

Marysville Middle School

Parents of Marysville Middle School Students:

Welcome to a very exciting part of your child’s life. Not only to the 2009-2010 school year, but also to your continued participation in the Marysville Schools.

Through this parent handbook, we hope many questions are answered regarding the operations of our Middle School programs. We are very proud of our Middle School programs and are especially proud of the tremendous support shown by Marysville parents.

Without your support, we could not offer the programs we have all come to enjoy and appreciate. Your participation in your child’s school activities, through the building advisory committees, parent support groups, or your child’s teacher, is vital for your child’s success.

From time to time parents have concerns or questions about their child’s education. Board of Education policy states that all complaints regarding the District should be resolved at the lowest possible administrative level.

Concern	Contact
Classroom instruction or activities	Teacher
Instructional materials, building-level activities or programs	Building Principal
Policies, curriculum, facilities or auxiliary services of the District	Superintendent of Schools
Any unresolved issued	Board of Education

As a parent who is interested in resolving a concern or complaint, please keep the following in mind:

- A concern or complaint regarding your child and his/her classroom activities would best be resolved between yourself and the teacher.
- Concerns regarding specific instructional materials or building-level activities and programs should be directed to the building principal.
- Concerns or complaints regarding policies, curriculum, facilities or auxiliary services provided in the District should be referred to the Superintendent of Schools.

The above chart illustrates whom you should contact for various concerns. If a parental concern is not addressed satisfactorily, all citizens have a right to attend and be heard at all regular Board of Education meetings.

We are very interested in providing the best possible educational experiences and programs for our community. Your willingness as parents, to work with us in reaching that goal, will provide better education for all.

We are asking that you continue your child’s education by reviewing this handbook and talking to your child about its contents. With your help, we can make this year a very successful one for all.

Mission Statement
Marysville Middle School will maintain a safe, positive, interactive environment that provides students with skills and confidence needed for success in high school and the community.

**Our annual report may be viewed at: www.marysvilleschools.us
Academics**

Retention and Promotion Policy

The intent of this retention and promotion policy is to clarify the circumstances under which students will be promoted from one grade level to another. Our purpose as educators is to prepare each student to successfully complete the present grade level. Unfortunately, not all students for various reasons succeed to the level necessary to be promoted. It is the responsibility of the principal, after reviewing all pertinent information, to place the student in the appropriate grade level.

Criteria for Promotion

In order for students to be promoted to another grade level, they must satisfactorily make progress in the following areas: 1) academic; 2) social; 3) emotional; 4) self-responsibility; and 5) attendance.

Student Retention

Students who do not achieve satisfactory in one grade level, according to the above criteria, will be retained in their present grade.

Students who fail two or more basic classes (English, science, social studies, mathematics), or fail to make the appropriate academic, social, or emotional adjustment to have a good chance at success in the next grade level will not be promoted.

Placement

Students who fail classes, but who, for some reason are not considered good retention candidates, may be “placed” in the next grade. This placement will be confidential. A letter will be sent to the parent with a copy being placed in the student’s permanent file.

Parent Involvement

All efforts will be made by teachers and counselors to involve parents in the promotion review procedure. Parents are an important part of the decision to promote or retain a student.

Reports to Parents**Mid -Term Reports**

1. At the midpoint of each card marking, teachers send progress reports home to parents informing them if a student is doing poorly in class.
2. Parents should then contact the student’s counselor/teachers for additional help/information.

Report Cards

Report cards are sent home twice a semester (9th week and end of semester). The first report card is an indication of progress for the first nine (9) weeks of the semester. The final mark is the official mark, which goes on the school’s transcript and determines whether the student has passed or failed the course. Report cards will be mailed to parents.

Honor Roll and National Junior Honor Society

Honor roll students are classified as those individuals who have achieved a “B” average or above in all subjects for the marking period. Grade point averages will be determined by the chart listed on the next page.

The National Junior Honor Society is composed of students who are selected for their academic success, character, leadership, integrity, and honesty. They are selected by counselors, teachers, and administrators, and are inducted into the society each spring.

To be eligible for consideration for membership in the Marysville Chapter of the National Junior Honor Society, a student must be a 7th or 8th grader, have a “B+” average(with no Ds or Es), and be in attendance at Marysville Middle School for one (1) full semester. Eligible students will be asked to fill out a student activity form and will be rated by the faculty on the characteristics necessary for membership. The faculty council reviews the activity form and other verifiable information. Candidates meeting all criteria will be invited to be inducted into the local chapter.

