“Working as a Team to Build the Future”
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PARENTS AND STUDENTS

Welcome to the St. Johns Middle School and home of the Redwings! We hope that your educational experiences during the 2012-2013 school year will be meaningful and full of fond memories and positive experiences.

The purpose of this handbook is to provide information to assist you in understanding the policies and procedures of our school. We believe that effective communication between school and home is extremely important for your child's success in school. Shared cooperation and expectations between home and school will ensure that all students reach their full potential during each school year. We welcome you to visit our school and take an active role in the education of your child. Please feel free to contact the school at any time to discuss your child’s progress.

During the middle school years, students are provided with a variety of course offerings. Each year, students are required to take the following courses: English, Math, Science and Social Studies. Additional courses are required for specific grades: sixth graders take STARS and Physical Education/Health, seventh graders take Physical Education/Health and Computers, and eighth graders take World Language. The remainders of the hours are filled with classes from our elective courses. Musically inclined students can choose to participate in Orchestra, Band or Vocal programs. Students with other interests can select from Art, Technology, Life Skills or Yearbook or other exploratory electives to fill their schedules.

Our professional staff includes two administrators, two counselors, support staff members including secretaries, maintenance and custodial staff, auditeria and lunchroom workers, and classroom and library media assistants. We also have two special education self-contained classroom programs and three resource rooms.

We encourage parent participation and gladly accept suggestions to make the middle school years a positive experience for our students.

Scot Henry, Principal
**District Mission**

St. Johns Public Schools will provide a standards-based educational experience that prepares all students to achieve their maximum potential in becoming individuals who think critically, lead purposefully, live responsibly, communicate persuasively, and generously serve others in society.

**District Vision**

To become schools that embrace change through pursuit, evaluation and celebration of new knowledge and skills.

To provide every student with the choice to undertake advanced learning without remediation.
For school information please check us out on the web at:
www.sjredwings.org
Mrs. Belles ................................................................. Social Studies 4361
Mrs. Boots ............................................................... Special Education/STARS 4464
Mrs. Brewer ............................................................. Special Education 4364
Mr. Davis ................................................................. Band 4179
Mrs. Drabek ............................................................. Stars/English 4461
Mrs. Eldridge ......................................................... Multi Media/Life Skills/Cooking/Math 4486
Mrs. Fisher ............................................................... Science 4375
Mr. Fromson ............................................................ Art 4479
Mrs. Goff ................................................................. Spanish 4484
Mrs. Harry ............................................................... Math/Pre Algebra 4472
Mr. Heethuis ......................................................... Transition Algebra/Math of Sports/Theater 4466
Mrs. Howard ............................................................ Science 4476
Mrs. Jorae ............................................................... Computers 4371
Mrs. Lalley .............................................................. Special Education 4369
Mrs. Loznak ............................................................. Social Studies/History 4460
Mr. Makarauskas .................................................... History 4367
Mrs. Makarauskas ................................................... English 4365
Mr. Maloney ......................................................... Health/Modular Tech/Physical Education 4463
<table>
<thead>
<tr>
<th>Name</th>
<th>Subject</th>
<th>Code</th>
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<tbody>
<tr>
<td>Mrs. Matson</td>
<td>English/French</td>
<td>4376</td>
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<tr>
<td>Mrs. Mitchell</td>
<td>Social Studies</td>
<td>4480</td>
</tr>
<tr>
<td>Mr. Mohre</td>
<td>Outdoor Adventure/Physical Education</td>
<td>4468</td>
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<tr>
<td>Mrs. Parker</td>
<td>Orchestra/Vocal Music</td>
<td>4357</td>
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<tr>
<td>Mr. Phillips</td>
<td>Modular Tech/STARS</td>
<td>4484</td>
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<tr>
<td>Mr. Scholes</td>
<td>Band/Mod Tech</td>
<td>4356</td>
</tr>
<tr>
<td>Mrs. A. Smith</td>
<td>Special Education</td>
<td>4475</td>
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<tr>
<td>Mrs. J. Smith</td>
<td>English</td>
<td>4377</td>
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<tr>
<td>Mrs. W. Smith</td>
<td>Science</td>
<td>4373</td>
</tr>
<tr>
<td>Mr. Valla</td>
<td>Orchestra</td>
<td>4275</td>
</tr>
<tr>
<td>Mrs. Van Norman</td>
<td>English/Computers</td>
<td>4478</td>
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<tr>
<td>Mrs. Vitek-Mauer</td>
<td>Yearbook/Sewing/Physical Education</td>
<td>4482</td>
</tr>
<tr>
<td>Mrs. K. Weber</td>
<td>Math/Pre Algebra</td>
<td>4469</td>
</tr>
<tr>
<td>Mrs. J. Welles</td>
<td>Science</td>
<td>4368</td>
</tr>
<tr>
<td>Mrs. M. Wells</td>
<td>Math/Algebra</td>
<td>4483</td>
</tr>
<tr>
<td>Mrs. K. White</td>
<td>STARS/Health/Physical Education</td>
<td>4465</td>
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VM
S.J.M.S. SUPPORT STAFF

Mrs. Aldrich ................................................................. Secretary
Mrs. Besko ................................................................. Information Center Aide
Mrs. Bellingar ............................................................. Aide
Mrs. Davis ................................................................. Kitchen Manager
Ms. Droste ................................................................. Aide
Mrs. K. Cornell .......................................................... Kitchen Staff
Mrs. Dollarhite .......................................................... Kitchen Staff
Mrs. England ............................................................... Custodian
Mrs. Germain ............................................................ Aide
Mrs. Hebeler .............................................................. Custodian
Mr. Johnson .............................................................. Custodian
Ms. Kaggo ................................................................. Custodian
Mrs. Karek ................................................................. Aide
Mrs. Kingsbury .......................................................... Secretary
Mrs. Lewis ................................................................. Secretary
Mrs. McDonald .......................................................... District Cataloger
Mrs. Niznak ............................................................... Kitchen Staff
Mr. Platte ................................................................. Custodian
Mrs. Roll ................................................................. Kitchen Staff
Mr. Savage ............................................................... Custodian
Mrs. Stringham ........................................................ Kitchen Staff
Mrs. White ............................................................... Aide
................................................................. Kitchen Staff
Mrs. D. Wilson .......................................................... Aide
ATTENDANCE

S.J.M.S. classes begin at 7:50 a.m. (with first hour) and ends at 2:40 p.m. (after seventh hour) throughout the school year. Students are expected to be in school and on time every day school is in session. Parents are to call the attendance office at 227-4344 by 8:30 a.m. each day of the absences. If a phone call has not been made to the Attendance Office on the day of the absence, a note must be sent by the parent when the student returns the following day. If an absence is not cleared within 72 hours of the students return to school by a note or phone call the absence will be considered unexcused. The attendance office opens at 7:15 a.m. Students may enter the building as soon as they arrive through the band room hall located at the north end of the parking but must report directly to the auditorium until 7:40 a.m. Students may enter the hallways and proceed to their lockers and classes after 7:40 a.m.

EXCUSED ABSENCES:
Absences from school will be excused for the following reasons.
A. Personal illness
B. Death in the family
C. Dental and medical appointments
D. Other requests for excused absences will be handled individually by Mr. Purves.

UNEXCUSED ABSENCES:
Absences because of oversleeping and missing the school bus are examples of absences considered unexcused. An accumulation of unexcused absences will be administered (per trimester) according to the following format:

- First and Second Unexcused: …Parents will be notified by letter and/or telephone.
- Third Unexcused: ………….Letter sent to parent, student assigned to Saturday detention. In addition, the student will be referred to the Guidance Office for counseling.
- Fourth Unexcused: ………….Student will be indefinitely suspended; parents must contact the Assistant Principal's Office to arrange for a conference before the student can be readmitted
- Fifth Unexcused: ………….Five-day suspension and parents will be contacted by telephone and letter.
- Sixth Unexcused: ………….Indefinite suspension, parent conference and up to 10 days of suspension.

Note: Loss of bus privileges does not excuse a student from attending school. Students will receive an unexcused absence if not in attendance.

SCHOOL CANCELLATIONS/DELAYS

Students and parents are reminded to tune into the following radio and television stations for the latest information regarding school cancellations and/or delays due to inclimate weather conditions.

<table>
<thead>
<tr>
<th>Radio Stations</th>
<th>Television Stations</th>
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<tbody>
<tr>
<td>WJIM 1240 am/97.5 FM</td>
<td>WLNS TV Channel 6</td>
</tr>
<tr>
<td>WFMK 99.1 fm</td>
<td>WILX TV Channel 10</td>
</tr>
<tr>
<td>THE EDGE  94.1 FM</td>
<td>WSYM TV Channel 47</td>
</tr>
<tr>
<td>Q106 106.1 FM</td>
<td>WLAJ TV Channel 53</td>
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<tr>
<td>WMMQ 94.9 FM</td>
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<tr>
<td>WUGN 99.7 FM</td>
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PRE-ARRANGED ABSENCES

These are absences that students, parents, or guardians know about ahead of time, such as family vacations. Arrangements should be made in advance in the Assistant Principal’s office in the following manner:

Bring a note from home or have your parent call before your anticipated absence and make arrangements with the attendance office. Students will be given a pre-arranged absence form that must be taken to each teacher to make plans for classroom work to be made up. The form must be signed by each teacher involved and returned to the Assistant Principal’s office before the absence occurs. Then upon return to school, students may go directly to classes. No additional phone call or note from home will be necessary.

