

Pennfield Panthers



Student Handbook 2011-2012

Pennfield Middle School

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Table of Contents

General Information

Greetings from the Administration.....	4	Sexual Harassment Statement.....	6
Elastic Clause.....	4	Board of Education.....	6
Legal Authority.....	4	School Contacts.....	7
Privacy & Rights to Access Student Information.....	5	Parent Teacher Conferences.....	7
Statement of Nondiscrimination.....	6		

Curriculum

Guidance Department.....	7	Incomplete Grade Policy.....	8
Grading Scale.....	7	Notebook/Assignment Books.....	9
Honor Roll.....	8	Promotion of Students 6, 7, & 8.....	9
Dances.....	8	Physical Education.....	10
Driver Education.....	8	Final Exams/Unit Tests.....	10
Library.....	8		

Student Activities

Attendance Policy for Athletic or Extra Curricular Activities/Events.....	10	Athletic Eligibility.....	11
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Building Operations and Policies

Announcements.....	11	Lockdown Drills.....	14
Attendance Regulations.....	11	Lockers.....	14
Bell Schedule.....	12	Lost and Found.....	14
Bulletin Boards.....	12	Lunches.....	15
Beverage Policy.....	12	Medication.....	15
Bicycles.....	12	Noon Hour Activities.....	15
Cameras.....	12	Parking Lots (Off-Limits Areas).....	16
Cell Phones and Other Communication Devices.....	12	Progress Reports.....	16
Classes.....	12	Electronic Musical Devices.....	16
Classes (To and From).....	13	Report Cards.....	16
Clubs and Activities.....	13	School Cancellation.....	16
Corridors.....	13	Signing In and Out Procedures.....	16
Emergency Numbers.....	13	Substitute Teachers.....	16
Field Trips.....	13	Tardiness.....	16
Fire Drills.....	13	Telephone.....	16
Fund Raising.....	13	Textbooks/Fines.....	17
Homework Make-up Policy.....	13	Theft.....	17
Illness/Injury.....	14	Tornado.....	17
Incomplete Assignments.....	14	Visitors.....	17
Insurance.....	14	Yearbook.....	18
Laser Pointers.....	14		

Code of Conduct/Criminal Acts Student Behavior and Discipline

Definitions.....	18	Snap Suspension.....	19
Detention.....	18	Suspension/Less than Ten Days.....	20
Probation.....	18	Suspension and Expulsion/ More Than Ten Days.....	20
Questioning By Law Enforcement Officers.....	19	Suspension and Expulsion-Students w/ Disabilities...21	
Suspension and Expulsion Rules and Philosophy...19		Additional Rules Concerning Suspensions.....	22
Code of Conduct			
Tobacco.....	22	Racial/Ethnic Slurs.....	25
Illegal Drugs/Alcoholic Beverages.....	22	Leaving Class without Permission.....	25
Non-Controlled Substance.....	22	Office Referrals.....	25
Additional Prohibited Substances.....	23	Display of Affection.....	25
Drug Paraphernalia.....	23	Cheating.....	25
Disruptive Conduct.....	23	Interference with School Authorities.....	25
Fighting.....	23	Insubordination.....	25
Assault.....	23	Attendance.....	26
Bomb Threats.....	24	Dress Code.....	26
Fireworks.....	24	Bus Behavior.....	26
Intentional Destruction/Defacing of School Property..24		Zero Tolerance for Gangs.....	27
Stealing.....	24	Gross Misbehavior or Persistent Disobedience.....	27
Verbal Assault/Threats.....	24	Distribution of Literature.....	27
Possession of Dangerous Weapons/Other Items.....	24	Searches.....	27
False Alarms.....	25	Bullying/Harassment.....	27
Hazardous Materials.....	25	Student Behavior Rubric.....	28
Profane, Indecent, Immoral Language/Gestures.....	25		



Welcome to Pennfield Middle School!

Greetings from the Administration:

Welcome to Pennfield Middle School and the start of the 2011-2012 school year. I hope that this school year will be filled with the excitement of learning and the fun of meeting new people.

Academic success at Pennfield Middle School depends upon your willingness to work hard, try new things, and get involved. The best way to be successful at the middle school is to come to school every day, participate in classroom activities, ask questions, and follow through on assignments by completing homework at home on a daily basis. Organization is key. Completing your assignment notebook in each class, taking it home, and reviewing it at home will bring you the greatest success at the middle school. Our goal is your success!

The purpose of our handbook is to share information with you and acquaint you with the middle school. It is a valuable resource because it provides information on student activities, rules, and school policies. I ask that you and your parents read through the handbook, become familiar with its contents, and use it throughout the school year as an important reference.

Make this school year the best it can be. Treat others as you would want to be treated, complete all of your assignments on time, learn something new every day, and take pride in our school and our building by treating it and others with respect. Pennfield Middle School is a great place to work and learn!

I am looking forward to an exceptional school year.

Michelle Herzing
Principal

Pennfield Middle School Mission

Statement:

In partnership with family and community, the mission of Pennfield Middle School is to provide the academic growth and the skills needed to make positive choices in ensuring students become responsible, independent, and productive citizens in a global society.

Elastic Clause

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the middle school. The policies and regulations within this handbook apply for all school sponsored activities, including those held before or after school and those held away from Pennfield Middle School.

Legal Authority

Section 1261 of the School Code

The board of a school district shall have the general care and custody of the schools and property of the district and shall make and enforce suitable regulations for the general management of the schools and the preservation of the district.

Family Education Rights and Privacy Act Annual Notification of Rights and Designation of Directory Information

Each year the Pennfield School System is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

- 1. Right to Inspect:** You have the right to inspect and review substantially all of your education records maintained by or at the Pennfield School. This right extends to the parents of a student under 18 years of age and to any student age 18 or older.

- 2. Right to Request Amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated official of the Pennfield Schools decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.

- 3. Right of Non-custodial Parents:** Non-custodial parents have the right to maintain contact and follow the educational progress of their children by inspecting and reviewing their children's educational records absent a court order to the contrary. These rights are extended to separated parents, divorced parents, and the parents of children born out of wedlock. The right to review and inspect educational records is different from the right to make educational decisions.

- 4. Right to Prevent Disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior consent. **"The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which require that:** *Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deals with records of missing students)."*

- 5. Right to Complain:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of Pennfield Schools to comply with FERPA. Your complaint should be directed to:
 - Family Policy and Regulations Office
 - Office of Management
 - U.S. Department of Education
 - 400 Maryland Ave. SW
 - Washington, D.C. 20202
 - (202) 732-2057

- 6. Right to Obtain Policy:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:
 - Mrs. Michelle Herzing, Principal
 - Pennfield Middle School
 - 8587 Pennfield Rd.
 - Battle Creek, MI 49017

7. Right to Object to Release to the Release of Directory Information: Generally, school officials must have written permission from a parent of a student or eligible student before releasing any information from a student's record. Examples of directory information include the student's name, address, telephone number, and other information typically found in school yearbooks or athletic programs. Other examples include, but are not limited to, names and pictures of participants in various extracurricular activities and recipients of awards. FERPA allows school districts to disclose, without consent, directory information contained in a student's educational record. Parents have the right to remove all or parts of the directory information released without consent by the district. Parents have two weeks from the receipt of this notice to advise the school district in writing of any directory information that is not to be released by the district without parental consent. Should an objection to the release of directory information be made, address the written objection to:

Mrs. Michelle Herzing, Principal
 Pennfield Middle School
 8587 Pennfield Rd.
 Battle Creek, MI 49017

Statement of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Pennfield Schools are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any persons having inquiries concerning the Pennfield Schools' compliance with the regulations implementing Title VI, Title IX or Section 504 are directed to contact:

Mr. Edward terSteege, Compliance Coordinator
 Pennfield Schools
 8587 Pennfield Rd.
 Battle Creek, MI 49017

Sexual Harassment

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments Acts of 1972 and the Michigan Elliott-Larsen Civil Rights Act. Sexual harassment is a form of sexual discrimination. As sexual harassment is unacceptable to this school district, it is against the policy of this school district for any administrator, employee, independent contractor or volunteer (subsequently "employee"), male or female, to sexually harass another employee, student or volunteer. The complaint procedure is available in the principal's office, superintendent's office, and/or the guidance office.