Honor Roll Bumper Stickers

The intention of the Honor Roll Bumper Stickers is to honor students who have a 3.00 grade point average or better. The Counseling Department will be responsible for establishing who has met the requirements for the award. To be eligible, a student must: 1) maintain a 3.00 grade point average in all classes; 2) have no D’s or E’s; and 3) weigh all classes equally. Students with incompletes (I’s) will not be eligible for an Honor Roll Bumper Sticker until the Incomplete (I’s) is changed to a grade.

Honor Roll Bumper Stickers will be awarded at the end of each marking period based upon marking period grades. One bumper sticker per eligible child per year will be awarded.

Determining Grade Point Averages

Grade	Grade Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67
E	.0

Assemblies

Each year the Middle School's Student Council and staff try to offer a variety of assemblies for the students. Student code of conduct will be enforced at all assemblies. Students are to sit with their class and teacher in the assigned area. At the conclusion of the assembly, the dismissal of students will be by rows, by an administrator.

Students who do not conduct themselves in an orderly manner may be excluded from assemblies and assigned study hall for the remainder of the school year.

Field Trips

Any field trip taken inside or outside the borders of the school system can be arranged with the financial involvement of each student participating. In this case, each student attending the field trip experience will be assessed a dollar figure on the basis of the total cost of the trip divided by the number of students attending. Mr. Hurley, Transportation Director, will determine the cost of the trip based on contracted stipulations. All school rules and expectations remain in effect on all field trips.

Book and Fees

A \$10.00 book deposit and \$2.00 activity fee will be charged at the beginning of each school year to each student.

Students are responsible to maintain assigned books in good condition and return the same book issued at the beginning of the school year.

Books lost, damaged or stolen must be paid for by the student to whom they were issued. The \$10.00 deposit fee will be returned to the student at the end of the school year if the books are in good condition and locks haven't been lost.

Student Conduct

Attendance Polices and Procedures

Michigan School Code 15, Section 73 - Compulsory Education

"Every parent, guardian or other person in the state of Michigan, having control and charge of any child between the ages of six and sixteen years shall be required to send such child to the public schools during the entire school year and such attendance shall be continuous and consecutive for the school year fixed by the school district in which such child is enrolled."

School Day

Classes are in session from 8:00 a.m. – 3:00 p.m. Students are required to be in school on time for First Hour at 8:00 a.m.

In order to participate in any after-school activity, students must be in attendance for at least one-half of the school day.

The purpose of a School Attendance Policy is to encourage outstanding attendance among all students and to maintain academic standards for earning grades. The school recognizes the importance parents play in school attendance. Students with perfect attendance will be recognized by a certificate at the end of the year.

Students will not be allowed in the building prior to 7:50 a.m. unless there is inclement weather.

Attendance Letters

Marysville Middle School uses a five step procedure when dealing with chronic absenteeism.

Step 1 When reaching 6 days absence during a semester in any class, the parent(s) or guardians will be notified by letter.

Step 2 When reaching 9 days absence during a semester in any class, the parents or guardians will be notified by letter.

Step 3 When reaching 10 days absence during a semester, in any class, the parents or guardians will be notified by letter AND a conference will be requested with the teachers, parents or guardians, student and Assistant Principal.

Step 4 When reaching 11 days absence in a semester, in any class, the St. Clair County Intermediate School District will be notified and a conference with the parents or guardians, student, Assistant Principal, and the RESA. Truant Officer will be held.

Step 5 When reaching 12 days absence in a semester, in any class, the Probate Court will be notified by letter, through the St. Clair County Intermediate School District and a conference will be held with the parents or guardians, student, Assistant Principal and Probate Court

Exceptions to the Attendance Policy

1. If there are extenuating circumstances, the length of absences could be extended if proof, in writing, is given to the school within 48 hrs. These circumstances would include:

- a. Orthodontist appointments - verified by a doctor's note.
- b. Illness - verified by a doctor's note.
- c. Death in the family
- d. Court appearance

2. If the absence is due to a school sponsored event.

Excused Absences

Appointments with doctors and dentists should not ordinarily be scheduled during school time. In case this is unavoidable, the student either should bring a note signed by a parent or guardian to the office stating the time it will be necessary to leave school and the reason, or the office should receive a phone call from a parent or guardian. Administration observes the right to determine if an absence or tardy is excused.

Absence from School – Procedures

Students who will not be in attendance during a school day should have a parent or guardian call the school office at 364-6336 (subject to change) by 9:00 a.m. A note from home will be accepted only if there is no telephone in the home. This note is required on the day the student returns to school.