TARDINESS TO SCHOOL: (per trimester)

Students arriving late for school will be marked tardy if they arrive within 25 minutes after the start of first hour (8:15 a.m.). Later arrivals will be recorded as an absence and require an excuse. Late students should report directly to the Assistant Principal’s office when they arrive and sign in before attending classes.

There will be no difference made between an unexcused or excused tardy. Tardy slips will be issued for all to school tardiness. Parents will be notified via Infinite Campus automated dialer when a student receives their 3rd tardy in any given class. Students who get four yellow slips during a trimester will be assigned a Saturday detention at the discretion of the Assistant Principal. Continued tardiness will result in additional detention and possible suspension. Special consideration will be made when weather conditions create unsafe driving conditions.

TARDINESS BETWEEN CLASSES: (per trimester)

Recording between-class tardiness will be handled by individual teachers. Students should be in their seats when the bell rings. Parents will be notified via Infinite Campus automated dialer when a student receives their 3rd tardy in any given class. Students who accumulate four (4) tardies to any one class will be referred to the Assistant Principal for a Saturday detention assignment. Saturday detentions will also be assigned on the 5th & 6th tardies (per trimester) with an indefinite in-school suspension and a required parental conference on the 7th tardy. Beyond the seventh tardy for any one class per trimester will be subject to further disciplinary action including home suspension. Every student's responsibilities is to be in class on time. Students who are detained by the Principal, Assistant Principal or the counselor will be given a pink excused slip to class. Teachers will not record these tardies. Teachers who hold students after class causing them to be tardy are responsible for providing them with an excused note to their next class.

SKIPPING CLASS OR SCHOOL:

Any student whose absence is related to skipping will be referred immediately to the Assistant Principal. Students will be required to make up the time missed after school or at Saturday Detention (total hours skipped) plus will be suspended progressively in school beginning on the second offense with loss of school privileges on the second suspension. Persistent skipping will result in notification to the Clinton County Truancy Officer for review.
LEAVING THE BUILDING DURING SCHOOL HOURS:

Students are not to leave the building during school hours unless released by the office. If a student needs to leave for a special appointment, a written request from parents must be presented to the attendance office before school. A parent telephone call is acceptable. Upon returning to school, students are to report to the attendance office and sign in.

Students are not to leave school grounds once they have arrived whether on foot, by bike, or by bus. Students caught leaving the school grounds will receive a Saturday detention and a second offense will result in suspension.

CLINTON COUNTY PUBLIC SCHOOLS
Bath, DeWitt, Fowler, Ovid-Elsie, Pewamo-Westphalia & St. Johns Public Schools

TRUANCY GUIDELINES
Revised June, 2005

A. After 10 absences, a letter (#1) will be sent to the parents encouraging regular attendance.

B. After 15 absences, a letter (#2) with delivery confirmation will be sent to the parents explaining the truancy law and procedure. A copy of the letter will be sent to the Truancy Officer and the Truancy Officer will make contact with the parents of the truant student.

C. After 20 absences, a certified letter (#3) will be sent to the parents. A copy of the letter will be sent to the Truancy Officer, plus he will be notified by phone. The Clinton County prosecuting attorney will be notified by the Truancy Officer and the Truancy Officer will make a second contact with the parents.

D. Upon 25 absences, the county prosecuting attorney will be requested by the Truancy Officer to issue a warrant.

- Each case will be evaluated individually. Consideration will be given to unusual circumstances, including:
  - Extended illness
  - Death in the family
  - Pre-Arranged family vacations
  - Other unusual circumstances

- The child’s attendance will be accumulated from one school year to the next for the purposes of these guidelines. These guidelines will include all absences during a consecutive twelve month period.
- For purposes of these guidelines, absences will be counted from previous school districts for students new to the districts.
- For purposes of determining total absences, every 3 tardies to school will count as the equivalent of one day’s absence.
REPORT CARDS

Report cards are issued every twelve weeks. Grades are given for scholastic achievement, along with teachers’ comments on effort and citizenship.

PROGRESS REPORTS

Progress reports will be handed out at Parent/Teacher conferences. Students having D or F averages will receive their progress report in the mail if not picked up at conferences.

ASSIGNMENTS

Parents can call the Assistant Principal's office and request assignments for students who are absent for 3 or more days. Notices will then be sent to the teachers. 24 hours notice should be allowed for them to prepare these assignments. Please use the teacher’s voice mail number (located on pages 3 & 4) to access their Homework Hotline and to leave a message. (Dial 227-Teacher’s Ext., then press 1 to leave a message, press 2 for homework hotline, and press 3 to return to the main menu.)

STUDENT COUNCIL

Students will be nominated to run for Student Council through an application process. Members will be chosen from those nominated by an election of the student body. Membership will consist of six students from each grade. Student Council members sent to the assistant principal's office for misbehavior and subsequent discipline may be either temporarily suspended from participation or permanently dismissed from the council by the middle school principal.

SCHOOL DANCE GUIDELINES

A. Dances will be generally held from 2:45 p.m. to 4:30 p.m.
B. Students will be accountable to all rules outlined in the Student/Parent Handbook.
C. Dances are open to SJMS students only.
D. Once admitted, students may not leave the dance area before dismissal time unless they are met at the door by a parent and are released by a staff member.
E. All students leaving the building prior to the dance will not be allowed admittance. Violation of this rule will result in loss of dance privileges indefinitely. Outside doors will be locked at 2:50 p.m.

Note: Middle school students are not permitted to attend High School dances including the Prom and Homecoming dances.
YEARBOOKS

The middle school yearbook should be regarded as a very special and enduring chronicle of a student’s middle school years and nostalgic events and be respected and revered by all students who purchase one or sign others. It is a historical document of memories we share with family and friends for generations to come. Be reminded of your inherent responsibility to be respectful and positive when signing another student’s yearbook. Student’s maliciously defacing the yearbooks of others with profane and obscene notations will be disciplined harshly including suspension and required to financially compensate for it’s value (or replacement), Parents are asked to review the yearbook signing responsibility with their children prior to the distribution of the books to the students and direct them to be selective when they request signatures from students. The school will not be responsible for yearbooks that are damaged or defaced after the student willingly gives their yearbook to another student to sign.

GUIDANCE COUNSELOR

Students who wish to initiate a counseling relationship with the school counselor may do so by following any one of the steps below.

A. Sign up on the counselors’ sheet in the main office.
B. Leave a message with the counselors’ secretary in the main office.
C. Tell the counselor you wish to see him/her.
D. Ask a teacher, parent, or administrator.
E. Leave a note in the counselors’ mailbox.

When a student enters into a counseling relationship with the school counselor, the information shared by the student during the counseling session will remain confidential and will not be shared with other school staff or parents. The main purpose of confidentiality is to offer students a relationship in which they will be able to deal with what concerns them without fear of disclosure. Furthermore, school counselors have a similar responsibility in protecting the privileged information received through confidential relationships with teachers and parents. The exceptions to this rule are listed below:

A. With the student’s permission, the school counselor may share information with appropriate people.
B. According to the Child Protection Law, a school counselor is required to report child abuse or neglect.

MID-SOUTH SURVEYS

Every one to three years some students in the Middle School take the Mid-South Prevention Needs Assessment Survey. In order for students to be given this survey, parent permission is necessary. By returning the parent signature page of this handbook, you are giving permission for your child to participate in this survey. The results are used by the school to help develop the assets deemed most critical for student success. Should a parent not wish for their child to participate, they should attach a note with the parent signature page indicating their preference. If you have questions please contact the school principal. Students will take the MIPHY perception survey in their health classes.
STUDENT DRESS AND APPEARANCE

Students are expected to wear their clothing and manage their appearance in a manner that does not disrupt the educational process of teaching and learning. **Dress shall not be extreme, exhibitionistic, or immodest in style, and shall be worn in good taste.** Student dress styles and appearance should not affect the orderliness of the school environment, endanger the health and safety of other students, promote vulgarity, or advertise products or make statements that are contrary to the commonly recognized and established standards of the school and/or community. Items depicting drugs, tobacco, alcohol, weapons, profanity, offensive words, innuendo or pictures depicting the same, any style of clothing that is gang related, shirts with sleeves rolled up, jerseys without a T-shirt underneath, sagging pants, pajama pants or gym shorts, short shorts, short tops exposing the midriff, clothes when walking exposing underwear, tank tops (unless worn with T-shirt underneath), heavy or large link wallet chains, bandanas are examples of inappropriate dress and will not be allowed. **Hats and sunglasses may not be worn during regular school hours.** Cleanliness of body and clothing are students’ responsibilities, as they prepare for school each morning. Good grooming and appropriate choices of apparel contribute to a more successful school experience. Responsible decisions will ensure better health and proper personal hygiene.

Specialized learning areas, such as science laboratories, Industrial Arts, shops and physical education class, etc. all have specific rules of dress in compliance with state regulations supporting safety and health precautions. Students are expected to comply with all health and safety rules.

STUDENT TELEPHONE/MESSAGES

Students may be able to use the office telephones for student’s communication home to parents before and after school hours; students will need a teacher’s pass to use the office telephones during the school day. **Students are not allowed to use office telephone or cellular telephones during the school day or between classes without permission!** We ask that students exercise good judgment and telephones should only be used, with permission in *Emergency situations.* Please see page 26 of this handbook regarding possession of cellular telephones.

 Please make every effort to discuss issues with your student prior to them coming to school, however, if an emergency occurs you may call the office to leave a message.