Pennfield Schools 2011-2012 Board of Education

Jerry Stone, President
 Peggy Damon, Secretary
 Abby Greene, Treasurer
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School Contacts

At Pennfield Middle School we recognize the relationship of communication between the home and the school and a successful middle school experience. In many cases, school work can be improved when parents, students, and the school utilize the communication channels. It is with this purpose that we encourage parents to call their student's teacher(s) whenever they have questions or concerns.

Contacting a Faculty Member. Each teacher has a classroom phone. The best time to reach a faculty member is from 7:10 to 7:25 a.m. and 2:25 to 2:55 p.m. If calls are made during school hours, the call will be left on the teacher's voice mail. Phone calls received in the office during the day will be transferred to the faculty member who will return the call as soon as possible. **Class will not be interrupted except in cases of extreme emergency.**

Contacting Your Student. Parents are required to check in at the middle school office when entering the school building during the school hours. Messages/deliveries will be relayed to the student by the school office secretaries. Parents are requested not to interrupt class for any reason. **Students are not to use their cell phones during the school day.** Please do not call them during this time, or expect them to call you from a cell phone. Students will not be removed from class to receive phone calls.

Parent-Teacher Conferences

Parent-Teacher conferences will be held during the first and second semester of the school year. A letter will be sent to all parents announcing the dates of the conferences. Individual student conferences may be arranged upon request. Teachers will be available for conferences before and after school and during their planning hour. A parent/student orientation for incoming 6th graders takes place before the start of each school year. An open house also takes place in early September for all students and is valuable in learning about your son's/daughter's schedule and teachers.

Guidance Department

Mrs. Connie Carroll (269-961-9787) is the Guidance Counselor at the Middle School. She is available to meet with parents and students regarding academic, social, and/or emotional issues. She meets with all students during the year in order to schedule for the next year's classes. Students who are interested in seeing her should sign up on the bulletin board outside of her office.

Academic Grading Scale

The grading system at Pennfield Middle School is as follows:

Academic Grade	Percentage
A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D+	67%
D	63%
D-	60%
E	<60%

Honor Roll

A grade point average of 3.00 per semester is required to make the honor roll at Pennfield Middle School.

Dances/After School Activities

All after-school activities are planned to include grades 6, 7, and 8. Such activities will be held after school from 2:30-4:00, except in spring. The spring dance will be held in the evening. A nominal admission fee will be charged for each activity.

Except for the scheduled evening activity, students may not leave the school building and return for the activity. Once present, a student may not leave the activity, unless the student is leaving with a parent/guardian.

After-school activities are for Pennfield Middle School students only. School rules apply at all such activities at all times. After-school activities are a privilege. Students must be in school on the day of the activity in order to attend.

Students will not be able to attend an activity if they are serving a disciplinary action (detentions, suspensions, and behavior contracts) on the same day of that scheduled activity or have been assigned a disciplinary action that is yet unserved.

Drivers Education

Pennfield Schools has contracted a private company to manage driver education for students. For more information, contact E-Z Way Driving Instruction at 1-800-354-0111 or (269) 372-3300.

Library

The middle school library has several thousand books, both paperback and hard-bound, to help with class work or to read for pleasure. In addition, the library has VHS's, cassettes, vertical files, on-line references, CD's and magazines for student use. The librarian and the library aides can assist in finding the materials needed.

The library is open from 7:00 in the morning until 2:30. It is closed only when a teacher has reserved library time for his/her classes.

Books may be checked out for a two-week period; other materials may be checked out three days or overnight.

Overdue fines accumulate at the rate of two cents to one dollar per school day until the material is returned. Students will be held liable for the replacement cost of materials lost or damaged while checked out to them.

Students are reminded that the library is a place for quiet study and research. Loud conversation or inappropriate behavior disturbs others and is not permitted. Library privileges can be withdrawn if the correct use of library facilities or materials is not practiced.

Policy on Incomplete Grades

All incomplete grades (I's) must be made up immediately upon completion of the semester. Students will have a maximum of days equal to days missed, weeks when necessary. All work that is not made up by this date will be averaged into the final grade as a zero or no credit. For classes in which the instructor considers the final exam as a **course requirement**, an exam not made up will result in an "E" in the course because of failure to complete the course.

At the end of the two week period (in the case of the first semester grades) or during the teacher orientation days (in the case of second semester grades), the administrator in charge of incompletes will circulate among the teachers a list of all students who received incompletes. At this time, **all** grades must be made final.

All cases involving extenuating circumstances (such as extended illnesses) will be granted additional make-up time **only** after a meeting of the teacher, student and administrator involved.

Notebooks/Assignment Books

Students **MUST** have a 3-ring binder notebook and a weekly assignment calendar with them during the school day and take them home each day.

Any student may provide their own notebooks and weekly assignment calendar, as long as they have them by the 2nd day of school. If a student does not have a notebook by that time, he/she will be issued a school notebook and assignment calendar.

If a notebook is loaned to a student and is lost or in unsatisfactory condition, the student will reimburse the school \$5.00 for the original cost of the notebook. At that time a new/used (whichever is available) notebook will be loaned to the student under the exact conditions (of care and replacement) as the original school issued notebook. The weekly assignment calendars may also be replaced, if lost, at cost.

Teachers will check student's notebooks and completion of the assignment books three times during each nine week period.

Notebooks:

- papers should be organized by subjects (behind dividers).
- extra "junk" papers should not be in the notebook.
- pencil pouch should be in place and stocked.
- notebook itself should not show signs of abuse or disfigurement - only normal wear is acceptable.
- green violence prevention rubric should be in the notebook.
- writing rubric should be in the notebook.
- mission statement should be in the notebook.

Promotion of Students in Grades 6, 7, and 8

A student enrolled in grades 6, 7, and 8 will be promoted to the next grade level upon satisfactory completion of the assigned subjects.

- Students with identified disabilities will be placed in appropriate grade by the Individualized Educational Planning Committee.
- Parents will be notified of student deficiency at the mid-point and at the end of each marking period (if failing).
- Retention will be for students who will benefit from an additional year at the same grade level.
- Retention will be on an individual basis with careful consideration given to the following: intellectual development, social development, attendance, maturity, student's academic history and effort.
- In any given school year students at Pennfield Middle School have the opportunity to pass fourteen (14) classes during their two semesters. These classes are made up of both required and elective courses. Any student who repeatedly fails classes out of the fourteen (14) during a school year becomes a candidate for retention and/or summer school. A committee including the principals, counselor, and several teachers will review each candidate and recommend placement, retention, promotion, or promotion with successful summer school completion.

Physical Education

A student will be excused for one day only for each semester from physical education upon written statement from a parent or guardian without a deduction in grade. Additional days must include a doctor's note.

Final Exams/Unit Tests

Final exams/unit tests will be given during the exam schedule at the end of each semester. Final exams/unit tests are a course requirement in the 7th and 8th grades.

All students must complete all course requirements to receive credit. Should a student miss a final exam/unit test due to illness, death in the family, or other extenuating circumstances, it is the responsibility of the parents to notify the school immediately in order to make arrangements for make-up.

Student Activities

Attendance Policy for Athletic or Extra-Curricular Activity/Event

Students must be in school a half-day to participate in extracurricular activities. Any student suspended from school for a partial day or for full seven hours on the day of an athletic or extracurricular activity/event will **NOT** be allowed to participate in that activity/event on that date. The above also applies to any activity/event on a Saturday or vacation period when the suspension takes place the previous Friday.