A student who is absent from school must make up the work missed according to the plan of each individual teacher. Credit will be given for work made up for an excused absence. A parent may request homework for his/her child on the child's third day of absence. Homework must be requested by 10:00 a.m. and may be picked up after 3:00 p.m.

Prearranged Absence

Occasionally parents may decide certain experiences or family needs dictate the student's absence for an extended period of time (3 days or more). When this occurs the student should pick up a "Prearranged Absence" form from the office. This form should then be returned to the office when the student has all of the necessary teachers' and parents' signatures. This procedure is to be completed at least two days before the absence. The school reserves the right to withhold permission for the excuse based on the student's prior attendance record. An absence for hunting is excused only if it is prearranged. Teachers and parents must sign this form. All homework will be completed before leaving or immediately upon returning.

Student Make-Up Work Policy

1. We will gather make-up work from teachers and have it ready for a parent to pick up for any student who is absent or going to be absent for three days.
2. Prearranged absence forms are available in the attendance office for students who know they are going to be absent ahead of time. Prearranged absence make-up work is due, at the teacher's option, either before the student leaves, immediately upon return, or as arranged on return.
3. As a rule of thumb, a student is given a day to make-up work for each day absent. Teachers may give "zeros" to work not made up on time.
4. Any time parents wish to come to school and get their child's books from his/her locker and consult a classmate for assignments to expedite the make-up work process, they are welcomed and encouraged to do so. Just come to the office and we will supply you with the information you need.

Tardies

Tardy procedure

A tardy to class is defined as not being in your assigned seat when the bell rings.

1. When a student arrives late to school, the student must report to the main office with a note or a phone call from their parents or guardians, prior to going to class.
2. When a student is detained by school personnel, the student will be given a pass and the tardy will not count against the student.
3. School starts at 8:00a.m. Any student not in their assigned seat when the bell rings will be considered tardy. Exceptions to this rule will be:
 - a. Doctor/dental/court appointment (with a note from the doctor or court).
 - b. Bus problem.
 - c. Inclement weather.
4. When a student reaches his/her third tardy in a class the student will receive a detention. For each tardy after the third tardy, the student will receive an additional detention.
5. A student that comes in later than 15 minutes to a class will be considered absent.

Leaving School Grounds

Once students have arrived, they are not allowed to leave school or school property without following office procedures. Permission to leave is first given by the parent or guardian through a call or note to the office. The parent/guardian is then required to sign the student out in the office at the requested time.

Cafeteria and Lunch Periods

Classes will be in session during this time so it is important that students be considerate of others.

Simple rule of courteous behavior include:

1. observing good dining room standards at the table;
2. leaving the table and surrounding area clean and orderly;
3. returning utensils to window and putting trash in proper containers; and
4. eating food in the cafeteria only.

Regulations for Lunch Period

1. Students are not allowed to go to their lockers without permission.
2. Students are to report to the assigned area, either boys' gym, girls' gym, outside, or the library with a signed pass by a teacher.
3. Students are not to leave school grounds during the lunch hour.
Noon hour supervisors are employed to supervise the halls and the cafeteria during lunch. Their responsibilities include: reporting violations of student behavior code to an administrator, checking students for hallway passes, keeping students out of the hallways during lunch, and assisting teachers and visitors when needed. These noon supervisors are employed by the school district and must be treated with the same respect as other district employees.

Detention

Detention may be assigned by the staff for unacceptable behavior or disciplinary reasons with a day's notice. Students are expected to arrive promptly in the cafeteria after school for detention. Those students not in attendance will be assigned two (2) nights of detention unless the absence is excused by an administrator. Doctor or dentist appointments will require notes for the appointment. If the student does not serve the 2 assigned detentions, an in-school suspension will be assigned. Otherwise, all

students who are in school are expected to be in attendance. Students assigned detention are to bring enough school related work(written work) to keep them busy. There is no talking or food allowed in detention. Detentions will be served on Monday, Tuesday, Wednesday and Thursday only. Detentions will be 45 minutes in duration and students missing detention will not be allowed to participate in any after school activities. Detentions will not be switched for any after school activities.

Progressive Discipline For Abuse Of Detentions

1. If a student reaches his/her fifth detention during a semester, the student will be assigned an in-school suspension for one day and a referral to the counselor will be made. Privileges to attend assemblies and field trips will also be revoked.
2. If a student reaches his/her sixth detention during a semester, the student will be assigned an in-school suspension for two days.
3. If a student reaches his/her seventh detention during a semester, the student will be assigned an out-of-school suspension for three days and a referral to the counselor will be made.
4. If a student reaches his/her eighth detention during a semester, that student will be assigned an out-of-school suspension for four days.
5. If a student reaches his/her ninth detention during a semester, that student will be assigned an out-of-school suspension for five days and a referral to the counselor will be made.
6. If a student reaches his/her tenth detention during a semester, that student will be assigned an out-of-school suspension for ten days and the Probate Court will be notified on the grounds of persistent disobedience.

