is aware of an upcoming long term absence, please notify the school in writing five school days prior to the beginning of the absence.

A doctor's verification of illness is required for excused absences. Work missed during an absence must be made up. A student will have two days, for each day absent, to complete missed assignments; not to exceed one week. For long-term absences, homework should be picked up and returned. Homework will be made available, upon request, for pick up, when a student is absent two or more consecutive days. Homework will also be made available to students placed on a suspension by 3:00 p.m. the following day. If the suspension extends into the next week, the remainder of the homework will be made available by 3:00 p.m. on Monday.

## Tardies

To benefit from the primary purposes of the school experience, it is essential that each student maintain a regular and **punctual** daily attendance in all assigned classes. School experiences are an important preparation for the future. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self-discipline.

Students are tardy when they are not in the classroom when class begins.

Students are allowed one tardy per class, per marking period (6 weeks). The second tardy will result in two lunch detentions. A referral slip returned with a parent/guardian signature will release the student from the second day of detention. The third tardy could result in the student being placed on a "classes only" schedule for the remainder of the marking period.

A chronic tardy situation may result in a parent meeting

## **Grades**

The Board of Education recognizes its responsibility for providing a system of grading student achievement that can help the student(s), teacher(s), and parent(s) to judge properly how well the student is achieving the goals of the District's program.

The Board believes that the District's grading system should be a reliable system and one that ensures each student's grades signify accurately his/her degree of accomplishment of those expected learning outcomes which are to be stated for each program at every grade level, kindergarten through twelve.

## **Report Cards & Progress Reports**

Report cards and mid marking period progress reports will be sent home with the students. Dates for progress report are listed on the school calendar. The final report card will be mailed.

Students earning at least a 3.0 grade point average will be placed on the honor roll. To be placed on the honor roll, a student can have only one C, no D's, E's or I's. Incomplete grades on a report card will become failures unless made up within a period of time specified by the make-up work timeframe. In cases of a long-term absence, the principal and teacher(s) will make arrangements.

Grades may be obtained online at [www.farwellschools.net](http://www.farwellschools.net). On the Middle School page, scroll down to Parent Access Grades/Attendance. Parents not currently accessing the web-based grading service may contact the school for their child's password. Online grades are generally updated every week.

## **Students of Character**

Each month students are selected by their grade level teachers and recognized as one of the "Students of Character". Criteria are based on citizenship in and out of class including lunch, pass time, and school activities.

## **Student Assessment**

Parents will be notified prior to any State assessment being administered in the middle school, and should encourage their students to do their best. The results are part of the students' permanent record.

All students will be assessed using Scholastic Reading Inventory (SRI) and Star Math.

## **Textbooks and Learning Supplies**

Students receive textbooks and learning supplies free of charge. The student will pay for materials intended to become the private property of the student. The student is responsible for the cost of any materials that are lost or damaged. Students are expected to keep assigned books and library books in good condition. Students should have their names in ink in the appropriate place in all of their textbooks if assigned to them by the teacher.

## **Assemblies**

During the school year assemblies will be scheduled. These are part of our total educational program and students are required to attend and exhibit appropriate behavior. For example: Sit quietly, applaud when appropriate, refrain from whistling, booing and yelling, remain in seats until performance is over and follow any other expectations of a supervisor or classroom teacher.

## **Media Center**

The media center serves as an instructional materials center and has information in all subject areas. The services of the media center are open to students who have permission from their teacher to be there. Arrangements may also be made with the media specialist for lunchtime use. The media center also has computers available for word processing and Internet research. Fees and restitution are assigned for damaged or lost books, materials, and equipment. All charges need to be paid in full before additional books may be checked out.

## **Parent/Teacher Conferences**

Parent-Teacher conferences are held for parents to visit school and confer with staff. See the school calendar for the actual date of the conference. It is encouraged that your student attends conferences with you and the teachers.

During the course of the year, parents should feel free to contact the counselor, teachers, or the main office to arrange for an individual conference. Parents desiring to meet with a teacher are required to call the school or email the teacher directly and arrange a convenient time for both parties. Email addresses can be found on the district's website [www.farwellschools.net](http://www.farwellschools.net). On the Middle School page, "Contact Middle School Staff" is located in the upper left corner. Teachers are available during their preparation period during the day. A 24-hour notice is appreciated for a parent/teacher meeting. For safety reasons, all visitors must report to the office upon entering the building.

## **Intervention and Retention Policy**

### **INTERVENTION PROCESS:**

Students are placed in an academic enrichment group based on their academic ability in Math and English Language Arts. Students will be placed in their academic enrichment group for a trimester. The data from the academic enrichment groups is monitored and will determine the students' placement for the next trimester.

Additional academic support may be provided in the After School Title Program.