LOST AND FOUND

Lost items that are found should be turned in at the Assistant Principal’s office. Students should have identification in their billfolds, purses and clothing, and write their name in their books and workbooks so they can be returned if mislaid.

Anything lost should be reported to the Assistant Principal’s office. Anything believed stolen should be reported to the Assistant Principal’s office.

VISITORS-GUESTS

All visitors (adults or students) must report to the main office upon entering the school building, register and pick up their visitor tag. Students wishing to bring guests to school must request permission from the assistant principal. If permission is given, students must then secure permission from each classroom teacher to have a guest. This should be done in advance of the visit. No visitors are allowed on test days, when other schools are dismissed for holidays, or when prior arrangements have not been made.

Parent’s who wish to visit your student’s classrooms, please notify the office 24 hours prior to your visit and obtain approval from an administrator or counselor prior to your visit.
BICYCLES/SKATEBOARDS/HEELYS

Students riding their bicycles to school must park their vehicles in the bike rack located in the north parking lot outside the band hallway entrance. Students may not ride their bikes through the middle school parking lots. Students must walk their bikes on the sidewalk when arriving or departing to/from the middle school. It is the responsibility of the student to secure his/her bike to the rack using a chain lock system to minimize theft. Skateboards and heelys are not to be brought to school.

HEALTH CLINIC

The Health Clinic is available for illness and first aid. Students must have a pass; they may not enter the clinic between classes except in emergencies. Students should report to class and get a pass from their teacher. If a student needs to go home, a parent must be contacted for permission and to arrange transportation. Students who are too sick to continue will be sent home, if parents can be located. It is important that emergency care forms are turned in so that parent(s) can be located when illness or accidents occur.

MEDICATION GUIDELINES

Medication includes both prescription and non-prescription medications, including cough drops or homeopathic remedies and include those taken by mouth, when by inhaler, which are injectable, applied as drops to eye or nose, or applied to the skin.

A. No medication or homeopathic remedies will be given without written authorization from both parent and physician. Medication authorization forms are available in the Assistant Principal’s office.

B. The student’s parent/guardian must provide the school with written permission and request to administer medication.

C. A written order from the physician must accompany the medication and include the following:
   1. Student’s name
   2. Name of Medication
   3. Dosage
   4. Time to administer (specific time of day or emergency circumstance)
   5. Route of medication
   6. Duration of administration
   7. Reason for medication (diagnosis and anticipated effect)
   8. Undesired side effects

D. A new Medication Authorization form must be renewed each school year. Parental or guardian request/permission and physician’s instructions are valid for the current school year only.

E. Medication shall be transported to and from school by the parent/guardian unless other safe arrangements are necessary and are made in advance with the school.

F. A physician’s written order is required for a change in medication dosage or time of administration.

G. Injectable medication may be self-administered. If the student has an emergency medication to be administered by injection and cannot personally inject it, EMS will be called to the
scene. School personnel will not be expected to administer subcutaneous or intramuscular injections not supplied in auto-pen form.

H. Prescription and medication supply renewal shall be the responsibility of the parent/guardian.

Procedures for student self-administration/self-possession of Inhalers or emergency medication only:

Definition: Self-administration means that the student is able to administer medication in the manner directed by the physician without additional assistance or direction. Self-possession means that under the direction of the physician, the student may carry medication on his/her person to allow for immediate and self-determined administration.

A. The student’s parent/guardian must provide written permission and request to the school to allow student to self possess and self-administer inhalers or emergency medications.

B. Written instructions, which include name of student, name of medication, dosage, time to be administered, route of administration, duration of administration, and the physician/provider instruction that the student may self-possess and/or self-administer must be provided to the school.

C. A new Medication Authorization form must be renewed each school year. Parental or guardian request/permission and physician’s instructions are valid for the current school year only.

D. All medication shall be kept in a labeled container as prepared by a pharmacy or pharmaceutical company and labeled with dosage and frequency of administration. This language also pertains to refills.

These rules must be followed for all medications including aspirin and other non-prescription drugs.

BUS TRANSPORTATION

All students that require school district bus transportation to and from school will be provided with a handout from the transportation office the first day of each school year explaining rules, regulations, and safety procedures. Parents and students should read the information carefully and understand that improper behavior may result in the loss of the "Riding Privilege." Students suspended from school (home suspensions) forfeit the privilege to ride any school bus until the suspension period is served or lifted. Loss of bus transportation due to disciplinary consequence does not excuse a student from attending school. Students will receive an unexcused absence if not in attendance. Students will be regarded as truant and will be referred to the truant officer at Juvenile Court.

BASIC RULES FOR BUS RIDING SAFETY

Student misbehavior on the bus, or at a bus stop, may cause a driver to be distracted at a critical time. When this happens, the possibility of an accident increases. The following Conduct Rules for proper behavior while riding a school bus are provided in an effort to help impress upon the student importance of bus safety.

- Students being transported are under the authority of the bus driver.
- All students should be at their assigned bus stop at least five minutes prior to the assigned times.
- Students are not allowed to bring the following items on the bus:
  - Animals
  - Weapons
  - Skateboards
  - Roller blades
  - Hazardous materials
- Students crossing the road to either get on or off from the bus shall do so in front of the bus. The driver will indicate when it is safe for the students to cross.
- Students are directed to never extend hands, arms or head out of the bus windows.
- Students should never throw anything, either inside the bus or out the windows.

**ON THE BUS BEHAVIOR:**
1. The bus driver is in charge at all times
2. Students will be seated as directed by the driver and may be assigned a seat.
3. Students need to be seated quickly upon entering or exiting using jump seat method.
4. Students may be expected to sit three (3) in a seat, when needed.
5. Do not get out of your seat while the bus is moving. You may only switch seats with the permission of the driver.
6. Only bring items aboard the bus you can hold in your lap.
7. Keep the bus aisles and emergency exits clear at all times.
8. No foul or inappropriate language is allowed.
9. Yelling, loud voices, horseplay or window misuse is not permitted on the bus.
10. Eating or drinking on the bus is not permitted.
11. Help keep the bus clean. Put all trash in the trashcan upon exiting.
12. You must get on and off at the designated bus stop only.

**BUS DISCIPLINE POLICY**
Depending on the severity of the incident, the following bus discipline policy will be followed:
Step 1 - Verbal Warning
Step 2 - Assigned Seat
Step 3 - First Conduct Report Issued
Step 4 - Second Conduct Report Issued, two-day bus suspension
Step 5 - Third Conduct Report Issued, five to ten day bus suspension
Step 6 - Indefinite suspension from bus pending meeting with the Superintendent
Note: Immediate suspension from busing may be issued for the following reasons:
1. Possession of a weapon on the bus, such as a gun or a knife.
2. Flammable material on the bus.
3. Illegal drugs or paraphernalia
4. Smoking materials
5. Fighting
6. Spitting on bus or on others
7. Act of taunting or threat by force, or verbalization against a student or employee

**EXTRA TRIPS & SPORTING TRIP POLICIES**
1. It is recommended that our rules apply.
2. It is recommended that at least two coaches or chaperones are on each bus assisting the driver (one seated in the rear and one seated in the front). Coaches are responsible for student behavior on the bus.

**SJMS BUS PASSES POLICIES**
1. Parents must notify the school office in writing with parent signature, if their student is to ride a bus not assigned to them.
2. If another student is having a student ride their bus, written parent notice is also required
3. Bus passes will be issued **prior to first hour** of the school day with **written** parent permission from **both** parties.
4. Students will not be able to make calls home during the school day for permission to ride the bus home to their friend’s home.

PARENT RESPONSIBILITIES
Insure that children are at the bus stop five minutes before the bus arrives. Be at designated take home address when school is dismissed. IF YOUR CHILD MISSES THE BUS, do not chase a bus, of flash your headlights. Bus drivers are not authorized to make an undesignated stop. Instead, take your child to school or go to a designated stop further down the route. Accept joint responsibility for proper conduct of children on the bus and at the bus stop. If your child has been suspended from the bus, the parent or guardian is responsible for providing transportation.

MEDIA CENTER POLICY

Media Center hours are posted on the Media Center door and on the Media Center web page.

- On AM half days and days preceding vacation and/or long weekends the Media Center closes 15 minutes after students are released.
- On PM half days the Media Center closes at the normal posted time.

- Passes are required during class time unless accompanied by a teacher.
  - Students must time stamp their pass at the circulation desk when they enter and when they leave.
- No passes are needed before school, between classes or after school.
  - If a student needs to use the Media Center in the morning before students are allowed into the academic wing, it must be prearranged and the student must have a written note from a parent or a pass from a teacher.
  - If a student needs to use the Media Center during their lunch period, the student must have a pass from a teacher and they must report to the lunch room before proceeding to the Media Center.
- Students using the Media Center are responsible for watching the clock and reporting to class on time.
- Students working in the Media Center after school must sign in and out at the circulation desk.
- Eating and drinking are not allowed in the Media Center at any time.
- Students should bring the supplies they will need.

CHECKOUT POLICY AND PROCEDURE

- Student ID is required to check out or renew any materials.
- Replacement IDs may be purchased for $1.00 at the circulation desk.
- **Students are responsible for returning materials on time.**
  - A ‘due date’ receipt will be issued when materials are checked out.
  - If a ‘Due Date’ slip is lost, ask for that information at the circulation desk.
  - With few exceptions, items will be checked out for a two week period.
  - There is a ‘grace’ period of one week. A fine of $1.00 per item will be charged for any items not returned or renewed before the end of the ‘grace’ period.