Dress Code

Board of Education Policy

Student appearance and dress is a factor in the establishment of an educational atmosphere. Clothing and appearance should be appropriate for school. Standards of dress which clearly deal with the health and safety of students will be upheld. Forms of student dress are acceptable as long as they are neat, clean and not considered distracting the educational process. Clothing that contains profanity, vulgar or sexual suggestions will not be permitted. Also, physically revealing or generally unwholesome clothing will not be permitted.

Building Policy

Clothing shall be neat, clean and wholesome. The midsection and shoulders should be covered at all times. The following will not be allowed at any time.

1. Tank top style shirts
2. Pajama bottoms or low cut tops
3. Short skirts (at least fingertip length).
4. Short shorts (at least fingertip length).
5. Clothing with reference to alcohol, drugs, tobacco, weapons and/or containing obscenities.
6. Clothing with profanity, vulgar, sexual and/or unwholesome language or reference
7. Coats are not to be worn to class
8. Headwear (i.e. Hats, bandanas)
9. Gang and gang related symbols, colors, clothing, and emblems, and low hung pants.
10. Backpacks are to be left in lockers.

Any student inappropriately dressed will be expected to change his/her clothing. Any class time lost due to changing clothes will result in the student receiving an unexcused absence for that time.

Appropriate Dress

Girls - dresses, skirts, slacks, jeans, culottes, waist-length blouses, shirts, sweaters, and walking or knee length shorts.

Boys - long pants, walking or knee-length shorts, slacks, jeans, waist-length shirts and sweaters. Shoes must be worn at all times in school and at school- related activities. The school reserves the right to establish definitive dress regulations for performing representative groups, such as musical groups, athletic squads, and cheerleaders. Low hung pants will not be tolerated at any time.

Student Behavior Code

Detentions may be assigned by the staff for unacceptable behavior or disciplinary reasons with a 24 hour notice. These behaviors are, but not limited to the following:

1. Failure to follow classroom or teacher rules.
2. Leaving MMS property - off school grounds - without permission, or leaving the bus at the high school
3. Abuse or profane language.
4. Disrespect to teachers, staff or other students.
5. Possession or use of lasers, lighters or matches.
6. Skipping school or class.
7. Public display of affection (i.e. kissing, holding hands)
8. Wearing hats in school.
9. Clothing or appearance which is not wholesome.
10. Throwing objects, including snowballs.
11. Eating or drinking in hallways.
12. Distribution or posting of materials without prior approval.
13. Cheating/Plagiarism-students will receive a zero for their work, a parent contact will be made and students will receive one night's detention
14. Use of electronic devices in school including pagers, phones, tape players, CD players, radios, i-pods, MP3 players , etc.
15. Abuse of school property/vandalism-students will be responsible for full labor and replacement costs.
16. Continual neglect to complete and hand in assignments.
17. Forgery
18. Tardies
19. Harassment (sexual, racial, ethnic or gender) and bullying
*It is important to tell an adult when you hear that a student has threatened to harm or harass another person. Relaying this information is a responsible choice.
20. Gum is not allowed in the building at any time.

It is understood that by being a student at MMS, each student agrees to follow the rules of the school. All students will comply with the requests of the administration, teachers and staff employees. If a student does not comply with the law and/or school rules, the privilege of attending school and all school related activities may be revoked. All students will be afforded due process rights.

The following is a list of possible disciplinary action to be taken for violations of the Student Behavior Code. Combinations of these actions may be used at the discretion of the administration. It should be noted that repeated violations, even for lesser offenses, will be treated as a major violation. All students will be afforded all due process rights.

1. Reprimand
2. Loss of privileges
3. Referral to special services, including the officer liaison, community agencies, or law enforcement officials.
4. Exclusion from social activities, ceremonies, and other extracurricular activities.
5. Schedule change
6. Detention – being required to remain after school under supervision of school officials.
7. Suspension from class – removal of a student from one or more classes for a period of up to ten days by confining the student to an isolated location in school and placing the student under the supervision of school officials or their designees.
8. Out-of-School-Suspension – The exclusion of a student from all school activities for a period of one to ten days with removal of privilege of attendance.
9. Indefinite Suspension – The exclusion of a student from all school activities pending action by the Board of Education or disposition of civil authorities.
10. Restitution – Restoration or payment for stolen or damaged property of the school district or individuals associated with it.
11. Expulsion – The act of unconditional or unlimited denial of regular school attendance to a student. The right to expel pupils from school.