### **RETENTION POLICY:**

It is expected that all students pass all classes. Students who have gone through the Intervention process above and are still failing may face retention. Teachers place recommendations for student retention, and the final decision lies with the building principal.

## Field Trips and Grade Level Activities

Students attending field trips **MUST** have an appropriate field trip form signed by the parent and be on file in the school in order for them to participate. The teacher arranging the trip sends these forms. Students are required to make up all work missed because of the field trip when appropriate.

### Guidelines

Field Trips:

4<sup>th</sup> grade: 4 weeks before the field trip, students should have no more than one referral and no suspensions in order to participate in a field trip.

5<sup>th</sup> & 6<sup>th</sup> grade: 4 weeks before the field trip, students should have punch no more than one referral and no suspensions in order to participate in a field trip.

7<sup>th</sup> grade: 6 weeks before the field trip, students should have no more than one referral and no suspensions. If at the end of the school year, students must also be passing all core classes (final grade) to participate in field trips.

### Grade Level Activities

4<sup>th</sup> grade: Students should have no more than one referral, no suspensions and be passing all core classes to be eligible for the activity.

5<sup>th</sup> grade: Students need one punch left and no missing assignments to participate in grade level activities.

6<sup>th</sup> grade: Students must have no referrals or suspensions within the two-week period prior to the activity.

7<sup>th</sup> grade: Students must have no referrals or suspensions within the two-week period prior to the activity.

**\*\*\* Library fees must be paid to participate in activities and field trips**

# Farwell Area Schools Computer Networks

## Acceptable Use Policy

### General Information

Internet access is available to all students, faculty and staff in Farwell Area School. This access is gained by opening an account on our Internet host computer: Merit Network and/or utilizing Farwell Area Schools computer network. We believe this access will enhance the quality of education in our district by providing vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic communication system connecting millions of users to millions of resources from all over the world. Anyone connected to this Internet system has the ability to:

- Send and receive electronic messages (email) to and from individuals all across the globe.
- Gather information and news from a variety of sources (like NASA or the US Census Bureau) on variety of topics as well as the opportunity to correspond with the people (like scientists and professors) who staff these agencies and provide data for these facilities.
- Download "public domain" and "shareware" programs of all types.
- Download a variety of graphics (such as weather maps or astronomical images), sounds, or other data.
- Participate in discussion groups on an incredible number and variety of topics.
- Search many libraries and databases (such as the Library of Congress).
- Access resources through the worldwide web.

As mentioned, the Internet is made up of an enormous number of computer systems.

Some of these systems may unfortunately contain defamatory, inaccurate, abusive, obscene, threatening, racially offensive, illegal or otherwise inappropriate materials. Farwell Area Schools makes every effort to comply *with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA)*. **Farwell Area Schools has implemented filtering and blocking technology for all computers with Internet access in Farwell Area Schools. This filter is now in place at the school district level and is meant to block/filter the following: depictions of obscenity, child pornography and material harmful to minors.** Some industrious, curious, or determined individuals may discover some controversial materials on their own. At Farwell Area Schools we regret this possibility, but firmly believe that it is not possible to control access to this material without negating the value of connecting to the Internet in the first place. It is therefore expected that each individual will accept responsibility for his or her actions on the Internet.

Internet access is coordinated through a complex association of governmental agencies and regional and state-wide networks. In addition, the smooth operation of the network relies upon the proper conduct of all its users, who must adhere to strict guidelines. These guidelines are provided here (in the Terms and Conditions section) so that you are aware of the responsibilities you are about to acquire. **In general, this requires efficient, ethical and legal utilization of network resources. If Farwell Area Schools Computer Network user violates any of these provisions, his or her account is subject to immediate termination and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read this Acceptable Use Policy carefully and understand(s) their significance.**

### Terms and Conditions

Users of Farwell Area Schools Computer Network agree to the Terms and Conditions set forth in this document. Moreover, users agree that access to **Farwell Area Schools Computer Network is a privilege rather than a right** and that they will abide by the decisions and instructions of Farwell Area School's system administrators with regard to usage of the system. Many of these Terms and Conditions are specific, non-exclusive examples of mis-use of the system. Generally, users agree to engage in activities, which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

### Appropriate use

The **use** of Farwell Area Schools Computer Network must be in support of education and research and be consistent with the educational objective of the user's local school district. Merit Network is a curriculum tool, designed to meet the local school district's educational needs. Any activity which fosters that purpose is encouraged. Any activity which doesn't is discouraged or in some cases, prohibited. The use of any other organization's network and/or computing resources through Farwell Area Schools Computer Network must also



comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Use of the system for games is prohibited unless specifically authorized by a teacher. Users are expected to maintain their electronic mailboxes and work areas regularly and to keep their data within the limits imposed by Farwell Area Schools computer system administrators. Be thoughtful in your use of the various public topics on this system: keep the subject of your message within the guidelines for the area.