MEDIA CENTER COMPUTER USE

- **Students must be assigned a computer at the circulation desk.**
- **Internet access is allowed for assignments only.**
- On the Internet, students may only access:
- Card catalog of Media Center materials
- Research databases subscribed to by St. Johns Public Schools
- Teacher assigned or approved sites
- There is a charge for printing ($0.10 per page) unless the teacher has indicated that printing is necessary for the assignment.

TECHNOLOGY POLICY

With the increased use of technology in today’s world and in the middle school, guidelines need to be established. There are many types of computer crimes. All are serious offenses.

Federal Law: Computer crimes are misdemeanors and punishable by a 15-year prison sentence and/or a $50,000 fine.

School Guidelines: Computer crimes will result in immediate reporting to the proper authorities and removal of the student from the network system.

A. Computer crimes include unlawful copying of programs, theft of hardware or software, unauthorized access to computer files, unauthorized access to hardware, and inappropriate use of the Internet.
B. No hardware is to be unplugged, moved, tampered with, or misused.
C. The network system and software is not to be abused.
D. Students should not use software programs that have not been designated for their use by staff, make copies of programs, install software to the system, download programs, or gain access to files other than their own.
E. No use of internet will be allowed in labs without specific teacher approval.
F. No email will be allowed without specific teacher approval.
G. Students are not allowed to access unauthorized directories or files in shared directories without specific teacher approval.
H. Students are responsible for adhering to the SJPS District Technology Access and Use Policy and Guidelines.
I. Students are responsible for returning the Internet Access Permission Slip signed by a parent or legal guardian.

1st Offense: Loss of computer privileges, length of time to be determined by the severity of the offense.
2nd Offense: The student will lose computer privileges until a meeting with the system operator, Assistant Principal and the parent has taken place and any further penalty is determined.
SJMS Time Schedule
2012-2013 School Year

SIXTH, SEVENTH & EIGHTH GRADE CLASS HOUR SCHEDULE

1st Hour..............................7:50 – 8:40
2nd Hour..............................8:45 – 9:35
3rd Hour..............................9:40 – 10:30
4th Hour..............................10:35 – 11:25
5th Hour..............................11:30 – 12:50
6th Hour..............................12:55 – 1:45
7th Hour..............................1:50 – 2:40

A Lunch = 7th Grade 11:25 – 11:55
B Lunch = 6th Grade 11:55 – 12:25
C Lunch = 8th Grade 12:25 – 12:55
STUDENT SCHEDULE

Please use this area to record your individual schedule

Locker Number: ______________________________ Combination: __________________

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STUDENT CLASS SCHEDULES

To promote the academic achievement of all students, schedules are subject to change based on class size, room size, academic performance, and/or classroom behavior.
SPECIAL AWARDS

SJMS has established two awards to recognize students displaying Academic and Athletic Excellence. These two special awards will be presented at the end of the school year at an awards assembly.

The Academic Excellence Award is available to all 6th, 7th, or 8th grade students who have achieved a 3.85 Grade Point Average or higher for the first two trimesters of the school year.

The Athletic Excellence Award is available to up to 24 SJMS 8th grade athletes each school year. To earn the medallion and certificate, the 8th grade boy or girl must:
1. Maintain an overall 2.5 G.P.A. for the first two trimester periods of the 8th grade year.
2. Have been a member of an SJMS athletic team two of the three seasons and be nominated by one coach.
3. Not have been suspended or given a Saturday detention for behavioral misconduct during the current school year.
4. Complete all sports seasons participated in good standing.

Perfect Attendance: Students are allowed to be absent no more than three class hours and still be recognized for perfect attendance awards at the end of the year Awards Assembly. Parents requesting their son/daughter to be excused to visit their workplace are reminded that the day from school attendance will be recorded as an excused absence.

HONOR ROLL

The honor roll will be posted at the completion of each 12-week trimester marking period outside the main office for 7th and 8th grades and in the 6th grade wing for 6th graders. Students must have a B+ (3.5) average to be on the honor roll.

PHYSICAL EDUCATION GUIDELINES

A. PHYSICAL EDUCATION: Participation is required for 7th and 8th grade students. 8th grade students will be offered options to physical education courses during their 8th grade year. Students may be excused due to illness or injury for one or two days with a parent note. If they need to be out of activity for longer than two days, a doctor’s release is required.

B. Students are responsible for providing a T-shirt (no tank tops), shorts and tennis shoes for physical education. If they are unprepared for class, they will be required to borrow physical education clothes from the teacher’s supply. Failure to do so two or more times, per marking period will result in failing the class.

C. Athletes are expected to participate in physical education class if they are going to participate in team practice or a game. If an athlete is not well enough to participate in daily gym class, they certainly should not participate in the intense team workouts or competitions.
SJMS INTERSCHOLASTIC ATHLETICS

All 7th and 8th grade boys and girls who elect to participate in SJMS Athletics are voluntarily making a choice of self-discipline and self-denial. Being a member of an athletic team is a privilege and an honor as you represent the middle school and the community of St. Johns. Therefore, there is a very high behavior expectation in and around school. Specific rules and regulations regarding the Middle School Interscholastic Sports Program can be found in the Athletic Handbook available to all students upon request and presented to all team participants. The SJMS Sports Program includes the following:

| Girls 7th & 8th Grade Basketball | Boys 7th & 8th Grade Basketball |
| Boys and Girls 7th & 8th Grade Cross Country | Girls 7th & 8th Grade Volleyball |
| Boys 7th & 8th Grade Wrestling | Boys and Girls 7th & 8th Grade Track |

A physical examination is required in order to participate in or try out for middle school athletic teams. The physical must be on file in the athletic office prior to the first day of participation. A physical examination given on or after April 15 of the current year is good for the following school year (MHSAA guideline). Students who do not have a current physical on the first day of try outs, for teams requiring cuts; will not be allowed to attend try outs.

RETENTION POLICY

Students in grades 6, 7, and 8 will be retained when the following criteria have been met:

- It has been determined that retention is in the best interest of the student.
- Progress of the student has been monitored throughout the school year.
- Administrators and teachers have decided the student will benefit from repeating the grade.
- The student will benefit from another year of instruction in the same grade.
- Learning will be enhanced by repeating the grade.
COMPREHENSIVE SCHOOL WIDE RULES

CLASSROOM RULES:
- Be on time to class
- Bring all materials and assignments to class
- Raise hand and wait to be recognized before speaking
- Follow directions the first time they are given
- Respect others
- Obey rules as generated by the individualized teacher

BUILDING RULES:
- Walk! Don’t run
- Do not use vulgar language or gestures
- Engage in quiet conversation
- Do not fight
- Show respect for school staff, fellow students, the school and personal property
- Restrict the use of beverages and food to supervised areas
- Follow all school rules
- Students may not bring in items to sell to other students including candy or merchandise

FOOD AND DRINK RULES:
- Food and drinks purchased before or after school in the Auditeria must be consumed in the Auditeria.
- Students eating or drinking in the hallways will be disciplined according to the Student Handbook Guidelines and all food and drink will be confiscated.

GUM CHEWING:
- Students are reminded that gum chewing is a privilege. Gum chewing should be not be seen or heard. It is at the discretion of each teacher if gum chewing is allowed in their classroom.
- Students who discard gum inappropriately may be suspended

SJMS AFTER SCHOOL RULES:
- All students must leave the building by 2:50 p.m. unless under the direct supervision of a teacher, coach or SJMS personnel. This includes all areas of the building, especially all academic areas, gyms, locker rooms, music area and Auditeria
- All students waiting for parent pickup should report to the main entrance foyer by the assistant principal’s office.
- All students returning to the building after hours should be accompanied by a parent
- Hallways must be cleared by 3:00

DISCIPLINARY CONSEQUENCES FOR INAPPROPRIATE AFTER SCHOOL BEHAVIOR
- First referral: After school detention
- Second referral: Loss of after school privileges and a Saturday detention
- Third referral: Suspension and a parent conference

Students arriving at SJMS before 7:40 a.m. must report to the Auditeria. Students will be released from the Auditeria at 7:40 a.m. to begin school.
RULES OF CONDUCT

All students are expected to behave in a manner that promotes good will and friendship among students, staff and community. Each student is expected to respect the rights and property of other students. Students should strive to be considerate of others. Making boisterous noises, slamming doors, running in the halls, marking on the desks, walls, floors and lockers, congregating in the halls in groups that block traffic, pushing in the auditeria lines and talking while someone else is speaking are examples of behavior that good citizens avoid.

The following are rules for classroom behavior:

A. Passing period - go directly to class without loitering.
B. Be at assigned place in classroom when the bell rings.
C. Report to all classes with books, paper, sharpened pencil and other necessary equipment.
D. Remain in place until teacher (not bell) signals dismissal.
E. Complete assigned work properly and on time.
F. Obtain excuses from class only from an office.
G. Horseplay and physical contact are prohibited.
H. Projectiles are dangerous! Students are not to throw anything at any time in any classroom.
I. Walk - don't run.
J. Disrespect in all forms will not be tolerated.

CODE OF CONDUCT

A major component of the educational program at SJMS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors
Each Student shall be expected to:

- Abide by national, state and local laws as well as the rules of the school;
- Respect the civil rights of others;
- Act courteously to adults and fellow students;
- Be prompt to school and attentive in class;
- Work cooperatively with others when involved in accomplishing a common goal regardless of other’s ability, gender, race, religion or ethnic background;
- Complete assigned tasks on time and as directed;
- Help maintain a school environment that is safe, friendly and productive;
- Act at all times in a manner that reflects pride in self, family and in the school.