Truancy from any entire class period will result in an unexcused absence and the student will not be permitted to participate in any activity that afternoon or evening. All absences that are not verified by a note or pass and/or are not in accordance with the "exceptions to the attendance regulation" will be considered as unexcused and the student will not be permitted to participate in the activity that day. If the situation occurs on a Friday or on the day before a vacation period, the student will not be allowed to participate until he/she is in attendance on the next regularly scheduled day of school.

Exceptions to attendance regulations

- Doctor, Dentist, or Funeral
- Family emergency - parents must notify one of the principals before the end of the school day (2:25 p.m.) about the absence. (Students' personal business, such as haircuts, shopping, working, etc. will not be considered family emergencies.)
- A student who is ill must be in attendance at least half of the school day. In case of illness in which the student misses the last hour of the school day, a "Permission to Play/Participate" statement signed by the parent/guardian or phone call from parent/guardian must have been received by the appropriate coach before the athlete may be allowed to participate. The statements must indicate that the athlete is physically able to participate.
- Any school-related absence such as a field trip, guidance counselor appointment, special permission of teacher, etc.

In all the above cases, it will be the student's responsibility to provide verification of the reason for the absence to the athletic director, coach or advisor of the activity he/she is involved in. A note/pass from the parent, teacher, or principal will be accepted as verification. If the absence falls under one of the above excused absences and occurs on a Friday or the day prior to a vacation period, a note or verification of excused absence presented to the person in charge of the activity will permit the student to participate in activities on the weekend or during the vacation period.

Athletics

Pennfield Middle School has a full program of interscholastic sports for both male and female students. All students are encouraged to participate.

Our program is operated under the rules and regulations of the Michigan High School Athletic Association High School Athletic Policy. All coaches will read and post sections of the athletic policy affecting members of their program. The athletic program shall be directed in such a manner so that sportsmanship is of the highest importance.

A physical examination must be on file in the school office before a student will be permitted to participate in a scheduled activity.

Any spectator, student or non-student, whose actions disrupt an athletic activity, will not be allowed to attend athletic events.

FALL: Girls' Volleyball

WINTER: Boys' Basketball, Girls' Basketball, Wrestling, Cheerleading

SPRING: Boys' and Girls' Track, Club Tennis

Middle School Eligibility Rules

1. Pennfield eligibility rules will be in effect for the previous semester.
 - A student must receive a passing grade for the last semester in at least 6 of the 7 classes carried (2 quarter classes equal 1 semester class)
 - A student is not eligible to represent the school without a current year physical examination.
 - A seventh (7th) or eighth (8th) grade student who competes in any interscholastic athletic contest must be under fourteen (14) or fifteen (15) years of age respectively except that a student who reaches that birthday on or after September 1st of a current school year is eligible for interscholastic athletic contests for the balance of that school year.

2. Current Pennfield Middle School eligibility standards
 - A full time student must be passing 6 of 7 classes on the Friday prior to the week of competition.
 - Passing is defined as having a cumulative passing grade point from the beginning of the semester to the Friday prior to the competition for each individual class.
 - The principal will distribute to the coach on Friday a list of those students ineligible to participate in athletic contests for the coming week (Monday through Sunday). Students will be made aware of their eligibility.
 - Students who are academically ineligible during the last week of the 1st semester will be ineligible for participation during the 1st full week of 2nd semester.

Building Operations and Policies

Announcements

All announcements must be cleared through the principal in order to be announced.

Attendance Regulations

You are expected to be in attendance at all times except during illness or serious family emergencies. Your parents are requested to call the school office before 9:00 a.m. when you are absent. If a call is made, then it is not necessary to bring a written note from home concerning the absence. If no call is made, your parents may be contacted through School Messenger. Parents of students will be notified in writing

If a student is going to be absent for a trip or other reasons known in advance, permission should be requested prior to the absence. When the student returns to school after such absence, he/she will be responsible for all tests, and all other work missed, at the discretion of the teacher.

It is the student's responsibility to obtain all make-up work from the teachers immediately upon return to school. Failure to obtain the work is no excuse for not doing the work missed while absent. Students who are chronically

absent from school will be referred to the truancy tracking database at the Calhoun Intermediate School District (CISD).

Attendance at school is one of the most important factors in your school record. Favorable habits of attendance will be viewed by outsiders as a very important asset. Missing the bus and oversleeping are not excused tardies to school.

Bell Schedule

Building opens at	7:00 a.m.
Warning Bell	7:25
Period 1	7:30-8:21
Period 2	8:25-9:16
Period 3	9:20-10:11
Period 4	10:15-11:06
Period 5 (for 2 nd lunch)	11:10-12:01
1 st lunch	11:06-11:38
Period 5 (for 1 st lunch)	11:42-12:33
2 nd lunch	12:01-12:33
Period 6	12:37-1:28
Period 7	1:32-2:25 (Announcements in 7 th period)

Beverage

Students are not permitted to bring or have any of the following beverages on school property between the hours of 7 a.m. and 3 p.m.: caffeinated drinks, carbonated drinks, soda, monster drinks, red bull, energy drinks, coffee, or tea. Students having any of these on school property will have the beverage confiscated and serve a consequence from the office. **The only drinks permitted on school property are water, milk, and juice.**

Bulletin Boards

Bulletin boards throughout the building may be used by teachers, guidance office, clubs, organizations, band and athletics for the purpose of posting announcements, activities or events. Students or outside organizations must obtain prior permission before posting materials on the bulletin boards. Students defacing school bulletin boards will be disciplined.

Bicycles

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

Cameras

Cameras must be kept in lockers if they are brought into the school building. Students may only take pictures on school property with permission from a school employee. Cameras are NEVER permitted in the restrooms, gym or locker rooms. Students will be disciplined for using cameras without permission and may have their camera confiscated.

Cell Phones and Other Communication Devices

Except for health or other unusual reasons approved by the Board of Education, students shall not carry a pocket pager, beeper, cell phones or electronic communication device in school. Cell phones must be turned off and kept in a locker during the school day. **Cell phones found in a student's possession during the school day will be confiscated. They will be returned to the student at the end of the school day the first time they are taken. Cell phones taken multiple times will only be returned to a parent.**

Classes

All students must report to their classes on time. Students must not leave a class except on errands for the teacher or in case of an emergency. Students leaving class without a satisfactory pass will receive detentions and may receive suspension. In no case may students interrupt a teacher or go into a classroom if they are not scheduled to be there or do not have a pass from the teacher involved. These students are not to be wandering the halls or out of

the classroom without express permission of their teacher. Students should remain in their classroom until dismissed by the teacher.

Book bags, purses, jackets/coats, athletic bags and backpacks are not allowed in the classroom. These items should be stored in student lockers. Student having these items in class and/or the halls will be disciplined.

Classes (*To and From*)

The bell schedule is set so that there is a four minute interval between classes. You should be in your assigned seat before or when the tardy bell rings. Students will be disciplined for repeated tardiness.

Clubs and Activities

Clubs and activities must be under the supervision of an adult and must meet before school or after school hours.

Clubs can be very beneficial in meeting the extra needs of many students, and the school encourages student participation.

Corridors - Hall Rules

- There shall be no running, shouting, loud talking, or whistling in the hall.
- If you are in the hall during a class period, please be especially quiet as classes are in session. Students must have a pass by their teacher to enter the halls while classes are in session.
- There shall be no loitering in the halls.
- Avoid forming a line across the halls at the drinking fountains.
- Be neat. Keep your halls clean. Show pride in your school.
- No food or drinks are allowed outside of lunchroom.
- No profanity is permitted in halls.

Emergency Numbers

Each student must provide the office with a phone number where a responsible adult can be reached in case of an emergency. Changes in emergency information should be reported immediately. Emergency Medical Cards must be filled out and signed by parents and returned to the middle school office within the first two weeks of school.

Students are only permitted to leave school with an adult who is listed on the emergency medical card or with an adult given parent permission. Student contact information is updated annually.