### **Network Etiquette**

You are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others. Treat other's fairly.
- Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. Do not use sound-alike words in place of swear words.
- All communications deemed illegal by any federal, state or local ordinances are strictly forbidden. Discussions deemed illegal will be turned over to the appropriate authorities.
- Do not contact organizations of questionable intent or provide address of students or staff to such organizations.
- Chat room abuse will result in removal of Internet privileges.
- Do not use or access other mail systems other than REMCEN during school hours.
- Do not reveal the personal address and/or phone number of any user(s). If you want to publicize your own personal address and/or phone number, you must first have your parent's permission.
- **Your electronic mail is not guaranteed to be private.** People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities will be reported to the proper authorities. Use of Novell Instant Messaging is prohibited.
- Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
- As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

### **Copyrighted material**

Copyrighted material must not be placed on any system connected to Farwell Area Schools Computer Network without the permission of the copyright holder. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.

### **Public domain material**

Any user may download public domain programs for his/her own use or non-commercially redistribute public domain programs or data. Users assume all risks regarding the determination of whether a program is in the public domain.

### **Privileges**

The use of Farwell Area Schools Computer Network **is a privilege, not a right**, and inappropriate use may result in cancellation of those privileges.

### **Security and Behavior**

Security on any networked computer system is critical, especially when the system involves a variety of users. If you can identify a security problem, notify the Merit Network or Farwell Area Schools Computer Network system administrators immediately. Do not demonstrate the problem to any users except as directed by the Farwell Area Schools Computer Network system administrators. Do not attempt to gain security codes, passwords, or other private information regarding another user or system. **Do not share your security codes or passwords with anyone. Moreover, you shall not use another individual's account, nor shall you allow another person to use your account.** Your Farwell Area Schools computer network account is for your personal use only, it is not a shared account for your family or organization. You are completely responsible for the actions taken with your Farwell Area Schools computer network account, whether by you or someone else. Therefore, keep your password a secret and change it often - especially if you think someone may know it. You are not to misrepresent yourself on the system in any way. Do not claim to be someone you are not. Use of Novell Instant Messaging is prohibited. Any action by any user that is deemed by Farwell Area Schools Computer Network system administrators to be a threat to the integrity of system will result in the loss of all privileges.

## **Vandalism**

**Vandalism will result in the cancellation of all system privileges** . Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission or computer viruses.

## **Warranty**

**While Farwell Area Schools Computer Network makes every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing.**

Farwell Area Schools Computer Network will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any of the information obtained via the Internet or Farwell Area Schools Computer Network is at the user's own risk. Farwell Area Schools Computer Network specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless Farwell Area Schools Computer Network and its sponsors, including but not limited to their individual board members, agents, or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Farwell Area Schools Computer Network hardware, software, and/or network facilities under this agreement.

## **Termination of account**

A user may terminate his/her account and Farwell Area Schools Computer Network by contacting the Farwell Area Schools Computer Network representative. The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to Farwell Area Schools Computer Network upon any breach of the Acceptable Use Policy by the user.

## **Enforcement provisions**

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity on Merit Network and Farwell Area Schools Computer Network to inspect any files, including electronic mail, stored on the system. **Privacy is not guaranteed.**

## **Discipline**

Violations of this Acceptable Use Policy will be turned over to Farwell Area School District administrators for disciplinary action. The status of the user's Farwell Area Schools Computer Network account will be determined by the local district administrators. Users should contact their Farwell Area Schools Computer Network representative when they are notified of a policy violation.

## **Summary**

The following list of dos and don'ts should help you to better understand your responsibilities:

- DO NOT tell anyone your password.
- DO NOT use Novell Instant Messaging.
- DO NOT let anyone else use your account - this includes your mother, father, son, daughter, brother, sister, girlfriend, boyfriend, mailman, and your dentist. You will be held responsible for actions taken with your account.
- DO NOT send or forward chain mail or unsolicited advertising.
- DO NOT swear or use language that is intended, through context or spelling, to represent a curse word. For example, if "fissle" were a curse word, then "fi\$\$le", "phizzle" and "f!ssle" would be unacceptable.
- DO NOT threaten another person.
- DO NOT make links on your web page to inappropriate sites.
- DO NOT make commercial software available from your web page without permission of the copyright holder.
- DO change your password often.
- DO select good passwords (help is provided on-line).
- DO notify the system administrators when you receive chain mail or unsolicited advertising.
- DO treat other people with respect.
- DO email the system administrators when you don't understand the rules.