Changing classes: At every change of class, large numbers of pupils go from one room to another. To keep noise and confusion at a minimum, students are asked to be especially courteous, show respect for fellow students, and make the change as quickly and orderly as possible. The time allotted for changing classes is adequate if not wasted.

- Three recorded misbehaviors in the hallway referred to the Assistant Principal’s office will result in two after school detentions.
On the fourth recorded misbehavior in the hallway referred to the Assistant Principal’s office will result in a Saturday detention.

On the fifth recorded misbehavior in the hallway referred to the Assistant Principal’s office will result in a one day home suspension.

On the sixth recorded misbehavior in the hallway referred to the Assistant Principal’s office will result in a one day home suspension and parent conference.

CARE OF BOOKS AND SCHOOL PROPERTY

Textbooks are issued at the beginning of the year by the teachers. Students and their parents are responsible for damage to textbooks, library books, and school property. Students will be charged for excessive damage at the end of the school year.

GUEST TEACHER POLICY

Students are reminded that their cooperation with a guest teacher is essential and expected in order for classroom instruction to continue effectively in the absence of the regular classroom teacher. A maximum of three warnings by the Guest Teacher will equal a visit to the Assistant Principal’s office. Extreme acts of misbehavior or disrespect will result in an immediate visit to the Assistant Principal’s office. Each classroom teacher will individually handle consequences for first and second warnings given to a student. Students who choose to misbehave and disrupt the learning and teaching environment and who are sent to the Assistant Principal's office may expect the following consequences:

A. First Offense - Suspension for the hour.
B. Second Offense - A Saturday Detention.
C. A one day suspension.
D. Fourth and subsequent offenses will be one or more day suspension from school and a parent conference.

LOCKER GUIDELINES

A. Students must use the locker assigned to them! Students moving to another locker without permission from the Assistant Principal's office are subject to progressive disciplinary consequence.
B. Any purposeful mistreatment or damage to lockers or locks will result in fines and school suspensions. Students placing an object (i.e. pencil or pen) in the lock mechanism on the inside of the door are subject to disciplinary consequences.
C. Students must keep their lockers neat, clean, and operational. Problems should be reported to the assistant principal's office immediately. Jamming of locker doors is generally a result of improperly maintained lockers.
D. Do not share your locker combination with anyone! Keeping your combination secret is your only guarantee of a secure locker. Do not preset for easy opening - spin dial one complete turn after each closing.
E. Locker combinations and locker assignments will not be changed during the school year. Students will be suspended for tampering with other students' locks or opening unassigned lockers.
F. Displaying inappropriate pictures, posters and/or photographs on the inside area of your locker will result in disciplinary consequence and possible suspension.
G. No food will be allowed to be stored in lockers overnight (i.e. milk).

LUNCH HOUR RULES

All students must eat their lunches in the auditeria.
We have closed campus at lunchtime, which means that no students are allowed to leave the Middle School grounds. In special cases a note from a parent will be accepted and will allow the student to check out from the Assistant Principal’s office during his/her lunch hour but must return in time for their next hour class.

A. Go to your locker and the restroom before going to lunch.
B. You must have permission or a pass to leave the auditeria area.
C. Throwing of food or other similar actions will cause loss of lunchroom privileges and a work detention.
D. Walking on the seats and tables is forbidden.
E. Keep aisle and doorways clear.
F. Do not sit on the tables.
G. Students are to take care of their own trays and clean up spilled foods at their tables and on the floor.
H. Pushing, punching, and horseplay are prohibited in the auditeria area.
I. No cutting in line or horseplay - students caught will lose privileges.
J. Selling of candy, food, or drink products by students during lunch hour or at any time while school is in session is prohibited.
K. Pop or juice brought to school for lunch by students must be in a can or plastic container.

No glass bottles are permitted in school.
L. Student may not use another student’s PIN number for any reason to purchase lunch items.

Eating your lunch in the auditeria is a privilege you should enjoy and respect. Your cooperation is needed and expected.

Students are reminded that all food products (candy, chips, cookies, pop, juice, etc.) are to be consumed in designated eating areas only. These areas are the auditeria and teacher supervised classrooms. Abuse of this privilege can result in immediate confiscation and disposal of those food products.

LUNCHROOM PROGRAM

Students unable or unwilling to conduct themselves properly in the auditeria during lunch hour, and having been warned and/or disciplined by the lunchroom supervisor with unsatisfactory progress, will be assigned an after school detention.

1. Student assigned a two day after school detention on the second offense
2. Students assigned a three day after school detention on the third offense.
3. A fourth offense will result in a one day suspension from school.
STUDENT DISCIPLINE

Students must learn to develop self-discipline to further their learning experiences. We ask that parents discuss with their children the importance of and need for good behavior and a good attitude while at school. This responsibility extends to participation and/or attendance at all school sponsored events; going to and from school; and inappropriate actions and behaviors performed on school district property, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

When the school rules are violated or compromised, students will be subject to disciplinary consequences, which may include (but not limited to) one or more of the following administrative actions:
- Telephone call to parent to review issue of misconduct and/or concern
- A. Student/administrator conference
- B. Student/teacher/administrator conference
- C. Student/parent/administrator conference, possibly with teacher
- D. Detention assignments
  1) After School
  2) Saturday Detention
- E. Suspension – generally one to ten days
- F. Expulsion – removed from St. Johns Public Schools up to 180 school days or more, pending Board of Education evaluation and directive.

Classroom discipline and management is at the discretion of the teacher and generally includes telephone calls to parents, progress reports mailed to parents, parent/teacher/student conferences, detentions and special assignments as deemed appropriate with the support of parent. However, inappropriate behavior reported via a written referral to the assistant principal will be subject to the aforementioned administrative guidelines and actions.

Suspension Guidelines:

The St. Johns School District Board of Education has established categories of misconduct that generally results in the immediate suspension from school. Suspensions range from one day to ten days depending on the degree and/or the frequency of misconduct, generally one to three days for the first offense, three to five days for the second offense, and five to ten days for the third. A ten-day suspension may be imposed on the first offense if the misconduct by the student is of a severe nature and warrants maximum disciplinary consequence.

Assuming the responsibility granted by law, the Board of Education has established categories of misconduct, including but not limited to those listed below. Engagement in these actions may result in suspension or expulsion from St. Johns Public Schools.

Types of Infractions

- **Arson** – purposely setting a fire that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to suspension and/or expulsion.

- **Beepers** – The July 1988 State Law bans students from carrying pocket pagers in all public schools. Pagers will be confiscated and the Police Department notified of the violation.


**WIRELESS COMMUNICATION DEVICES**

With limitations as outlined in AG 5136, students may use wireless communication devices (WCDs). A "wireless communication device" is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples of WCDs: cellular and wireless telephones (including camera phones), personal digital assistants (PDAs), BlackBerrys/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

When use of WCDs is prohibited the devices must be powered completely off (not just placed in vibrate or silent mode) and kept out of reach.

In addition, students are not permitted to use WCDs including devices equipped with a camera to record/store/send/transmit the spoken word or visual image of any person, including other students or staff members, without the express consent of the staff person or under the supervision of a teacher or administrator. Students are not permitted to use WCDs to record/store/send/transmit the spoken word or visual image of any copyrighted materials while on school property or at a school-sponsored event. Students are not permitted to use WCDs to record/store/send/transmit educational instrument/document (e.g. test, quiz, etc.) any time while on school property or at a school-sponsored event. Finally, students may not use WCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked to students at school.

With prior approval of the building principal, the above prohibitions may be relaxed under the following circumstances:

A. The student is using the WCD for an educational or instructional purpose (e.g., taking notes, recording a class lecture, writing papers) with the teacher's permission and supervision. However, the use of any communication functionality of the WCD is expressly prohibited. This includes, but is not limited to, wireless Internet access, peer-to-peer (ad-hoc) networking, or any other method of communication with other devices or networks. In no circumstances shall the device be allowed to connect to the District's network. The preceding prohibitions do not apply to District-owned and issued laptops, PDAs or authorized assistive technology devices.

B. The student is involved in an extra-curricular activity after school hours and needs to communicate with his/her parent/guardian when the activity is ending so the student can be picked up.

No expectation of confidentiality will exist in the use of WCDs on school premises/property.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

Violation of this policy can result in discipline ranging from a warning up to and including suspension or expulsion, and notification of law enforcement authorities. The particular discipline imposed will depend on the number of prior violations and the nature of the violation at issue. In addition, if a student violates...
this policy, his/her WCD may be confiscated. Under such circumstances, the WCD will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. In particular egregious offenses involving the invasion of another person's privacy, the Board reserves the right to confiscate the WCD and hold it until the end of the school year. Confiscated devices will be marked in a removable manner with the student's name and held in a secure location in the building's central office until they are retrieved by the parent/guardian. While in District custody, students' WCDs will not be searched or otherwise tampered with unless exceptional circumstances are present (i.e. school officials reasonably suspect a student has violated the law or other school rules). Any search will be conducted in accordance with Board Policy 5771 – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a WCD to school for a designated length of time or on a permanent basis.

A person who discovers a student in possession of or using a WCD in violation of this policy is required to report the violation to the building principal.

Students are personally and solely responsible for the technical support, care and security of their WCDs.