Definite procedures for disciplinary action are out-lined for the following five (5) offenses:

A. Fighting

- 1st Offense – Three (3) days suspension.
- 2nd Offense – Five (5) days suspension plus a police report and parent conference.
- 3rd Offense – Ten (9) days suspension plus a police report and parent conference.

B. Tobacco

Smoking by students, the use of tobacco products, or possession of tobacco, is not allowed in school buildings, on school property, nor at school events. Smoking is determined as:

1. A student seen puffing or with a lit cigarette.
 2. A student seen holding a lit or unlit cigarette in his/her hand.
 3. A student seen discarding a cigarette butt.
- 1st Offense – Three (3) days suspension, parent contact and police citation, fine and/or community service.

2nd Offense – Five (5) days suspension, parent contact and police citation, fine and/or community service.

3rd Offense – Ten (9) days suspension, police citation, fine, referral to substance abuse and possible expulsion procedures.

C. Drugs and Alcohol

1st Offense – Five (5) days suspension, parent contact and police citation, fine and/or community service.

2nd Offense – Ten (9) days suspension, police citation, fine, and evidence of student referral to substance abuse counseling and possible expulsion procedures.

D. Weapons, arson, and/or rape – Per board policy, Marysville schools will follow Senate Bill No. 966, Section 1311, which calls for expulsion of student in violation of this act.

E. Other major offenses

1. Near beer brew, gambling, matches, lighters
2. Explosives, bomb threats, fireworks, firearms, knives of any type or size. Look alike weapons will be considered weapons by the school.
3. Assault, insubordination, gang paraphernalia, extortion, threats, profanity, obscenity, or hate speech.
4. Inappropriate use of the internet and/or computers
5. Robbery, larceny, or burglary.
6. Sexual harassment, indecent exposure.
7. Deliberately setting false fire alarm, or making false statements during an investigation.

Disciplinary Appeal

All student disciplinary appeals should be handled at the lowest possible level. If, after speaking with your child's teachers, you disagree with the disciplinary action, you have the right to appeal to the assistant principal. If you disagree with the assistant principal's decision, you may appeal to the building principal. If the issue cannot be resolved at the building principal level, you may take your concerns to the superintendent of schools. The appeal process, for all matters other than expulsion, ends at the superintendent's level.

For major offenses resulting in expulsion, a Board of Education member will be present at a formal hearing at the superintendent's level. All recommendations for expulsion are ultimately determined at the Board of Education level.

Bus

Student conduct on school buses will be in conformity with the rules and regulations established by the Marysville Public Schools and the bus contractor. Bus drivers have the delegated authority to control students on buses. Students riding on buses to school-sponsored activities must return by the same bus. The privilege of riding a bus may be revoked for misconduct or refusal to comply with established rules and regulations. The school bus will be considered an extension of school for disciplinary purposes.

Other Considerations

1. All buses leave at the front of the school building.
2. Students form a single line at their designated bus stops at the dismissal bell. Students must stay on the sidewalk and wait until the bus stops. There is no running to or from the buses.
3. Halls will be cleared by 3:10 p.m. Students will not loiter in or around the building.
4. Students riding buses are not to leave school grounds after arriving at school or while waiting for the bus after school.
5. Students who ride bikes need to be aware of buses and other traffic.
6. Students need permission slips to ride a different bus.

Weapons Policy

The Marysville Board of Education, in compliance with Federal laws, adopted the following weapons policy:

If a pupil possesses, in a weapon free school zone, a weapon that constitutes a dangerous weapon, or commits arson in the building on the school grounds, or rapes someone in the building or on school grounds, the school board, or the designee of the school board shall expel the pupil from the school district permanently, subject to possible reinstatement under circumstances described in State Senate Bill No. 966.

Look-Alike Drug Policy

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

1. Represents to be a controlled substance; or
2. Represents to be of a nature, appearance or effect, which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance.

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

1. The substance substantially resembles a controlled substance (Black Cadillac, Black Beauty, Yellow Jacket, Blue and Clear, Brown Bombers, White Cross, Purple Heart, Valium, Librium, Cocaine, Crack, etc.)
2. The substance is unpackaged or is packaged in a manner normally used for illegal delivery of a controlled substance (baggy, envelope, gum wrapper, etc.)
3. The substance is not labeled as required by the FDA.