Field Trips

A field trip is an extension of the school day and not a free day. Students attending a field trip or other school related activity during the school day are actually at school only at a different site. All school rules and policies apply while the student is attending this activity. Since this is considered to be part of the school day, students are required to return to their classes upon returning to the middle school.

Fire Drills

The steady sound of the fire alarm is a signal for a fire drill. The serious nature of fire drills cannot be emphasized enough; therefore, when the fire alarm rings, all activities should immediately cease, and all students and school personnel should leave the building by the designated exit routes as quickly and safely as possible. Please walk at a good pace without shoving, pushing or knocking someone down. Close all windows and doors and turn lights off. Classes should move at least 100 feet away from the building and stay together so that teachers can take roll to make sure all students are accounted for.

Fund Raising

The school participates in an annual fundraiser each year. Any other fund raising projects must be approved by the principal prior to the start of the activity. **NO** sales of any items are permitted by students unless they are part of a fund raising project of a club or organization sanctioned by Pennfield Middle School.

Homework Make-up Policy

When a student has been absent from school and when the student has received an excused absence, he/she is entitled to make up the classroom and homework assignments that he/she has missed during his/her absence(s). The student assumes the responsibility for getting the information from the teacher. He/she also assumes the

responsibility for turning the completed assignment in to the teacher. The following policy remains in effect: When a student is absent from school for one (1) day, he/she has one day to make up the missed assignment and turn it back in to the teacher. Homework may be requested for collection by the office when a student is absent for a minimum of three days.

Illness/Injury

Students who become ill while at school must report to the office immediately. Students who are injured at school should also report to the office if able. Only emergency first aid will be given. It is the responsibility of parents to arrange transportation home when a student is injured or becomes ill. Both parent and physician written permission is needed for the office to distribute both over-the-counter and prescription medications.

Incomplete Assignments

The completion of all assignments is extremely important to maintain academic excellence. Students may receive an academic detention to complete assignments.

Insurance

At the start of each school year, parents may purchase low cost insurance for their children. Students or parents may pick up forms at the office.

The Pennfield Schools are not acting as an agent or underwriter for the insurance. This insurance information shall not be construed as an endorsement of the insurance policy, carrier or its agent.

Laser Pointers

Student use of laser pointers is prohibited at all times. It has been determined that laser pointers are not only a nuisance but also dangerous and can cause permanent eye damage. Students in possession of laser pointers will have them confiscated. They are not returned.

Lockdown Drills

Lockdown drills are announced by school personnel over the intercom system. When a lockdown drill is announced, students should find the nearest classroom and listen for further teacher instructions. Lockdown drills are practiced two to three times a school year.

Lockers

A locker will be provided to every student in the middle school.

Student lockers are school property and will remain under the control of the district at all times. A pupil who uses a locker is presumed to have no expectation of privacy in that locker; periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant may be made. A law enforcement agency having jurisdiction over the school may assist school personnel in conducting a search of a pupil's locker and the locker's contents, if that assistance is at the request of the school administrator. Any illegal items found in a locker will be considered the property of the student who has been assigned that locker.

Students are expected to assume full responsibility for the security of their lockers. It is recommended to students that lockers are locked at all times, and that students only use the locker that is assigned to them. It is also recommended that students not share their locker combinations with other students. **Lockers and/or combinations will not be changed for this reason.** Pennfield Schools will not be held responsible for any items lost or stolen from student lockers.

Student lockers should be kept orderly and arranged so that text books may be stored without being damaged. Students may be asked by administration to clean out disorderly lockers. The locker must be cleaned out prior to the end of the school year.

Students who elect to decorate the interior of their locker should keep this in good taste and may not allow the decorations or shelves to interfere with moving parts of their lockers or neighboring lockers.

Lost and Found

Items that have been found shall be turned into the office. Articles that are turned into the office will be held for a reasonable length of time and, if unclaimed, will be donated to a charitable organization.

Lunches

Students are expected to cooperate in the lunchroom by observing the following rules:

- All lunches are to be eaten in the lunchroom unless permission is obtained in advance.
- All dishes, trays, etc. must be returned to the dish-return area.
- When a student has completed his/her lunch, he/she must stay in the designated areas for that lunch period.
- Smashing milk cartons, banging silverware, popping bags, throwing food or other objects, and other attention-getting behavior is not permitted.
- Students are not permitted to "cut" the lunch line.
- The only beverages allowed at lunch are water, juice, and milk.
- Students may be assigned seats if they cannot follow lunchroom rules.
- Students will make sure that the lunch period is pleasant and relaxing for everyone. Students who violate any of the above may be required to serve as clean-up helpers, spend some time in detention, or lose their lunch room privileges.
- Pennfield Middle School operates under a **CLOSED CAMPUS POLICY**. Students may not leave school property. Students who leave without permission may be suspended.
- Students may not order or have delivery service of fast food items for school lunch.

Medication

The administration of medication by school personnel shall be authorized and performed only in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building principal or his/her designated representative.

This authorization shall be issued only in compliance with the following conditions:

- The request for Administration of Medication form must be signed by the parent or guardian of the student and the student's physician.
- Prescription medication must be given to the school in a prescription bottle with the appropriate label.
- Parents or guardians must bring medication to and from school. Students may not bring medication into the building or on the bus.
- Written instructions signed by the parent and the student's physician must be furnished and must include:
 - child's name
 - name of medication
 - purpose of medication
 - time to be administered
 - dosage
 - possible side effects
 - termination date for administering the medication
- A designated school district employee will:
 - inform appropriate school personnel of the medication.
 - keep a record of the administration of the medication.
 - keep the medication in a locked cabinet.
 - return the unused medication to the parent only.
- The parent or guardian of the child assumes responsibility to inform the building superintendent or his/her designated representative of any change in the child's health or change in the medication.
- A record shall be maintained which indicates the time/date of medication, the amount of medication and adult witness present. This form shall be signed by the adult in charge.

Noon Hour Activities

Please keep in mind that classes are in session and noise is to be kept to a minimum in the halls. Students who do not follow gym rules may be disciplined. The library is also open at lunch for leisure reading and computer use. Students have access to recess outside, as well, on occasion. After eating and being dismissed by an adult in the café, students are expected to report directly to a noon hour activity. Loitering in the halls or in any of the "off limit" areas is not permitted. Students will be disciplined for violating this rule.

Parking Lots

Parking lots are off limits during school hours to all students. Loitering is not allowed in the parking lot before or after school. Violation of this rule will result in detentions, with repeat violations resulting in suspension.

Progress Reports

Student progress reports are mailed home midway through the marking periods to parents.

Parents are encouraged to call the school for a conference with teacher(s) or counselor if there is a deficiency noted on the report for any class.

Electronic Musical Devices

All listening devices must be kept in student lockers at all times during the regular school hours.

Report Cards

Students will receive report cards at the end of each nine week period.

School Cancellation

The following radio stations and television stations generally carry information concerning school cancellations. We urge parents and students to listen to the radio if there is a question concerning a closing before calling the school. Parents and students are encouraged to check the district's website for cancellation information.

WBCK 930 AM
WKFR 103.3 FM
WNWN 98.5 FM
WQLR 106.5 FM
Q-106 106.0 FM
WOTV Channel 41

Signing In and Out Procedures

Students who find it necessary to leave the building for any reason during the school day must have a parent sign them out of the office. If a student fails to sign out and leaves the school grounds, that student will be considered truant.

Students returning from appointments or who are tardy to school **MUST** sign in at the main office. Students that arrive to school after the tardy bell (1st hour) **MUST** report to the main office and sign in. Students who are excessively tardy will face possible suspension from school or could be referred to the truancy tracking database at the Calhoun Intermediate School District (CISD). (Examples of unexcused tardies would be oversleeping, missing the bus, or vehicle would not start.)