## Student Activities/Dances

- Activities/Dances are for 4<sup>th</sup> through 7<sup>th</sup> grade FMS students only.
- No guests, 8<sup>th</sup> – 12<sup>th</sup> grade or alternative education students allowed.
- Evening dances must end by 8:00.
- Activities/Dances must be approved by the class advisor and the principal.
- Neither food nor beverage allowed in the gym (refreshments will be in the hall and/or the cafeteria).
- No one admitted after the first 30 minutes.
- School dress code applies to all informal dances. No inappropriate attire will be allowed.
- Suspended students are not allowed at activities/dances.
- Students attending must have been in school for a full day on the day of the activity/dance.
- If a person leaves a dance early, he/she will not be readmitted under any circumstances. The student will be asked to sign out with date and time recorded or call a parent for permission to leave early.
- It is the responsibility of the group sponsoring the dance to see that the activity/dance area is neat and orderly immediately after the activity/dance.
- Light and sound level and intensity will be at the discretion of the principal or his/her designee.
- All school rules apply to activities and dances.

\*\*\*Students will be informed of grade levels to attend activity or dance and criteria to attend.

## Fund Raising

Individual students are not permitted to sell candy or any other items in school. School sponsored groups are permitted to participate in fund-raising activities with permission from the administration. Students are responsible to return all money or product from the fundraiser. Failure to do so may result in loss of fieldtrip privileges and may be turned over to law enforcement.

## Student Conduct

All students are expected to conduct themselves in such a manner as to contribute to the betterment of themselves, the school, and the community. The following code of conduct applies to extracurricular activities as well.

It is the school staffs' responsibility to provide a safe and orderly learning environment. Discipline is within the discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The total disciplinary history of the student while in middle school may be considered in determining appropriate sanctions.

Disciplinary methods may include: warnings, after school and lunch time detentions, choice room, referrals to outside agencies through the counseling program for group activities such as anger management sessions, suspensions, expulsion. Disciplinary actions may also include referral to the appropriate law enforcement agency. Teachers and/or principals will write disciplinary infractions on a "Disciplinary Referral Form". Parents will be notified of suspensions. If phone contact cannot be made, written notification will be sent. In any event, the student will be issued a pink referral form to be given to the parent. Students that ride the bus will be placed on a "no ride" list with the bus supervisor for the day of the suspension. **At all times, the judgment of school personnel shall prevail in the interpretation and application of school policies.**

## Electronic Devices

Electronic games, cell phones, ipods, ipads and laser lights are not appropriate in school since they may be lost, stolen, create a disturbance in the building or in the classroom, preventing the student or other students from learning. If these items are brought to school, they may be taken and returned only when a parent picks up the item. Disruptive items may include but are not limited to: any recording device, cellular phones, laser pointers, mag-lites, or any other devices that are disruptive. The Board of Education policy bans student possession of laser pointers because of the potential for serious harm. The school is not responsible for lost, damaged, or stolen electrical or musical devices or cell phones. All should be marked with permanent marker for easy identification. It is suggested that parents monitor music selection. If visible (including headphones/earbuds) in the classroom or hallway, during school hours, teachers may confiscate and return at the end of the day. A repeat offense will result in the parent having to pick it up. Repeat offenders will be subject to disciplinary action. **Cell phones and other electronic devices should be off and in the student's locker during school hours. (8:00 – 3:00)**

The electronic device rules also apply to any field trips and activity nights, with the exception of the Mackinac Island and Tigers trips.

## Hallway Behavior

In the interest of safety in the hallways, students will be expected to follow the rules of common courtesy to others. In particular:

- Students are to **walk** in the hallways, no running
- Students will use only the hallway that is designated for their grade level
- Students should walk to the right side of the hallways
- Yelling or shouting and horseplay are not appropriate inside the building
- Open containers are not allowed anywhere except the cafeteria
- Drinks may be kept in lockers only if unopened
- Security cameras monitor hallways

## Cafeteria Behavior

The cafeteria is a place of eating and social interaction. When you are in the cafeteria it is important to treat yourself, others and school property with dignity and respect. In order to ensure a clean, comfortable place to eat for all students, you are expected to use appropriate table manners, clean off table when finished, and dispose of garbage in the containers provided. Food will not be allowed out of the cafeteria. **Failure to follow these expectations may result in cafeteria duty, assigned seating, and or a referral to an administrator.**

Students are expected to behave in a respectful manner during the lunch period. The following guidelines must be adhered to:

- Students will not throw anything in the cafeteria
- Once students are seated at a table, they will be dismissed to get their lunch. The student will return to the same table and seat
- When you're done eating, you may put your trash in a trash receptacle and be seated for dismissal to class
- Keep voices at a respectful level: Follow the 0-4 voice level system
  - **0- No voice, 1- One person voice, 2- Table size voice, 3- Teacher voice, 4- Go Eagles voice**
- Students are not to cut in front of other students when getting their lunch
- Limit of 8 students per round table and 12 students per rectangular table
- Students are to walk, no running inside
- Students will use appropriate language, not profanity or inappropriate gestures
- Jumping or sliding on the guard rails is not appropriate
- Banging on tables or screaming is not appropriate

## Student Dress

While fashion changes, the reason for being in school does not. Students are in school to learn. Research shows the kind of attire that students wear influences their behavior and their attitude toward work. Students are encouraged to dress in good taste. **Any fashion (dress, accessories, or hairstyle) that disrupts the educational process or presents a health or safety risk will not be permitted.** Questionable attire will be brought to the attention of the student and alternate clothing may be issued.