The Board assumes no responsibility for theft, loss, damage, or vandalism to WCDs brought onto its property, or unauthorized use of such devices.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

Adopted 3/22/04
Revised 1/28/08
Revised 1/25/10
Revised 12/13/10
Revised 5/14/12

Violations of this policy will result in confiscation of the cellular telephone or WCD and a Saturday detention will be assigned on the first offense. The second offense will result in a Saturday detention and confiscation of the cell or WCD devise with return to parents. The student who possesses a cellular phone or WCD shall assume responsibility for its care. At no time shall the district be responsible for preventing theft, loss or damage to cell phones or WCDs brought onto its property.

●Cheating – Students caught cheating will meet with the Assistant Principal. On the first reported incident parents will be informed by letter or phone. Students will receive an “E” for the assignment and a detention may be assigned. On the second and all other reported incidents a suspension of one to three days will be imposed. This applies to a student who gives information and/or assignments as well as those who receive.

●Classroom disruptions – Behavior that disrupts the education process and disregards the suggestions and corrective efforts of the teacher.

●Disobedience/Insubordination – School staff is acting “in loco parentis,” which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

●Disrespectful actions, whether verbal, written or gestured at any school personnel, including teachers, administrators, secretaries, aides and maintenance employees.
• **Explosives** – Explosives, fireworks and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers and poppers are forbidden and dangerous. Violations of this rule may result in suspension or expulsion.

• **Extortion** – Extortion is the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion is against the law. Violations of this rule may result in suspension or expulsion.

• **False alarms, false reports and bomb threats** – A false emergency alarm, report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule may result in suspension or expulsion.

• **Fighting** – Engaging in a physical confrontation with another student (for any reason) during school hours, while going to and from school, and at any school-sponsored event will result in immediate suspension and possible expulsion.

• **Forgery and deception** – Falsely using in writing the name of another person (such as falsifying correspondence purported to be from parents regarding attendance verification, permission slips, bus transfers and notes of parental authorization including athletic department responsibilities such as the handbook contract and emergency care forms) or making fake telephone calls to deceive school administration regarding any school issue.

• **Harassment/Taunting/Bullying** – The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The physical/verbal harassment of other students or members of the staff or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Students guilty of this offense may be suspended and/or expelled on the first offense. This includes spreading false, indecent and malicious rumors, racial slurs, etc. *If the investigation finds harassment occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors and removal from any officer position and/or a request to resign for Board members.*

The following guidelines will be observed:

* Any student reported to verbally or physically harass another student will be reported immediately to the Assistant Principal’s office.
* The Assistant Principal will investigate and if the harassment can be proven, the student will receive an immediate disciplinary consequence, up to and including suspension, and the parents will be notified immediately.
* Even though unproven, all subsequent reported offenses per student will result in a letter informing the parents of our concerns that their child has been reported taunting, teasing or harassing other students on two or more occasion.

It is known that students policing themselves with regard to harassment are the most effective way to eliminate the problem. Therefore, we are asking you to no longer be one of the Villagers, but rather a part of the solution. If you can’t help a friend or classmate in need, who will?

Conduct constituting sexual harassment may take different forms, including but not limited to the
Sexual Harassment

A. Verbal:  
The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other persons associated with the District.

B. Nonverbal:  
Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gesture, sounds, leering, rumors, whistling, and the like to a fellow student, staff member or other person associated with the District.

C. Physical Contact:  
Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow student, staff member or other person associated with the District.

• Inappropriate Physical Contact – Physical contact, whether it be on purpose or as a result of “horseplay” that results in students making physical contact with another student.

• Indecency – Engaging in conduct that is contrary to commonly recognized and established standards of proper behavior. This includes students entering opposite sex restrooms or locker rooms and/or the inappropriate touching of another student.

• Intimidation – Threat by force or verbalization against fellow students or school personnel.

• Laser Pointers – Due to potential of an eye injury, students found in possession of laser pointers will have pointers confiscated and not returned and if caught flashing pointer at another student may be suspended.

• Littering – Willfully littering on school property or on private property while going to or coming from school.

• Lying – Intentionally giving false or misleading information.

• Matches and Lighters – Students found in possession of matches or lighters will be receive a one day suspension on the first offense and suspended progressively on all subsequent violations.

• Obscenity – Using vulgar language/profanity in verbal or written form (notes to other students) or in pictures, caricatures or gestures (including sexual innuendo) that are offensive to the general standards of the school or community including possession and/or distribution of obscene or pornographic material.

• Offensive & Nauseous Odors – Due to the increased health risk associated with asthma and allergic reactions to excessive odors, including but not limited to: perfumes, colognes, aftershave and hairspray will not be allowed for use in the hallways and/or classrooms. Furthermore, students are
reminded that proper hygiene should be used to avoid offensive odors.

- **Overly Affectionate Behavior** - Students found kissing, holding hands, hugging or showing overly affectionate behavior will be warned that school is not the time and place for such actions. On the 1st offense, parents will be notified and a warning will be issued to students. On the 2nd offense, students will be given a detention assignment. Any further subsequent offenses may result in suspension of students.

- **Physical assault** – Physically attacking any student or school staff member on school property or while going to or from school, or at any school-sponsored activities. Students guilty of this offense may be suspended or expelled for 180 school days or more.

- **Possession of Cell Phones and Electronic Devices** – Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring I-pods, MP3 players, radios, “boom boxes”, portable TV’s/CD players, electronic toys, cameras, pagers, cellular telephones and the like without permission from all building principals. The property will be confiscated and disciplinary action will be taken. Violations of this rule may result in suspension or expulsion.

- **Projectiles** – Students will be held responsible for using an item i.e. (including but not limited to the following) pen, pencil, eraser, rubber bands, spit wads, snowballs, coins and rocks outside as a projectile, which could subsequently harm another person causing injury.

- **Search and Seizure** - The school retains ultimate control over student lockers and desks, and reserves the right to inspect lockers and desks at any time without notice and without student consent. School administrators may institute a student search if there are reasonable grounds to believe that a search will reveal evidence that the student has violated or is violating either the law or the rules of the school.

- **Smoking or chewing tobacco** is strictly forbidden in the school building or on the school grounds, or on the school bus, or at any school sponsored field trip. Students found in possession of cigarettes or tobacco products, whether on themselves or in their locker, will have the materials confiscated, parents informed, and a one-day suspension will be assigned on the first offense. A second possession will result in a minimum of three to five days suspension. Students smoking on school grounds or at any school activity or event will be suspended a minimum of five days on the first offense. Subsequent offenses may result in ten days home suspension. In addition to school discipline, the police department will be notified on all use and possession violations, and citations will be written according to Public Acts of 1988, Act Number 314. (A person under 18 years of age shall not possess or smoke cigarettes or cigars; or possess or chew, suck, or inhale chewing tobacco or tobacco snuff; or possess or use tobacco in any other form, on a public highway, street, alley, park, or other lands used for public purposes, or in a public place of business or amusement. A person who violates this section is guilty of a misdemeanor, punishable by a fine and/or community service.)

- **Substance Abuse** - possession, under the influence, use of or transfer of any stimulating, depressing or behavior-altering drug, including marijuana (or evidence of marijuana residue) and alcohol, is strictly prohibited on school property or at any school-sponsored function whether at or away from school. Possession of drug paraphernalia is also prohibited and subject to suspension. Sellers will be dealt with severely and will receive the maximum ten (10) days of suspension. Malt
beverages labeled as "non-alcoholic" (including but not limited to Sharp's, O'Doul's, Kingsbury Malt Beverage, and Zing Malt Beverage) may contain alcohol. The possession or consumption of malt beverages (regardless of their alcoholic content) on school grounds or while a student is associated with any school activity is inappropriate conduct and will subject the student to disciplinary measures under the student code of conduct. Possession or distribution of “Look alike” drugs will result in immediate suspension and will be subject to the same disciplinary action and consequence as if it were the real drug.

**SUBSTANCE ABUSE POLICY**

A. First Offense (Possession, Use and/or Under the influence)

1. Ten (10) day suspension. The suspension may be modified, under extenuating circumstances, at the discretion of the supervising administrator, with voluntary participation in a drug assessment approved by the school administrator. A minimum five (5) day suspension from school is mandatory. Board policy on suspension and expulsion shall be followed, including the right to appeal.

2. The school may recommend the following for parent consideration:
   a. Drug assessment evaluation
   b. Enrollment in drug education classes
   c. Out-Patient therapy/counseling
   d. Residential treatment at a certified rehabilitation center

3. The appropriate law enforcement agencies may be informed of the incident at the discretion of the administrator in charge.

B. Second Offense (Possession, Use and/or Under the Influence) or First Offense for Transfer and/or Sale of Drugs

1. Recommendation for expulsion from St. Johns Public Schools for two (2) concurrent trimesters from the date of infraction, according to Board policy on suspension and expulsion.

2. A student may be reinstated upon the recommendation of the Superintendent of Schools and documentation of rehabilitation.

3. The school may recommend the following for parent consideration:
   a. Drug assessment evaluation
   b. Enrollment in drug education classes
   c. Out-Patient therapy/counseling
   d. Residential treatment at a certified rehabilitation center

4. The appropriate law enforcement agencies may be informed of the incident at the discretion of the administrator in charge.

Subsequent Violations will result in a recommendation of permanent expulsion, according to the Board’s Policy on suspension and expulsion, and immediate notification of the appropriate law enforcement agency.

NOTE: Suspension will be served immediately and may be concurrent with inpatient treatment or counseling.