Sexual Harassment and Intimidation

It is the policy of this district to maintain a learning and working environment that is free from sexual harassment. No board member, employee or student of this district shall be subjected to any form of sexual harassment or intimidation.

It shall be a violation of this policy for any board member, employee or student to harass any member of the board, staff or student body through conduct or communications of a sexual nature as defined in this policy.

Sexual harassment means unwelcome sexual advances, requests of sexual favors and other verbal or physical conduct of a sexual nature.

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

- Verbal harassment, verbal abuse
- Pressure for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Suggestion or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job or performance of public duties
- In addition, any form of retaliation against the complainant or witness is in itself a form of sexual harassment

Anyone who feels they have been a victim of sexual harassment should immediately report to their teacher, counselor or building administrator.

Electronic Communication Devices

Per Board Policy, students may possess a cell phone or other two-way communication device in school, on school property, at after school activities, on a school bus and at school related functions, provided that during school hours the two-way communication device is turned off and kept out of sight. Use of a two-way communication device for cheating on academic assignments or for conduct illegal, immoral, or inappropriate (as determined by School Administration) activities is prohibited.

Dance Rules

1. Dances are intended for 7th and 8th grades at Marysville Middle School only. No guests are allowed.
2. Dances are from 3:00 p.m. – 5:00 p.m., except for the Danceathon. Students may not leave before the end, unless they are being picked up by their parents.
3. The dance is not open to students currently suspended from school or whose behavior is determined to be unacceptable.
4. Students absent from school the day of the dance may not attend the activity.
5. All school rules will be in effect.
6. Acceptable behavior must be in accordance to the occasion – no running, shoving, or roughhousing will be allowed.
7. The bottom bleachers will be pulled out for seating – students are not to climb on the upper bleachers.
8. Coats are to be stored in the cafeteria.
9. Students need to make arrangements to be picked up at the appropriate time.

Co-Curricular Activities

Athletics

All students who wish to participate in athletics must pass a physical exam and meet other eligibility requirements of the Michigan High School Athletic Association.

Academic requirements include having passed five (5) classes to remain eligible. The athletic code of conduct will be covered by coaches prior to the beginning of each season. All students representing Marysville Middle School on athletic teams are expected to dress, perform, and behave in a way which reflects the highest standards of achievement.

Coaches are expected to establish reasonable guidelines for team participation prior to the beginning of each season.

Participation at all scheduled practices and contests may be set as a criteria for team participation. The district recognizes family vacations during the season as excused absences from practices and contests. Other excused or approved absences from team activities are to be determined by the individual coach. For additional information please refer to the Athletic Code of Conduct which can be obtained from the main office.

Clubs and Organizations

All students are urged to participate in some type of activity during their three (3) years in the middle school. Employers often give preference to prospective employees who have taken part in school activities: music, yearbook, National Junior Honor Society, athletics, student council, assemblies, and a variety of other activities sponsored by the Parent Advisory Group or the City Recreation Department.

Sale of Commodities

Fund-raising projects must be approved by the principal at least two weeks prior to the expected project.

Sales of all commodities are limited to before school, lunchtime, and after school.

Student Council

Expectations of Student Council Members

1. To attend meetings of the committee to which they are appointed.
2. Follow all school rules and remember they represent the school at all activities and act accordingly.
3. Be willing to give the time necessary to do a good job on their committee.
4. To help plan, promote, and execute all activities within their committee.
5. To support and assist other committees within the council.
6. To encourage students to participate in all school-related activities.
7. To help build school spirit and school pride.

The following are Student Council Committees: Snack Shack; Dance Committee; School Spirit and School Pride Committee; Public Relations and Community Service Committee; Finance Committee.

Requirements to be a member

1. All students must maintain a C (2.00) average.
2. Any conduct unbecoming a student council member shall result in forfeiting the right to serve on the council. This shall include any violations of school rules that could result in a suspension.
3. Student Council officers must maintain a B (3.00) average for the entire school year prior to running for office.

Student Council Elections

Student Council officers and members will be elected by the student body after submitting a petition to the student council sponsor with twenty-five (25) student signatures and three (3) teacher signatures. Elections will be held in early September of each school year.

Student Assistance Team

MMS Student Assistance Team works to encourage students who are having trouble with grades, attendance, discipline, etc. The team formally meets monthly to discuss issues and brainstorm solutions to student problems to support the teachers. Students come to the team's attention through the office, teacher or parent referrals. If you have any concerns, don't hesitate to call one of the counselors.