Student clothing should be neat and clean.

Student clothing should protect the health of the student.

Clothing that will damage school property such as cleats or rivets may not be worn.

Student dress that is likely to be sensational or distracting to the educational process will not be acceptable (i.e. sagging and low cut attire).

Skirts and shorts must extend to an acceptable length to not be deemed inappropriate (staff discretion)

Shirts may be sleeveless, however, no spaghetti straps or tank tops will be allowed.

Chains, other than reasonable necklaces are not permitted.

Hats and head coverage are not to be worn in the school. If they are worn in school, they may be kept in the office until a parent comes in to claim them. Bandanas may be worn if rolled or folded in a 3 inch wide or less strip and worn in the hair as a headband.

No clothing can be worn that advertises cigarettes, alcohol, drugs, any unacceptable language, or have any sexual implications, or promotes violent behavior.

No clothing may be worn that identifies gang affiliation. No clothing may be worn in a manner that identifies gang affiliation.

No sunglasses, coats or jackets may be worn during classes.

Shoes or sandals are required at all times (no slippers).

Undergarments must not be visible at any time.

No pajamas, articles of clothing, or slippers specifically intended as sleepwear are permitted.

Midribs must be covered.

Writing on body is not acceptable and students will be required to wash it off.

Any questionable attire will be at the discretion of the Principal.

Hoods on hoodies may not be pulled on to the students head.

All clothing must be respectful to the school rules/guidelines; clothing should not distract from the educational process.

## Lockers

Lockers are assigned to a student so that h/she may keep his/her coat and books under lock during the school day. All outerwear (hats, coats, jackets), backpacks and book bags must be removed and put in locker upon entering the building. Backpacks, book bags, and the like thereof are not permitted to be carried throughout the school or in the classrooms during the school day. **Students are not allowed to share lockers unless assigned by staff.**

**STUDENTS SHOULD NOT KEEP MONEY OR VALUABLES IN SCHOOL LOCKERS OR LOCKER ROOMS. THE SCHOOL IS NOT RESPONSIBLE FOR MONEY OR VALUABLES LEFT IN LOCKERS.**

Mistreatment of student lockers, including writing on them, will result in disciplinary action. Damage to a locker will be charged to the locker holder. Suggestive materials posted inside student lockers are prohibited and must be removed.

## Search of School Property

It is the policy of the Farwell Area School's Board of Education that school authorities in the interest of security, maintenance, health and safety may inspect school property. **Lockers, although assigned to students, are school property and may be randomly inspected at the discretion of the administration.**

It is recommended that, insofar as possible, the student to whom the use of the locker is granted, be present for inspection. It is required that two members of the staff conduct inspections together, particularly when the pupil is not present.

Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety, security, and maintenance, and are regarded as reasonable purposes for inspection by school personnel.

The following is a list of infractions that will result in disciplinary action. An explanation of each behavior and possible consequence follows the list. **The absence of a behavior or any specific action from the list does not mean that such conduct does not violate the Tier Violation guidelines or that disciplinary action will not be taken.**

### Tier I Violations

A Tier I Violation is considered to be any behavior that disrupts or interferes with the effective functioning of the school or building. In most instances, Tier I violations will be addressed using the Choice Room or a Discipline Referral Slip. Tier I violations may also be subject to out of school suspension depending on the severity and consistency of the offenses. Tier I Offenses include, but are not limited to the following:

Teasing/Harassment of students/staff, Insubordination, Obscene and/or lewd behavior and/or language, Rough housing, Poor substitute behavior, Misuse of Permits, Forgery, Falsification, Cheating, Skipping, Public display of affection, Possession of electronic equipment, Violation of school/classroom rules, Aiding and abetting violation of school rules, Disruption of the educational process, Unauthorized use of school property, Novell Instant Messaging/Computer Usage, Trespassing, and Theft or possession of others' property

Consequences for Tier I Violations include, but are not limited to the following:

- 1<sup>st</sup> Offense – Warning
- 2<sup>nd</sup> Offense – 2 Lunch Detentions
- 3<sup>rd</sup> Offense – 5 Lunch Detentions
- 4<sup>th</sup> Offense – Other

Cell phones: 1<sup>st</sup> Offense - Confiscation to the end of day  
2<sup>nd</sup> Offense and any thereafter - Confiscation for 1 week

### Tier II Violations

A Tier II violation is any behavior that seriously disrupts or interferes with the effective functioning of the school or the safety of staff and students. Some of these violations may include referral to law enforcement if deemed as a potential felony offense. Tier II Violations include, but are not limited to the following in the discipline table below.