Substitute Teachers

Substitute teachers are employed by the school district to carry on the education program during the absence of the regular classroom teacher. Substitute teachers at Pennfield Middle School are the teacher of record during the school day. It is the expectation of the administration and faculty that students will be cooperative and supportive of the substitute teacher. Students misbehaving in the presence of a substitute teacher will serve two after school detentions.

Tardiness

Students are expected to be in class and in their seats when the tardy bell rings. All tardies will be considered unexcused unless a student has a pass from another teacher or from the office. The office will issue tardy passes only if someone in the office was responsible for the tardy. Students who repeatedly receive unexcused tardies will be disciplined, up to an including suspension.

Telephone

The telephone in the office is to be used for emergencies only. In emergency situations, office personnel will always assist you. Students may also use office phones to secure lunch money and in case of illness. All student phone calls from the office must be approved by office staff.

Textbooks/Fines

All textbooks are furnished by the school district. Under normal use, books will last for about five years. When a book is issued to a student the condition of the book is recorded. If during the course of the year the book is abused and the life span of the book is reduced, a fine is issued depending upon the extent of the damage. Fines are not levied on books that receive normal usage. All books are to be returned at the end of the school year. A replacement textbook will be issued to a student upon receipt of payment for a lost/damaged textbook.

Theft

In a school of this size, there may be a few who will take another person's property. School faculty, staff, and administration will not be held responsible in case of theft. If the student losing the material will notify his/her teacher, counselor or the principal as soon as this is discovered, every effort will be made to recover the stolen article. Students having any sizable amount of money or other valuables are urged to leave them at home for safe keeping. Students are encouraged to lock their gym lockers and/or to leave valuable items locked in their hall lockers. Students guilty of theft or in possession of someone else's property without their consent will be suspended. Failure to turn in "found" items may be considered theft of the items.

Tornado - (Pennfield Board of Education Policy)

In event of tornado watch, school will be dismissed at the discretion of the superintendent. Parents should make provisions for children returning home early due to emergency situations.

In the event of a tornado watch and school is dismissed, all extracurricular activities will be cancelled. This includes all athletic events, at home and away. All practices or rehearsal sessions are to be cancelled and the students are to be sent home immediately.

In the event that Pennfield students are taken home during the school day because of a tornado watch:

- Purdy and North Pennfield Elementary will be excused and taken home first.
- Students who drive to school will not be excused before those students who ride the bus to school. Students who drive or ride the bus will be excused by the administration at the same time and students who rode the bus to school that day must ride the bus home that day.
- Students may be picked up at the school by their parents prior to dismissal. This would only occur if parents come to the school office to request their child's dismissal. No student will be released to a person other than his/her parent/legal guardian except by specific request from parent/legal guardian.

Tornado Warnings

Precautions to be taken in case a tornado is seen in the area before we are able to send our students home:

- All teachers will review periodically with their students the steps to be taken in the case of a tornado. Procedures to be followed are posted in each classroom.
- All doors should be closed. All windows on the south and west exposures should be closed and north and east windows should be opened.
- After students have reached the assigned locations, they should kneel, bend over slightly and protect the back of their heads with a book or other hard object.
- The most important consideration in the time of a tornado is to be calm, quiet, orderly and composed.

Visitors

Visitors to the middle school must sign in at the office and obtain a visitors' badge upon entering the building. No student visitors will be allowed in the middle school during the school day from 7:00 a.m. until 3:00 p.m. unless one of the following conditions is met:

- All visitors from outside the Battle Creek area will be admitted if they are a guest of a Pennfield student and if advance permission has been secured by the parents of the Pennfield student.
- Permission must be secured by contacting the principal's office at least one day prior to the visitation. The visitor must be from outside the Battle Creek area and must be enrolled in school. No other visitors will be permitted.
- Visitors cannot ride the bus with the student he/she is visiting.
- No visitors will be allowed during exams or before vacations.

Yearbook

The middle school yearbook will be available at the end of the school year for those who order a copy in the fall. Students must order a yearbook to ensure receiving a copy in the spring.

Code of Conduct/Criminal Acts Student Behavior and Discipline

Students are expected to conduct themselves in a reasonable, orderly manner at all times. It will be also expected that they display the highest level of respect for all members of the school community. The commission of, or participation in, activities that are among those defined as criminal under the laws of the State of Michigan are prohibited. This includes activities in school buildings, on school property, or at school sponsored events. Disciplinary action may be taken by the school regardless of whether or not criminal charges result.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of the Pennfield Schools, the Board of Education has adopted the following regulations along with guidelines for consequences when these regulations are violated. These regulations apply to all students for all activities of Pennfield Schools. This is not intended to be exhaustive and includes, but is not limited to, the following:

Definitions

Every effort will be made to solve disciplinary problems within the school setting and without excluding a student from school. If this cannot be done, exclusion may be necessary. These exclusions may fall in the following categories:

Detention

The detention is one form of discipline which may be imposed. Detentions will be given for misconduct in the classroom, corridors, gymnasium or any area where the student conduct warrants discipline. This includes all behavior problems and tardiness. A detention is time spent before school, during lunch, or after school. Students are required to follow the rules and procedures for detentions.

The teacher shall determine the time, date, and length of the detention. A single detention period shall last no longer than fifty-five (55) minutes. Detentions shall be scheduled at the convenience of the teacher, not the student. Students are expected to be on time for detentions. Students tardy to detentions will not be allowed to serve that detention and, in turn, will receive an additional detention. Detentions given by a teacher will not be made up in the office due to schedule conflicts or coaching responsibilities of that teacher. Detentions come before any extra- curricular activity. Students who have a detention on the night of a dance will not be allowed to enter the dance.

A student failing to take the first detention will earn an additional detention. If these detentions are not served, the student will be suspended.

Probation

Any student who displays persistent disobedience or has been suspended on major offenses of repeat violations may have restrictions imposed to help control his/her behavior. Restriction, such as probation, may be a period of a semester or less in length and usually include the following:

- The student must leave school grounds immediately upon completion of the school day.
Exception: to serve detentions after or before the school day
- The student will not attend or perform/practice in any athletics or extracurricular school related activities during this probationary period.
- The student will not be allowed to leave the building without the permission of an administrator.

The following will be considered in the termination of probation:

- Improved behavior of the student within the school environment
- Academic success and attitude of the student

Any behavioral problems in any classroom or during the school day, or any administrative action or suspension during the probationary period will result in lengthening the period of probation.

Questioning By Law Enforcement Officers

Students attending Pennfield Schools may be questioned by police officers during school hours. It is the preference of the District that such questioning shall occur only after parental / guardian approval and / or with a parent / guardian present. The administration shall make this preference known to any officer wishing to question a student during school hours. The district police liaison may question students at any time regarding any matter dealing with Pennfield Schools Board of Education Policy.

Suspension and Expulsion Rules and Policy

Section 1311 of the School Code of 1976, MCL 380-.1311, provides authority to the Board of Education to suspend or expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience. Where there is a reasonable cause to believe that a student is handicapped and the student has not already been evaluated in accordance with the rules and regulations of the Department of Education, the student shall be immediately evaluated.

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or engaging in persistent disobedience. Suspensions for longer than ten student attendance days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirements of law.

Snap Suspension

If a teacher has good reason to believe that a pupil's conduct in a class or activity is disruptive or distracting, the teacher may cause the pupil to be suspended from the class or activity for up to one full school day. The teacher shall immediately report the snap suspension and the reason for the suspension to the school principal and send the student to the office. The teacher shall conference with the parent or guardian as soon as possible. During a snap suspension, the student shall not be returned that school day to the class where the snap suspension occurred without the permission of the teacher.

Suspension for Less than Ten (10) School Days

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond to the charges prior to the imposition of any suspension.

If the student denies the allegations, the school administrator shall explain to the student the evidence against him or her and allow the student an opportunity to present an explanation of the incident. If, under the circumstances, immediate exclusion of the student from school is necessary because the student's presence endangers persons or property and/or threatens disruption of the academic process, the opportunity for the student to meet with the administrator and respond to the charges shall be provided promptly following such exclusion. The administrator may specify that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten (10) days.