- **Skipping School** – and/or classes including leaving the school building.

- **Spitting** – purposeful ejection (or attempted ejection) of mouth saliva on other student or school property will result in a Saturday detention on the first offense and suspension on subsequent offenses.
● **Theft** – When a student is caught stealing school or someone’s property, she/he will be disciplined and may be reported to the law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization of the principal. The school is not responsible for personal property. Theft may result in suspension or expulsion.

● **Trespassing** – Although schools are public facilities, the law does allow the school to restrict access on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school where the student may not be. Violation of this rule may result in suspension or expulsion.

● **Truancy/Tardiness** – Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the work-of work. Excessive absence may lead to suspension from school (See Clinton County Truancy Policy page 8).

● **Unauthorized Presence/Trespassing/Loitering** – Being in or around any area of the building including other grade level areas without a pass, when the student has no legitimate reason to be there; the act of congregating or lingering in a school building or on school property without permission of a staff member.

● **Unauthorized uses of school or private property** – Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule may result in suspension or expulsion.

● **Vandalism** – Willful destruction of or damage to property belonging to the school or others while under school jurisdiction. Accidental damages due to unacceptable behavior will result in immediate compensation to replace damaged property.

● **Verbally threatening a staff member/student/person associated with the District** – Any statement or noncontact action that a staff member, student or other person associated with the District feels to be a threat will be considered a verbal assault. Verbal threats or assault will result in suspension and expulsion.

**WEAPONS**

The St. Johns Board of Education has approved a Weapon/Firearms and Expulsion Policy. This policy is required by both State and Federal law. The St. Johns Public School’s policy regarding the possession of a dangerous weapon or firearm states the student possessing dangerous weapons or firearms in district buildings or at school district events shall be expelled from school and referred to the criminal justice system. Expulsion is mandatory unless a pupil can prove in a convincing manner he/she:

A. did not know the object was a weapon
B. did not intend to use it as a weapon
C. did not knowingly possess the weapon.
D. possessed the weapon with the request or with the express permission of the district administrator or police.
**Sale/Possession or use:**

Selling, carrying, using, handling, storing or threatening with weapons or other dangerous objects in a school building or on school grounds. Weapons are identified in (3) categories: (1) dangerous weapons that require expulsion: (firearm, dirk, dagger, stiletto, knife with a blade in excess of three (3) inches, knife opened by mechanical device, iron bar, brass knuckles); (2) other weapons commonly used or designated to inflict bodily harm or to intimidate including but not limited to: air guns, blackjacks, billy clubs, bludgeons, gas-ejecting devices, knife with a blade three (3) inches or less in length, stun grenades, chains, clubs, and martial arts weapons: (3) articles designated for other purposes that are used to inflict bodily harm or to intimidate, including but not limited to: belts, box-cutters, combs, pencils, files, razors and compasses. A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student’s possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if he/she brings onto or has in his/her possession on school property or at a school-related activity any of the following:

A. Any explosive, incendiary, or poison gas including bombs, grenades, rockets, mines, or device that can be converted into such a destructive item.

B. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle.

C. Any similar object that is intended to invoke bodily harm or fear of bodily harm.

**Use of an object as a weapon:**

Any object that is used to threaten, harm, or harass another student may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, pocket knife opened by a mechanical devise, iron bar, or brass (metallic) knuckles and etc. Heavy or large link wallet chains are potentially dangerous to the health and welfare of other students and staff if used as a weapon during a physical assault (Okemos Chippewa Middle School 1996). Accordingly, wallet chains may not be worn during regular school hours or at extra curricular events. Furthermore, chains confiscated from students will not be returned! Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

**Knowledge of Dangerous Weapons or Threats of Violence:**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

*Note: Students are reminded that all pocket knives (regardless to length of blade) are prohibited at school and will be confiscated.*
SCHOOL SUSPENSION & PRIVILEGES

Students suspended from school who accumulate suspensions throughout the year and will lose privileges and subsequently forfeit the right to attend and/or participate in field trips, dances, assemblies, extracurricular activities (both intramural and interscholastic) under the following guidelines:

- **First Suspension** (1-10 days) results in the loss of all school privileges for the duration of the suspension period.
- **Second Suspension** (1-10 days) results in the loss of all school privileges for the duration of the suspension plus additional 9 weeks exclusion.
- **Third Suspension** (1-10 days) results in loss of all school privileges for the duration of the suspension period and an additional 18 weeks exclusion.
- **Fourth Suspension** (1-10) results in loss of all school privileges for remainder of the school year.

Each classroom hour of suspension (student sent to the office for disciplinary reason or assigned to the office by the Assistant Principal for disciplinary reason) equals one-seventh suspension point. An accumulation of seven class hours (equal to one full day of suspension) results in the loss of privileges according to the suspension/privileges guidelines stated above. Parents with a student returning to school from a home suspension must call the Assistant Principal’s office for a re-admittance conference prior to the student attending his regular class schedule, please see form on page 37.

*See Athletic Handbook regarding interscholastic privileges.

Michigan School Code Revision
Enrolled House Bill No. 5802
Amendment to School Safety Legislation
Students Grade Sixth or Above
Summer 2000

Parents and Students are hereby advised of the recent new school safety legislation, (listed and defined below), that may result in the “expulsion” from school up to 180 days or more. Please review the new Michigan School Code Laws (adopted summer 2000) with your son and/or daughter and appreciate the seriousness of these offenses in order to avoid future loss of school privilege. Parents seeking further clarification may contact the Building Principals at (989) 227-4300

Physical Assault – Student to Adult

Section 1311A (1) 2000 of the amended school code, addresses “Physical Assaults” upon school employees, volunteers or contractors. Similar to the mandatory expulsion for dangerous weapons, criminal sexual conduct and arson, any student in grade six or above who physically assaults a school employee, volunteer or contractor may be suspended or expelled up to 180 school days or more, subject to possible reinstatement review after 180 school days. This statute defines “physical assault” as intentionally causing or attempting to cause physical harm to another through force or violence. The law also requires school officials to report all assaults to appropriate state and local law enforcement agencies.
Physical Assault – Student to Student

Section 1310 (1) 2000
If a student in grade six or above commits a physical assault against another student that occurs on school property, at any school sponsored activity, or on any school related vehicle and the assault is reported to the Board of Education, the board may suspend or expel the student for up to 180 school days or more, subject to possible reinstatement review after 180 school days. The law requires school officials to report all assaults to the appropriate state and local law enforcement agencies.

Verbal Assault

Section 1311A (2) 2000
This act provides for suspension or expulsion up to 180 school days or more for any student in grade six or above who commits a “verbal assault” against a school employee, volunteer, or contractor. A “verbal assault” is defined as any intentional threat or offer to do bodily injury to another by force, under circumstances which create a well founded fear of actual harm, coupled with the apparent ability to carry out the act if not prevented. “Verbal assault” can also include any statement or act, oral and written, which can reasonably be expected to induce in another person(s) and apprehension of danger of bodily injury or harm. Although the board may expel the student for verbal assault, the expulsion length is discretionary up to 180 school days.
RESPONSIBLE BEHAVIOR SYSTEM

St. Johns Middle School has adopted the Control Theory model developed by Dr. William Glasser, psychiatrist, for helping students to accept responsibility for and to improve their behavior. When students choose to act in ways which are disruptive to the educational process or which interferes with their own educations, they are placed in the Responsible Behavior System.

Below you will find a brief description of the steps in the Responsible Behavior System together with an indication of the step to which your student has been assigned as a consequence of his or her behavior.

I – Verbal Intervention
The teacher deals with the problem behavior in the classroom and has the student make a verbal commitment to correct the problem. It is recommended that the classroom teacher contact the parent at this point and include them in the process. (Letter home or phone call) *Teachers may opt to repeat this step several times before moving on to Written Plan.

II – Written Plan
The referring teacher calls the Assistant Principal’s office or writes a referral explaining why student is being sent. Any student that has been sent to the Assistant Principal’s office by any teacher must develop a plan of action on the teacher form in the Assistant Principals office. The student will be readmitted to class when the referring teacher has accepted the plan. Parent signature is requested and form returned as soon as possible. One copy will be given to the referring teacher by the Assistant Principals office. The second copy will be placed in the students file. *Teachers may opt to repeat this step as well.

III – Consequence of three referrals to The Assistant Principals office
When a student is sent to The Assistant Principals office by any teacher for the third time the Assistant Principal will assign a one day suspension. Three referrals from the same teacher in one trimester will result in a one day suspension.

IV – Consequence of four referrals to The Assistant Principals office
The accumulation of four referrals from any combination of teachers will result in a one day suspension.

In addition to the above, students who fail to report to the Assistant Principals office when removed from class will be automatically receive an after school detention.
ST. JOHNS MIDDLE SCHOOL
REINSTATEMENT PLAN

DATE________________________

This contract entered into between ___________________________ and St. Johns Middle School, this date, ___________________________.

Student will come to class on time and attend school regularly.

Student will bring required materials to class.

Student will sit in assigned seat during class.

Student will not disturb other students with inappropriate behavior during the class.

Student will try his/her best to complete class assignment and turn them in.

Student will speak to others with respect.

Student will raise his/her hand when wishing to participate in class discussion.

Student will participate in class activities in the expected manner.

Student will respect the rights and privacy of others.

In essence, ___________________________ will follow expected classroom behaviors that have been outlined for all students, and will avoid behavior that will lead to room suspension, detention and possible school suspension.