General Information

Administration of Medication

- A Request to Administer Medication form filled out and signed by the doctor prescribing the medication (prescription or over the counter), the principal, and the parent/guardian, annually.
- A new form is needed for any new medications or changes in dose or frequency of a medication.
- The form must contain: drug name, drug dosage, frequency, time to be given, duration, and any special administration instructions, as well as the student's name and date.
- Medication must be brought to school in the original pharmacy container by a parent or guardian. Students should not bring in any medication to school. It should have a current date, the student's name, drug name, drug dosage, and times to give the drug and the prescribing doctor's name.
- It is the parent's responsibility to provide the school with the student's medication.
- Medication administration for prescription and nonprescription will be conducted only under a doctor's instruction.
- If a student does not come for their medication and is more than one (1) hour later than prescribed, the parent shall be notified. If unable to make parent contact, medication will **NOT** be given.
- Missed medication must be dispensed by the parent (i.e. early morning dose normally taken at home or late or missed dosage during the school day), unless other arrangements have been made.
- Medications that are no longer being given or are expired need to be picked up by the parent. Medication cannot be sent home with children. Medication that is not picked up will be disposed of in the presence of another adult.
- Parents are requested to split their own pills, if needed.
- A parent's written authorization to discontinue the distribution of medication is required.
- Medication will only be administered according to the Medication Permission form on file.

Self-Possession/Self-Administration of Medication

(Marysville Middle School)

- Parents requesting that their child self-possess or self-administer their own medication must fill out a Request to Administer Medication form (Self-Possession/Self-Administration section on Page 10). **The District does not monitor or keep logs on the self-administration of student medication.**
- Parents shall meet with the school principal or designee to provide and review the instructions of the student's physician and to develop a plan for administration of the medication.
- Students authorized to self-possess/self-administer medication in the school setting shall have possession and control over the medication at all times. The student shall not convey, transfer or otherwise distribute the medication to other students.
- The school principal may revoke the approval to self-possess or self-administer medication at any time, upon providing advance notification to the student's parent/guardian. Any such revocation for a student who has a Section 504 Plan or an IEP shall be done in compliance with Section 504 of the Rehabilitation Act and the Individual with Disabilities Education Act (IDEA).

Conditions of Approval

Parents have the overall responsibility to ensure that student medication is properly delivered and administered. Parents/Guardians are expected to:

1. Complete, verify accuracy and return to the office the *Request to Administer Medication* form before any medication is brought to school and at least annually.
2. Ensure adequate medication is available and current. This includes monitoring expiration dates; obtaining medication renewals and refills; and splitting any pills so the prescribed dosage is available for administration.
3. Inform the office in writing of any change in the student's health affecting the administration of medication, and/or any changes in medication or the administration thereof, including the termination or discontinuance of the medication.
4. Provide the district in writing with all relevant physician and/or administration instructions.
5. Monitor that the student complies with the appropriate administration requirements, including the manner and time for dispensation of the medication.
6. Unless authorization for self-possession/self-administration or other arrangements have been pre-approved by the Principal, deliver student medication to the office and pick up any expired medication or medication at the end of the school year. (The student may personally deliver the medication only if 18 years of age or older; provides advance notification to the office that the student will be bringing medication to school; and delivers the medication to the office immediately upon arrival to school with the medication.)
7. Assist in the development of a self-possession/self-administration plan with the principal as appropriate.

Special Conditions for self-possession/self-administration

1. The student is responsible for the physical possession of the medication. Except during proper administration, the medication must be maintained in a container appropriately prepared and labeled by the prescribing physician, pharmacy, pharmaceutical company from which the medication was procured.
2. The school does not monitor or maintain administration records for the self-possession/self-administration of medication. The parent/guardian/student is expected to follow and monitor appropriate administration requirements.
3. The school principal may revoke approval to self-possession/self-administration medication at any time, upon providing notification to the student's parent/guardian or to the student if 18 years of age or older.

Disciplinary Actions:

Possessing or taking medication in school without approval; sharing medication with or distributing medication to another student; or failure to follow these rules and procedures will result in disciplinary action, up to and including expulsion from school.

Parent/Guardian Initials: _____

Student Initials: _____

*Students who are 18 years of age or older or an emancipated minor have the responsibility of the parent/guardian under these *Conditions of Approval*.

Immunizations

In accordance with Michigan law, the Marysville School District requires immunization records for all students. New students, upon enrolling, must verify up-to date immunizations. A student's failure to comply with the State Law will result in the recommendation the student be expelled from attending school, until compliance is met.

Ambulance Service

Fees charged are for services rendered and all patients receiving emergency medical care and transportation are billed for these services. The term "all" refers to any patient either inside or outside the City of Marysville.