Should the school administrator determine that there is justification to suspend the student, the student will be informed of that decision and, in the case of minor students, an attempt will be made to contact the parent or guardian of the student and to provide verbal notice of such decision immediately.

Written confirmation of the decision to suspend shall be provided to the parent or guardian of the student by the building administrator if the suspension is three days or longer. This notice is to include the length of the suspension, any special conditions relating to the suspension, and the right of the parent or guardian to appeal the suspension.

The parent and/or guardian may appeal the suspension to the superintendent of schools or his designee

only after discussion with the school administrator imposing the suspension. Any such appeal must be initiated within twenty- four (24) hours following the discussion with the school administration imposing the suspension.

Suspension and Expulsion for More than Ten (10) School Days

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the superintendent of schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination that the student's continued presence endangers persons or property and/or threatens disruption of the academic process:

The following procedural guidelines will govern the expulsion process:

- The student and parents or guardians will be provided with reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing. Time shall be reasonable for parties involved.
- The student and his/her parents or guardian will be provided with a brief description of the hearing procedures to be used before the Board of Education.
- The student and his/her parents will be provided with a list of the witnesses who will provide testimony to the Board of Education and a summary of the anticipated testimony or facts which such witnesses will testify. The statement(s) of student witnesses may be marked in a manner which preserves the student's anonymity. Student witnesses may not be compelled to testify at disciplinary hearings.
- The student and his/her parents or guardian will be given notice of any other evidence upon which the school administration will rely in the expulsion hearing to be conducted before the Board of Education.
- The student will be given a reasonable period of time to prepare for the hearing.
- The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses, evidence and defense of the charges and to request cross-examination of any adverse witnesses.
- The student and his/her parents or guardian may be represented by legal counsel.
- The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules or evidence shall not be enforced at such hearings.
- The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be part of the public record.
- The Board of Education shall make a record of the suspension or expulsion proceeding.
- The Board of Education, by a majority vote of those elected and serving, shall state, within five (5) days after the hearing, its findings as to whether or not the student charged shall be suspended or expelled.
- Such findings shall be reduced to writing and forwarded to the student and his/her parents or guardian.

Suspensions and Expulsion for Students with Disabilities

It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined such students are not to be punished under the same procedures applied to non-disabled students.

In accordance with section 1311 of the School Code, if the school district possesses reasonable cause to believe that a pupil is disabled and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be evaluated immediately by the Intermediate School District of the school district constituent in accordance with Section 1711 or the School Code of 1976. For purposes of this policy,

“reasonable cause to believe that a pupil is handicapped” shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially and without prejudice, to believe that the pupil is disabled.

Short-Term Suspension - Short-term suspension shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) days, from the student’s educational program, class, transportation or any aspect of programs or services identified in the Individualized Education Program of the student.

- A disabled student may receive a short-term suspension from school if he or she is responsible for violation of school rules, gross misdemeanor or persistent disobedience. A single suspension of more than ten (10) days, or an accumulation of suspensions totaling more than ten (10) days in a school year, shall constitute a long-term suspension or expulsion.
- Prior to short-term suspension of a disabled student, the school district shall afford such student the same procedural rights under this policy as are extended to non-handicapped students.

Long-Term Suspension/Expulsion

- Long-term suspension or “expulsion” shall mean an exclusion of a disabled student for ten (10) days or more from his or her educational program, class, transportation, or any aspect of programs of service identified by the student’s Individualized Education Program by action of the Board of Education or its designee.
- A disabled student may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor or persistent disobedience as defined in this policy. However, prior to such long-term suspension or expulsion, procedural due process will be followed. A copy of this policy may be obtained at the Pennfield Schools’ office.

Emergency Situations

An emergency situation means a situation in which the student’s presence poses a substantial likelihood of injury to himself/herself or others.

In an emergency situation the IEPC must be convened within ten (10) days after the short-term suspension begins. If within this ten (10) day period long-term suspension procedures cannot be completed (with an unappealed IEPC) the school district must either:

- Obtain parental agreement to interim placement.
- Obtain injunctive relief from a court by showing that maintaining the student in his/her current placement presents a substantial likelihood of resulting in injury to the student or others.

Additional Rules Concerning Suspension

The following rules will apply for all students suspended:

Suspensions will end when the student is fully reinstated into the school following the suspension. Example: A student suspended one day, Tuesday, will be on suspension until he or she returns to school on Wednesday. A student suspended for two days, Thursday and Friday, will be on suspension until reinstated on the following Monday.

Any student suspended from school, partial or full seven hours, on the day of an athletic or extracurricular activity/event will not be allowed to participate or be a spectator at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place on the Friday or before a vacation period. Example: If the suspension takes place on a Friday, the suspension will not end until the student is reinstated on Monday. The student will not be allowed to attend any school activities or events which take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation. Students who are on suspension will not be allowed on school property until their suspension ends which is on the first full day the student returns to school. Students who violate this will have additional days added on to their suspension.

All assignments, quizzes, reports, and tests due or given on the days a student is serving a suspension will be due

in accordance with an individual teacher's absence policy. In general, the amount of time that will be allowed for receiving full credit on make-up work will be equal to the amount of time suspended (i.e. one day to make up work for one day of suspension). The responsibility to update notebooks and assignment books, to acquire missing assignments, and to arrange for quiz/test make-ups lies with the student that was suspended.

An in-house suspension may be used to deal with student behavior problems when appropriate and at the discretion of the building principal. In-house suspension is an excused absence for the purpose of work completion, but prohibits students from participating in extra-curricular activities after school (i.e. dances, athletic games, practices).

Any student suspended multiple times during the school year may be placed on probation and may be referred to the Pennfield Board of Education for further action.

Student Code of Conduct/Behavior

The school and administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the handbook that may arise. In all cases, rules, regulations and possible consequences shall be as consistent as possible with previously established rules, regulations and consequences for similar incidents. Exclusion from the list should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of the students of the middle school.

The policies and regulations within this section of this handbook apply for all school sponsored activities, including those held before or after school. Students at school sponsored, off-campus or campus extracurricular activities shall be governed by the school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and failure to obey the lawful instructions of school personnel shall result in loss of eligibility to attend school sponsored extracurricular events.

The manufacture, distribution, sale, possession, use or being under the influence of the following substances is prohibited:

Tobacco--Possession or use of tobacco in any form in any area on school property or within sight of a school, or in its immediate vicinity where the student is identified with the school, or when under the jurisdiction of the school, will result in automatic suspension.

Illegal Drugs/Alcoholic Beverages--The sale, use, possession or being under the influence of alcoholic beverages or illegal drugs on school property will result in an automatic suspension and possible recommendation for expulsion and/or referral to the proper authorities. Students suspended for drug or alcohol abuse may be requested to take an evaluation for substance abuse dependency by an agency or firm who provides such evaluation services as a significant portion of his/her profession. The Pennfield School District shall not assume any financial responsibility for the cost of examination, evaluation or treatment. Students that have questions or seek counseling about drugs or alcohol should see the middle school counselor.

Non-controlled Substance--It is against school policy to deliver, attempt to deliver, or cause to be delivered, a non-controlled substance which the person:

- Represents to be a controlled substance.
- Represents to be of a nature, appearance or effect which will allow the recipients to display, sell, distribute or use the substance as a controlled substance. (**Automatic Suspension**)

Proof of any one of the following is prima facie evidence of the above:

- The above substance substantially resembles a controlled substance.
- The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggie, envelope, etc.)
- The substance isn't labeled as required by the F.D.A.
- The person states that the substance may be resold at a price that substantially exceeds the value of the substance. (**Automatic Suspension**)

Sale of any drug whether it is properly labeled or in sealed packages or not is against school policy. No person may advertise a non-controlled drug:

- Promoting sales of a drug which has not been approved for human consumption for its physical or psychological effects will not be permitted.
- Promoting sales of a drug which the person knows is manufactured to resemble a controlled substance, or which the person represents to be of a nature, appearance or effect that will allow the recipient to display, sell, distribute, or use the drug as a controlled substance (**Automatic Suspension**) will not be permitted.