<b>Tier II Violations</b>	
<b><u>Infraction</u></b>	<b><u>Consequence</u></b>
1. Physical Aggression	5-30 day Susp. – 1 <sup>st</sup> Offense (Superintendent action required for 11-30 days suspension) 10-60 day Susp. – 2 <sup>nd</sup> offense (Referral to Superintendent for Board action) Expulsion – 3 <sup>rd</sup> + offense (Referral to Superintendent for Board action)
2. Assault on another student	Suspension/Expulsion
3. Assault on staff	Expulsion
4. Verbal threat against a student(s)	3-day Susp.- 1 <sup>st</sup> Offense 5-day Susp.- 2 <sup>nd</sup> Offense 10-day Susp. – 3 <sup>rd</sup> Offense
5. Verbal threat against staff	10-day Susp – 1 <sup>st</sup> Offense 10+day Susp – 2 <sup>nd</sup> Offense
6. Gross disrespect to other students/property Gross disrespect to staff/property	Detention up to suspension 10-day suspension
7. Possession of firecrackers and all other types of incendiary devices	1 or more days Suspension
8. Use/possession of tobacco products or look alike product, includes lighters/matches, vape devices, vaping oil	1-3-day Suspension
9. Use and/or possession of drugs, alcohol, look alike drugs, prescription drugs or drug paraphernalia or under the influence of drugs, alcohol or other mind altering substances	Referral to Superintendent Report to Police Up to a 30 days Suspension–1 <sup>st</sup> Offense Expulsion– 2 <sup>nd</sup> Offense
10. Delivery/Sale of Drugs/Alcohol	Expulsion
11. Sale, possession, or use of firearms/weapons	Expulsion
12. Fire Alarm	Suspension/Expulsion
13. Bomb Threat	Expulsion
14. Arson	Expulsion and police referral

## EXPLANATION OF TERMS APPLYING TO THE STUDENT TIER VIOLATIONS

### **1. Physical Aggression/Fighting/Provoking a fight**

A fight is any physical contact with the intent of harm. This includes punching, shoving, slapping, knocking down or simulated wrestling moves. Provoking a fight may also lead to a suspension.

### **2/3. Physically assaulting a staff member/student/person associated with the district/or any person**

Physical assault on a staff member, student, or other person associated with the district or any person may result in charges being filed and the student will be suspended and/or expelled. The school will have jurisdiction during the school day, at school activities, and when students are en-route to and from school. (State law MCL 380.1311a(12)(B): the Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other related vehicle, or at a school-sponsored activity or event.)

### **4/5. Physically/Verbally threatening a staff member/student/person associated with the district**

Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity. Verbal threats/profanity may result in suspension or expulsion.

### **6. Gross Disrespect/Damaging property**

Gross disrespect toward school personnel, vandalism and disregard for school property will not be tolerated. Violations will result in restriction, suspension, or expulsion, possible legal action and restitution must be paid.

### **7. Firecrackers/Incendiary Devices**

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, and poppers are forbidden and dangerous. This includes lighters and matches. Violations of this rule will result in suspension or expulsion and legal action.

### **8. Use/Possession of Tobacco or Vape devices and/or vaping products**

Vaping, Smoking, vapor products and tobacco products are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco or vaping products during school time or at any school activity. This prohibition also applies when going to and from school and at bus stops. Violations of this rule will result in suspension or expulsion. Generally a violation of this rule will result in the following discipline and referral to law enforcement (which upon ticketing, results in a \$50 fine.) (State law #MCO 750.437 prohibits the use or possession of tobacco products on school property. Violators of this law will be referred to the proper authorities.)

### **9. Use/Possession of Alcohol or Drugs**

This includes non-alcoholic beers and wines (look alike). Any use and/or possession of alcohol or look- alike alcohol will result in a police report. Drugs include illegal as well as controlled substances. This also includes misuse or possession of prescribed medication for someone else.

### **10. Delivery/Sale of Drugs**

By law the School has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, distribution, or sale of drugs, fake drugs, steroids, inhalants, look-alike drugs, prescription drugs or possession of paraphernalia is prohibited. If caught, the student will be expelled and law enforcement contacted.



## **11. Sale, possession, or use of firearms/weapons**

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to automatic expulsion and legal charges.

## **12/13. Bomb Threats/False Alarms/Fire Alarms**

Bomb threats of any kind or false alarms with intent to do bodily harm or endanger the safety of persons in the building. False alarms, that evacuates and/or endangers those in the building, during the regular school day or during after school activities may be reported to law enforcement.