_________________________________  ______________________________
STUDENT SIGNATURE           PARENT SIGNATURE

Student must have teacher signature to be reinstated to regular class hour.

First Hour_________________________  Second Hour_________________________

Third Hour_________________________  Fourth Hour_________________________

Fifth Hour_________________________  Sixth Hour_________________________

Seventh Hour_______________________
DETENTIONS

Detention may be used for improper behavior, class disturbance, attendance violations, or other violations of school policy. Teachers or administrators may issue detentions for after school or during the noon hour. In addition, Saturday detentions may be issued by the principal or assistant principal.

Teachers assigning After-School Detention will do so as a **last resort** and only after a verbal warning to the student, a telephone call to the parents of the student, progress reports and other disciplinary efforts have failed to alter classroom misbehavior.

**After-School Detention will** generally take place the day after the detention is issued so that parents are aware of the problem and the student can make arrangements for transportation home, if needed. Students assigned ASD by a teacher will be issued a gold detention slip that must be signed by a parent and returned within two days. Students who do not return the detention slip with their parent's signature are subject to progressive disciplinary action. It is recommended that the detention time be used for study or for work around the school. The teacher or administrator assigning the student to detention will be responsible for the student during the detention period. Also, students who do not complete written disciplinary assignments requested by a teacher and/or administrator for misconduct will be sent to the assistant principal's office for immediate completion. All hours spent in the office while completing disciplinary assignments will be recorded as suspension time.

**Detention accumulations** - In order to discourage after school and Saturday detentions and hopefully reduce classroom disruptions, increase classroom instruction time, and thus create a better educational environment in and around the school, the following procedures will be adhered to regarding detention accumulation:

- **Every fifth ASD** (disciplinary) will result in a Saturday detention assignment.
- **Every tenth ASD** will result in a one day suspension and loss of privileges according to the suspension/privileges guidelines.
- **Every third Saturday detention** (disciplinary) will result in a one-day suspension and loss of privileges according to the suspension/privileges guidelines.

**Failure to attend scheduled detention will result in a one day home suspension.**
Saturday Detention Rules

The rules for this detention program are as follows:

A. **Anyone who misses a Saturday session without a valid excuse will serve an after school detention the following Monday and Tuesday from 2:45 to 3:45**

   A valid excuse is a 24 hour prior notification to the Assistant Principals office by phone from the parent/guardian of the student assigned a Saturday detention

   **Should a school cancellation occur the Friday before a scheduled Saturday detention, the detention will be rescheduled for the following month.**

B. Be on time or stay home. The main door will be open at 8:20 a.m. and locked at 8:35 a.m., and no further admittance will be allowed (See Rule #1) Detention begins at 8:30 a.m. and ends at 10:30 a.m. sharp!

C. **Saturday Work Session is a serious academic setting. Students are required to bring the needed classroom materials to keep them busy the full two-hour period. This includes textbooks, paper, pencils, etc. Students will have access to their lockers on Saturday morning but should organize the materials for detention on the Friday night prior. Students assigned for destruction of school property and vandalism may work on clean up projects in and around the grounds and be supervised by maintenance personnel if available.**

D. No talking, sleeping or communicating with others is allowed during the two-hour period. Remember - this is not a social gathering, but rather a serious academic commitment. This work session represents the assigned consequence for your misbehavior. Failure to observe this rule can result in an immediate call to parent, repeating detention, and/or suspension for one day.

E. Students must exit the building by the same door they enter main entry and within five minutes of dismissal time. Parents can pick students up near the front circle drive for transportation home.

F. Be reminded that students accumulating three or more Saturday Detentions for misbehavior will be suspended and/or lose school privileges.

**Before-School Detention Rules:**

Students misbehaving at school prior to first hour, whether it be in the hallways or elsewhere on school grounds, may lose their before school privileges and be assigned detention in the Assistant Principal's office or the Auditeria until the first bell rings at 7:45 a.m. Students assigned before school detention will report directly to the assigned area (office or auditeria) as soon as they arrive and may be required to sign in each morning of the detention period.
NONDISCRIMINATION POLICY
Following is the St. Johns Board of Education policy as it relates to educational programs to eliminate discrimination and denial of services on the basis of race, color, national origin, sex and disability.

Anyone who wishes to file a complaint as it relates to this policy may obtain a copy of the procedures to file such a grievance from the Board of Education office, or see the procedures as provided later in this document:

"It is the policy of the St. Johns School District that no person shall, on the basis of race, color, national origin, sex, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity and in employment."

Any questions concerning Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex, should be directed to:

Dr. Kenneth Ladouceur
Superintendent
Title IX Coordinator
District Administration Office
St. Johns Public Schools
PO Box 230
St. Johns, MI 48879
(989) 227-4050

Inquiries related to Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability, should be directed to:

Regarding Facilities:

Jerry Jones
Director of Operations
District Administration Office
St. Johns Public Schools
PO Box 230
St. Johns, MI 48879
(989) 227-4056

Regarding Educational Services:

James Schultheiss
Section 504 Coordinator
St. Johns Public Schools
PO Box 230
St. Johns, MI 48879
(989) 227-4050
Civil Rights Compliance - Title VI

"The St. Johns Public Schools, located at 501 West Sickels Street, St. Johns, Michigan, 48879, will receive and use Federal funds and United States Department of Agriculture donated foods. No person because of race, color, national origin, sex, age, or disability shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in our United States Department of Agriculture donated foods and child nutrition programs, or be discriminated against in any of the above ways in any program that receives Federal financial assistance."

Persons who believe they have been discriminated against should write immediately to:

Dr. Kenneth Ladouceur  
Superintendent  
St. Johns Public Schools  
PO Box 230  
St. Johns, MI 48879  
(989) 227-4050

Vocational Nondiscrimination

St. Johns Public Schools offers vocational opportunities to all students regardless of race, color, national origin, sex, disability, or limited English proficiency.

Persons who believe they have been discriminated against should write immediately to:

Dr. Kenneth Ladouceur  
Superintendent  
St. Johns Public Schools  
PO Box 230  
St. Johns, MI 48879  
(989) 227-4050

Complaint/Grievance Procedure Relation to Title VI, Title IX and Section 504

Grievance/Complaint Procedures for Title VI and Title IX of the Education Amendment Act of 1972 and Section 504 of the Rehabilitation Act of 1973.

SECTION I:

Persons who believe that the St. Johns Public School District, or any part of the school, has inadequately applied the principle and/or regulations of:

(1) Title VI of the Education Amendment Act of 1972  
(2) Title IX of the Education Amendment Act of 1972  
(3) Section 504 of the Rehabilitation Act of 1973
may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator:

*Dr. Kenneth Ladouceur*
*Superintendent*
*St. Johns Public Schools*
*PO Box 230*
*St. Johns, MI 48879*
*(989) 227-4050*

**SECTION II:**

Persons who believe they have a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint within five (5) business days. If this reply is not acceptable to the complainant, formal procedures may be initiated according to the following steps:

**Step 1:** A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of the receipt of answer to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

**Step 2:** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the coordinator response. The superintendent or administers shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3:** If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within five (5) business days of his receipt of the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within twenty-five (25) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

**Step 4:** If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Michigan Department of Civil Rights and/or Secretary of Agriculture.
St. Johns Public Schools

Release From being Photographed/videotaped for publishing purposes

This document certifies and asserts that the undersigned is a parent, lawful guardian, foster parent of _________________, a minor child, of St. Johns Middle School/

St. Johns Public Schools request St. Johns Middle School to not make/use any photograph(s), still and motion pictures, sound recordings or newspaper/television/videotape coverage of said minor child for commercial and non-commercial broadcasting or presentation purposes, including the internet.

By signing and returning this form it is understood that said minor child will not appear in any photographs or video taping for the current school year or for the period of one year after the school year ends for publication purposes.

Signed: ____________________________
\hspace{4cm} (Name)

\hspace{4cm} (Address)

\hspace{4cm} (Date)

ST. JOHNS MIDDLE SCHOOL
\hspace{4cm} (School)

Revised 3/25/11
Dear Parents:

Welcome to SJMS! All of us - administrators, teaching staff, and support personnel - are looking forward to a successful, exciting school year. One important component of that success is good home-school communication. In an attempt to maintain communication, we are sending home a copy of our SJMS Student/Parent Handbook.

As in the past several years we are again requiring all students to take this booklet home to read and review with their parents. Please take some time to familiarize yourself with the handbook information - especially those sections pertaining to behavioral expectations, attendance procedures, and rules of conduct. We recommend you sit down and discuss this information with your son or daughter. While it is important for you to be aware of this information, it is the students who will be held directly accountable for what is in the handbook. Teachers will continue to highlight areas of the handbooks that apply directly to day-to-day classroom activity. **After both you and your son or daughter have reviewed the information, we are asking that you both sign the bottom of this letter and return it to school with your child within two weeks of issue date.** We hope this combined home/school effort will help prevent misunderstandings or unpleasant surprises as the school year progresses.

We suggest that this booklet be kept at home, in a convenient location, and used whenever needed as an information reference regarding school policies and procedure.

Sincerely,

St. Johns Middle School Staff

---------------------------------------------------------------Cut on the dotted lines---------------------------------------------------------------

I, ______________________________________ have read the information in the Student/Parent Handbook. I understand the rules and policies in effect at SJMS, and I accept the responsibility for abiding by them.

____________________________________ Parent Signature/Date

______________________________________ Grade ______

Student Signature

Teacher issuing__________________________ Hour_______