Additional prohibited substances

- Any abusable glue, aerosol, or other chemical substance, including, but not limited to, lighter fluid and reproduction fluid for inhalation
- Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, cough medicines and cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to district policy.

Drug Paraphernalia

Various instruments and materials commonly known to be intended for use and/or as a preparation with illicit substances as defined above are prohibited. Such instruments would include, but are not limited to lighters, hash pipes, water pipes, rolling papers, cocaine spoons, hypodermic syringes, and various storage containers (vials, hollow wood blocks). Also to be included are any materials that represent or are directly associated with a new synthetic drug culture. Such items will be confiscated and returned only to parent. Violators may be suspended from school.

Disruptive Conduct

Disruptive conduct is defined as conduct which materially and substantially interferes with the educational process. Such behavior is prohibited and will be handled by the administration. Examples of such behavior are listed below including, but not limited to:

Fighting

Students engaged in physical fighting will be suspended. This type of behavior is highly disruptive and has a tendency to involve other students. If any student has a conflict, a teacher, counselor or principal should be contacted.

Advice to students: If you are approached by another student who threatens you and wants to fight, simply tell the nearest staff member or go to the office to report it. If you know a fight is going to happen, you must report it to the office. Do not involve yourself in a fight or in watching fights. If you purposely go to watch a fight, you will be considered to be involved and may be suspended. These general guidelines also apply to travel to and from school and school-sponsored activities. **The district's police liaison officer will be contacted anytime there is a fight on school property.**

Students involved in multiple fights may be referred to the Pennfield Board of Education for further disciplinary action.

Assault

If a pupil intentionally causes or attempts to cause physical harm to another student through force or violence and the physical assault is reported to a district administrator, the Board or the designee of the school Board shall suspend or expel the pupil from the school district for up to 180 days.

If a pupil commits a physical assault at school against a person employed by or contracted by the school board and the physical assault is reported to a district administrator, the school board shall suspend or expel the pupil from the school district. Permanent expulsion may result from such an assault.

Bomb Threats

If a pupil makes a bomb threat or similar threat directed at a school building, district property, or school-related event, then the school board shall expel the student from the district for up to 180 school days.

Fireworks

Possession or use of fireworks, smoke devices or other disruptive materials of this nature could result in the maximum suspension. Chemical/Stink Bomb: Possession or use of chemical/stink bomb or other disruptive material will result in suspension.

Intentional Destruction or Defacing of School Property

As a student, you should take the very best care of your school at all times. Discourage anyone from damaging school property, even to the extent of reporting this kind of misdemeanor to the principal's office.

"Pursuant to Michigan Law, any municipal corporation, school district, Department of the State of Michigan, or persons, may recover damages in an amount not to exceed \$1500.00 in a civil action against the parents or parent, of any minor under 18 years of age, living with his parents or parent, who has maliciously or willfully destroyed real, personal or mixed property or has maliciously or willfully caused bodily harm or injury to any person."

Intentional destruction or defacing of school property will result in suspension. Pennfield Schools will recover damages from the parents of a student found destroying such property.

Stealing

Any student who takes property or receives stolen property will be suspended. School employees may temporarily confiscate alleged stolen materials. **Any student finding lost property should immediately turn in such property to the main office to avoid consequence. Failure to do so may result in suspension.**

Verbal Assault

If a pupil commits a verbal assault at school against a person employed by or contracted by the school board and the verbal assault is reported to an administrator, the school board or designee of the school board may suspend or expel the pupil. Disciplinary action will be imposed on any student/pupil who commits a verbal or written assault or continued harassment against another student and that verbal or written assault or continued harassment is reported to an administrator. Severity of disciplinary action taken will be at the discretion of the administration and based on each individual case. Any student who verbally assaults or threatens another student as a result of an investigation or information given to the administration will be suspended

Possession of Dangerous Weapons or Other Items

Pursuant to Section 1313 of the School Code, any student in possession of a dangerous weapon will have the finding reported to his/her parents and local law enforcement agency. The School Code defines a "dangerous weapon" as a firearm, dagger, dirk, stiletto, knife, pocket knife opened by a mechanical device, iron bar, or brass knuckles." Any student in possession of a weapon, as described above, in any area of the school property, or in immediate vicinity where he/she is identified with the school or when under jurisdiction of the school, will result in automatic suspension with possible recommendation for expulsion.

Pocket Knife

Any student in possession of a pocket knife of which the blade is three (3) inches or less on school property or at a school event should immediately give that knife to a school administrator or employee. Students who do not comply with this rule and are found to be in possession of a pocket knife will be suspended.

Gun-Free School Act (Federal Law) will be enforced. This act or policy requires the expulsion from school for a period of not less than one year of any student who is determined to have brought a weapon to school on a case by case basis. A Weapon-Free school zone is defined as school property and vehicles used by a school to transport students to or from school property. The act further defines school property as "a building, playing field, or property used for school purposes to impart instruction to children or used for functions and events sponsored by a school." Revisions to "Weapons in Schools" law (Public Act 250 of 1995) - School districts are required to expel a student who possesses a dangerous weapon in a weapon free school zone or who commits arson or criminal sexual conduct in a school building or on school grounds. Further information on the revisions in P.A. 250 of 1995 may be obtained by contacting the middle school principal. Students who assault school personnel or who attempt to do great physical harm to another person in which the weapons law of possession of weapons doesn't adequately cover will be suspended and possibly expelled from Pennfield Schools.

False Alarms

The act of initiating a false fire alarm or initiating a false report warning of a fire or other catastrophe that leads to the disruption of the school day will result in an immediate suspension.

Hazardous Materials

Any student transporting hazardous materials on to school property with the intent to disturb the school day schedule will receive an immediate suspension or possible expulsion.

Profane, Indecent, Immoral Language or Obscene Gestures

Such language or action directed toward, or used in reference to, school employees, other students, visitors to the school, or other persons involved in school related activities will not be tolerated and will result in disciplinary action.

Racial or Ethnic Slurs of Malicious Nature

The administration of this middle school believes that all students have dignity and worth, regardless of their color, creed or national origin. Therefore, racial or ethnic slurs will not be tolerated. These should be reported to the office. In the event the student is found to have used such degrading terms, he/she may be suspended.

Leaving Class without Permission

Students who leave the classroom without the expressed permission of their teacher will be disciplined.

Office Referrals

Students referred to the office because of behavioral problems must report directly to office. Students who fail to report to the office will be suspended. Repeated office referrals may result in suspension.

Display of Affection

There is a proper time and place for expression of affection. The school day and work stations are not considered proper for this expression. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events. Students that violate the policy regarding "Display of Affection" will be disciplined with detentions or possible suspension.

Cheating/Plagiarism

Cheating includes, but is not limited to:

- the use of unauthorized assistance in taking quizzes, tests or examinations;
- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or
- the acquisition, without permission, of test or other academic material belonging to an instructor. Plagiarism includes, but is not limited to, the use, whether by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in selling of term papers or other academic materials.

Students involved in cheating/plagiarism will not receive credit on the assignment and may receive consequences from building administration and the classroom teacher.

Interference with School Authorities

Interfering with administrators or teacher by intimidation with threats or force of violence will result in suspension and possible recommendation for expulsion.

Insubordination

Students who fail to follow reasonable request of authorized school employees may receive a suspension. Students who attempt to interfere with or challenge the authority of school administration will be immediately suspended.

Attendance

Daily attendance of all who are enrolled in the Michigan Public Schools is required in accordance with state law

and school board rules. Students who are excessively absent or tardy to school will be referred to the attendance officer at Calhoun Intermediate School District.