## **14. Arson - Purposely Setting a Fire**

Anything, such as a fire, that endangers school property and its occupants. Arson is a felony and will subject the student to expulsion and legal charges.

## **Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Lockers are to prevent theft, not prevent searches. If student lockers require student provided locks, each student must provide the lock's combination or key to the teacher.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items, which have been confiscated. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

## **Due Process Rights**

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

### **Suspension from school**

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, notification will be in writing citing the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

Suspension from co curricular and extracurricular activities may not be appealed.

During the appeal process the student shall not be allowed to remain in school.

When a student is suspended, s/he may makeup work missed while on suspension. Any learning that cannot be made up such as labs, field trips, skill practices, or any learning that the student chooses not to makeup may be reflected in the grades earned.

A suspension from the bus requires attendance at school. It is the parent's responsibility to provide transportation to and from school during the bus suspension.

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

### **Long-term suspension or expulsion from school**

When a student is being considered for long-term suspension (more than (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents that will contain:

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

Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice. Under the Open Meetings Act, you have the right to request the Board of education to consider this request in closed session.

Farwell Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it cannot be appealed. Should a student or parent have questions regarding the propriety of an in school disciplinary action, they should contact the principal.

Building administrators have the ability to suspend a student for up to 10 days. The superintendent has the ability to suspend up to 30 days without Board action.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.).

## **Bullying and Other Aggressive Behavior Toward Students**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Aggressive behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse such as bullying and hazing. The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated and documented.

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

**"Bullying"** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.

Prohibited bullying may also involve the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal Web sites, and defamatory online personal polling Web sites, to support deliberate, repeated, and/or hostile behavior by an individual or group, that is intended to harm others.

**"Harassment"** includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of age, race, religion, color, national origin, marital status or disability (sexual orientation, physical characteristic, cultural background, socioeconomic status, or geographic location).

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school–provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

**"Staff"** includes all school employees and Board members.

**"Third parties"** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition and instances that could possibly be construed as hazing, see Policy [5516](#).

## **Confidentiality**

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

## Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

# Transportation

Mrs. Debbie Schomich – Director of Transportation (989) 588-9111

## Bus Safety

Bus safety is a concern to school authorities. Drivers need to keep their attention on the road and not on unruly passengers. Please be aware of safety factors involved in bus transportation and cooperate with school officials in correcting improper behavior.

## School Board Transportation Policy

Students will forfeit their eligibility for transportation by repeated misconduct on the school bus. Buses are equipped with video monitoring.

## Mission Statement

It is our aim to safely transport students to and from school each day. Every possible precaution will be taken to ensure safety at all times. The driver's primary responsibility is to properly and safely drive the bus. Riding a bus to school is a special privilege provided by the Farwell Area School District. The rules and regulations listed below are the result of careful study based upon the experiences we have had in the operation of a school bus system. Cooperation and courtesy in following these rules will permit us to better serve all students.

Buses are an extension of school property and all school rules apply. All Rules of Student Conduct stated in the Student Handbooks of Farwell Area Schools apply to student behavior on school transportation. Students who are suspended are not allowed to ride school transportation during the time of suspension from school. Students who are long term suspended or permanently expelled from Farwell Area Schools are not allowed to ride school transportation for any reason.

Students may only ride assigned school buses and must 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 principal and the transportation supervisor. (The building principal and the transportation supervisor may approve a change in a student's regular assigned bus stop to address a special need, upon the principal's approval of a note from a parent stating the reason for the request and the duration of the requested change.)

## **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

- Be on time at designated bus stops. Students should expect to walk some distance to a bus stop as required by state regulations. Students should be dressed appropriately for inclement weather.
- Stay off the road at all times while walking to and waiting for the school transportation.
- Line up single file off the roadway to enter the bus.
- Wait until the bus is completely stopped before moving forward to enter.
- Do not cross in front of the bus until the driver signals it is safe to cross.
- Go immediately to a seat and be seated.
- Be considerate of each other (hands off/ feet off).
- Obey the bus driver's instructions at all times.
- Not tamper with the school vehicle or any of its equipment.
- Report any damage/vandalism to the driver immediately.
- No animals or glass containers are allowed on the bus.

It is the parents' responsibility to inform the bus driver or bus garage when absence is expected from school. The bus will not wait. If no one boards the bus at a designated stop for two days, the bus garage must be contacted before service will resume. Phone: 989-588-9111.

**During the trip** – Each student shall:

- Remain seated while school transportation is in motion.
- Keep head, hands, arms and legs inside the school vehicle at all times.
- Keep the school vehicle clean and not throw anything from the vehicle.
- Keep books, packages, coats, and all other objects out of the aisle.
- Be courteous to the driver and to other riders.

**Leaving the bus** - Each student shall:

- Remain seated until the vehicle has stopped.
- Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.
- Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Videotapes on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they may be viewed only in accordance with Federal law.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Handbook and the Student Discipline Code and may lose the privilege of riding the bus.

**1st Violation:** The Director of Transportation will meet with the student and the bus driver to discuss the problem, appropriate behavior, and the consequences to be administered. The bus driver will make contact with the parent by phone or a letter will be mailed, and the Bus Conduct Form will be sent home with the student.

**2nd Violation:** Two days off all bus routes in the morning and evening and a conference with parent, student, the driver, and Director of Transportation may be necessary. Possible assigned seat for a minimum of nine weeks.

**3rd Violation:** Ten days off all bus routes in the morning and evening and a mandatory conference with parent, student, and Director of Transportation before bus privileges are reinstated.

**4th Violation:** Off all bus routes in the morning and the evening the rest of the semester or a minimum of thirty school days. Suspension from any bus will result in being off all school transportation for the duration of the suspension.

The Building Principal will be informed of the bus violations and of the consequences. The building administrators reserve the right to impose disciplinary actions and consequences in conjunction with bus violation consequences.

## Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

### UNDERSTANDING CONCUSSION

#### Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not "Feeling Right"
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	"Feeling Down"	Sleep Problems
		Grogginess		

#### WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

#### IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

#### SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

#### CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

#### HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on a computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks.

A more serious concussion can last for months or longer. To learn more, go to [www.cdc.gov/concussion](http://www.cdc.gov/concussion).



# **CONCUSSION AWARENESS**

## **EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM**

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by \_\_\_\_\_

Sponsoring Organization

\_\_\_\_\_  
Participant Name Printed

\_\_\_\_\_  
Participant Name Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Parent or Guardian Name Printed

\_\_\_\_\_  
Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

The Middle School Handbook can be found at the schools website online. If you need a hardcopy of the handbook, please see the secretaries in the middle school office. Farwell Area Schools website address: farwellschools.net

### Technology Use Agreement

As the parent or guardian of \_\_\_\_\_, I have been provided the Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Farwell Area Schools Computer Network to completely restrict access to all controversial materials and I will not hold them responsible for such materials accessed on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

\_\_\_\_\_  
Parent or Guardian Name (Please Print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### Handbook Acknowledgement

This is an acknowledgement that I have received a Student/Parent handbook, which includes the following:

- Acceptable Use Policy
- Student Code of Code/Due Process
- Athletic Code of Conduct
- Bus Safety Rules
- Parent Compact

I understand that my student's picture or video image may be used for school newspapers, web pages, school newsletters, yearbooks, etc., unless a written request to prohibit such use is presented to the building principal prior to any publication.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent or Guardian Name (Please Print)

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

### Volunteer Opportunities

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Grade Level

\_\_\_\_\_  
Parent or Guardian Name (Please Print)

I would be interested in volunteering for special activities \_\_\_\_\_  
I would be interested in volunteering on a weekly basis during the day \_\_\_\_\_  
Best day(s) of the week to volunteer: \_\_\_\_\_



# 2019-2020 SCHOOL CALENDAR

August 20	½ Day Staff PD in AM—½ Day Staff PD in PM
August 21	Staff PD Day
August 22	½ Day Staff Work Day in AM
August 26	First Day of School for Students
August 30-September 2	No School—Labor Day Weekend
September 3	Classes Resume
October 2	½ Day Students in AM—½ Day Staff PD in PM
October 24-25	½ Day Students in AM—P/T Conferences in PM
October 31	½ Day Students and Staff in AM
November 15	No School—Opening Day of Deer Season
November 26	Trimester 1 Ends ½ Day Students in AM—½ Day Staff PD in PM
November 27	No School for Students—1 Day Staff Work Day
November 28-December 1	No School—Thanksgiving Break
December 2	Trimester 2 Begins
December 4	½ Day Students in AM—½ Day Staff PD Day in PM
December 21 – January 5	No School—Holiday Break
January 6	Classes Resume
February 14	½ Day Students in AM—½ Day Staff PD Day in PM
March 5	Trimester 2 Ends ½ Day Students in AM—½ Day Staff PD in PM
March 6	No School for Students—1 Day Staff Work Day
March 9	Trimester 3 Begins
March 13	½ Day Students in AM—½ Day Staff PD in PM
March 23 – March 27	No School—Spring Break
March 30	Classes Resume
April 6 – May 22	State of Michigan Testing Window
April 10	No School—Good Friday
May 22-25	No School—Memorial Day Weekend
June 5	Last Day of School—½ Day Students in AM ½ Day Staff Work Day in PM

**Early Release Days:** Students will be released at noon. Students will be served lunch on all half days.  
Staff Lunch from 12:00 – 12:30 p.m. PD from 12:30 p.m. to 3:00 p.m.