Dress Code

The intent of the Board of Education in enacting a dress code is to promote a good academic environment, maintain discipline and prevent disruption of the educational process. While the Board of Education recognizes that each student's mode of dress and grooming may be the manifestation of personal style and individual taste, any type of dress or hairstyle that is disruptive, distracting, unsanitary, or unsafe is prohibited. The Board of Education also recognizes its responsibility to the community to insure that reasonable standards of dress and grooming are maintained in the Pennfield Schools.

Said guidelines are established in accordance with the legal rights and responsibilities of the Board of Education as stated in the State of Michigan General School Laws. The dress and grooming of students in attendance at Pennfield Middle School shall adhere to the general policy of being neat, clean, moral, legal, not distractive in style or design, and be in accordance with good health standards.

Students are expected to dress in a presentable manner at all times. The dress and appearance of students should not draw undue attention to the individual in such a way as to disrupt the educational process.

All clothing should be of a conventional nature. Final interpretation of the dress code shall be at the discretion of the building administration. A description of the dress code is as follows:

Students *are not* permitted to wear:

- Hats & hoods
- Coats/jackets in class
- Torn clothing
- Pajamas
- Slippers
- Strapless tops
- Tops with less than 3-inch straps
- Backless shirts
- Clothing that advocates, advertises, or depicts or implies violence, sexual behavior, gang affiliation, alcohol products, tobacco products, drugs, or profanity; for example "Hooters" clothing is not permitted.
- Chains, such as dog choker collars or those attached to wallets or clothing

Additional guidelines:

- **Shorts and skirts** must be of **fingertip length**
- Shirts must extend to slacks, jeans, or skirts; **bare midriffs are not allowed**
- **T-shirts** must be worn under basketball jerseys, mesh jerseys, muscle shirts, and **sleeveless shirts with less than a 3-inch strap**
- Pants must be worn up between hip and waist (NO BAGGY OR SAGGY PANTS)
- Tears in clothing that expose skin above fingertip length are not permitted.
- **Students in violation of this policy** will be asked to turn shirts inside out, given alternative clothing to wear if available, or asked to call home for a change of clothing. Students will remain in the office until the dress code violation is corrected. *Students unwilling to obtain a change of clothing will be sent home in the form of an out of school suspension.*

It is our hope that in viewing the dress code, students will come to school in a presentable manner and prepared to learn.

Bus Behavior

All rules of behavior that apply in the school building and grounds automatically extend to the school bus and bus

stop and misbehaviors will be disciplined either by the principal or bus supervisor. For additional bus rules and regulations, each student should refer to the bus transportation handbook.

Zero Tolerance for Gangs

Pennfield School has a zero tolerance for behaviors that are associated with gang activity. Consequently, students engaged in any activities that are associated with gangs will be swiftly and severely dealt with. These activities may include wearing, possessing or displaying items that are considered to be gang identifiers in our school, graffiti, related disturbances, recruitment, harassment, slogans, possession of personal pagers, tagging, etc. Engaging in these activities will result in suspension and possible recommendation for expulsion.

Gross Misbehavior or Persistent Disobedience

Students guilty of gross misbehavior and persistent disobedience will be suspended or expelled from Pennfield School.

It shall be left to administrative discretion to determine the necessity and length of the suspension a student receives from school or classes. During the time of suspension, students will not be allowed to participate in any school activities and shall remain off school grounds. Failure to comply will extend the suspension.

Any student suspended multiple times during a school year, for any of the above reasons, may be referred to the Board of Education for further disciplinary action.

Distribution of Literature

The display or distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as:

- causing substantial interference to the educational environment
- obscene to minors or containing indecent or vulgar language
- defamatory or libelous
- invading the privacy of another person
- offensive to a person's race, religion, ethnic origin or sex
- encouraging illegal activity or violation of school rules

Searches

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student's locker or student's automobile under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Bullying/Harassment

Providing a safe school environment for our students is of the utmost importance at Pennfield Middle School. Bullying is one particularly troubling aspect of student misbehavior that endangers school safety. Bullying is defined at Pennfield Middle School as the abuse/intimidation of a student by another student in the form of written, physical, verbal or nonverbal threat or attack. These behaviors whether occurring at school, during school activities, or while in transit between school and home are unacceptable. Students who harass or bully others will receive disciplinary action up to and including suspension from school and school activities. Parents and students should refer to the Violence Prevention Rubric for behaviors and consequences specific to bullying and harassment.

Pennfield Middle School Violence Prevention Rubric

BEHAVIOR	FIRST TIME	SECOND TIME	THIRD TIME	FOURTH TIME
<p>LEVEL I (MILD) Horseplay or goofing around that includes: <input type="checkbox"/> Punching <input type="checkbox"/> Shoving <input type="checkbox"/> Grabbing <input type="checkbox"/> Tripping <input type="checkbox"/> Poling <input type="checkbox"/> Name calling <input type="checkbox"/> Touching someone else's things</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 1 definition <input type="checkbox"/> Reflection form <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 2 definitions <input type="checkbox"/> Reflection form <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 3 days out of school suspension <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>
<p>LEVEL II (MODERATE) <input type="checkbox"/> Teasing <input type="checkbox"/> Insulting remarks <input type="checkbox"/> Spreading rumors <input type="checkbox"/> Rude gestures <input type="checkbox"/> Mean notes <input type="checkbox"/> Playing mean tricks or any other behavior that would hurt another person's feelings or make him/her feel bad about him/herself <input type="checkbox"/> Cyber bullying</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 1 definition <input type="checkbox"/> Reflection form <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 2 definitions <input type="checkbox"/> Reflection form <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 1 day out of school suspension <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 5 days out of school suspension <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation</p>
<p>LEVEL III (MODERATE) Defiance or disrespect toward staff <input type="checkbox"/> Refusal to follow directions <input type="checkbox"/> Yelling <input type="checkbox"/> Inappropriate language <input type="checkbox"/> Walking away w/o permission <input type="checkbox"/> Directed profanity warrants an automatic 3 days out of school suspension <input type="checkbox"/> Lying to faculty/staff</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 2 definitions <input type="checkbox"/> Reflection form <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 1 day out of school suspension <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 3-5 days out of school suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 5-10 days out of school suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation <input type="checkbox"/> Possible long term suspension</p>
<p>LEVEL IV (SEVERE) <input type="checkbox"/> Pushing <input type="checkbox"/> Grabbing <input type="checkbox"/> Tripping <input type="checkbox"/> Threats of emotional, physical aggression/violence <input type="checkbox"/> Intentional exclusion <input type="checkbox"/> Verbal assault <input type="checkbox"/> Directed profanity</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 2 definitions <input type="checkbox"/> Reflection form <input type="checkbox"/> No after school activities <input type="checkbox"/> Documentation</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 1-3 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 3-5 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 5-10 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Possible long term suspension</p>
<p>LEVEL V (MOST SEVERE) <input type="checkbox"/> Kicking <input type="checkbox"/> Spitting <input type="checkbox"/> Hitting/punching <input type="checkbox"/> Other similar behavior that risks injury to others <input type="checkbox"/> Physical assault <input type="checkbox"/> Sexual harassment <input type="checkbox"/> Racial harassment <input type="checkbox"/> Ethnic harassment <input type="checkbox"/> Religious harassment <input type="checkbox"/> Stalking <input type="checkbox"/> Investigating/offending a fight <input type="checkbox"/> Encouraging a fight</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 1-5 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 3-5 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 5-10 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Counselor intervention upon return</p>	<p>DATE: <input type="checkbox"/> 15 second intervention <input type="checkbox"/> Student calls parent <input type="checkbox"/> 10 days suspension <input type="checkbox"/> Contact Liaison Officer <input type="checkbox"/> Documentation <input type="checkbox"/> Possible long term suspension</p>

Student Name: _____
 Levels of behavior may be assigned at administrator discretion based on severity and frequency of offenses.