Every effort will be made to contact the parents prior to emergency transportation. However, the safety of the child will remain top priority resulting in the use of the city's emergency units in any case where the health and welfare of a child is in peril.

Counseling and Guidance

The middle school counselors are Ms. Amy Click and Mrs. Debbie Montgomery. The school social worker is Mrs. Holly Price. They are the first people from this building students will meet. Part of their job is to ease a student's move from elementary to intermediate school.

The school counselor is a person who is specially trained to help students realize their fullest potential as human beings. They can help students in a number of ways. Among things they do are:

1. Measure a student's strengths and limitations.
2. Help students make suitable decisions about their lives.
3. Help students develop attitudes that help them rather than hurt them.
4. Choose courses that are right for them.
5. Help them solve personal problems with family, friends, and teachers.
6. Help them discover their talents and abilities.
7. Help them begin to look at the world.
8. Help them begin to look at the world of work.

Things talked about in the counselor's office can be as confidential as students want them to be, with the exceptions of threats to hurt self or others and abuse.

Students who would like to meet with their counselor may sign up in the counseling center in the main office. Students in 6th, 7th, and 8th grade are divided alphabetically Mrs. Montgomery works with "A" through "K" and Ms. Click works with "L" through "Z".

Elevator Use

The elevator is for use by handicapped students, moving equipment and emergency use.

Locks and Lockers

Lockers will be issued. Do not leave money or any other valuables in your locker, in the locker room, or around the building at any time. A fee will be charged to the student for any locks lost or stolen.

Lockers in the school, or on school property belong to the school. At no time do they become property of the student. Students should not expect privacy in these areas because the school district retains the right to search them at the discretion of the school administration, and to seize any illegal, unauthorized or contraband materials discovered in the search.

Periodic searches of these areas may be conducted by school officials, with or without the assistance of law enforcement officers, at any time, with or without notice to the students. No consent or search warrant is required for inspection of these areas. For the purposes of this policy "search" includes but is not limited to visual inspection, physical inventory of contents, sniff by contraband detecting dog, or other animals or by electronic devices, photography of all sorts, electromagnetic photography of all sorts, and inspection of electromagnetic sensors of all sorts.

Every reasonable attempt shall be made to afford the student the right to be present during the search. However, when safety concerns are the issue, the school reserves the right to make a search without the student being present or with a police officer if the student is present.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g. purse, book bag, athletic bag) may be searched whenever a school official has

reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If properly conducted search yields illegal or contraband materials, such finds shall be turned over to proper legal authorities for ultimate disposition.

Lost and Found

Whenever an article is misplaced or lost, report the loss to the office. Any articles found should be turned into the office.

Articles not claimed at the end of the school year will be donated to a local charitable organization.

Reward

We will punish and prosecute students we catch damaging our building and if you witness an act of vandalism and your testimony leads to that punishment or prosecution, we will pay you a reward of \$50.00. This is a standing offer that includes school days and non-school days both inside and outside the building.

Right to Review Records

Students and parents or guardians of the student have the right to review and examine official student records held by the school concerning that student. A one (1) day notice may be required for such a request.

Telephones

Marysville Middle School Office telephones are for business only. Students may use the telephones in the office if an emergency arises, and it is school business. They must state why they wish to use the phone to one of the office staff and have his/her permission before placing the call. This is a business office and visiting on the phone cannot be permitted.

Use of the office phone is prohibited during class periods. Long distance calls will not be allowed to be made on the office telephone.

Driving Education Regulations

All driver classes will be governed by the same rules that govern eligibility for high school athletics. Therefore, any student who received an "E" final grade for a class during the previous school year will be ineligible for this program. Driving by Marysville Middle School students to school is strictly prohibited.

School of Choice

The Marysville School District participates in the "School of Choice Program." Please contact the M.M.S. Office at 364-6336 or the St. Clair County RESA at 364-8990.

School Closing

If school is going to be closed or delayed due to bad weather, listen for the announcement over radio stations WPHM (1380) or WHLS (1450). These announcements are official, so there is no need to call the school. Whenever school is canceled, extracurricular activities for that day shall be postponed.

Visitors

All visitors must report to the office. Students wishing to escort visitors through the school must request, in writing, permission to do so (24 hours ahead of time) through the principal prior to the visit. Permission will be granted for a half-day visitation in writing, on an individual basis. No visitors are allowed to enter the intermediate school during lunch hours without administrative permission.

Marysville Public Schools District Network/Internet Acceptable Use Policy

Why The Internet

Internet access is now available to students and teachers in the school district. We are very pleased to bring this access to the Marysville Public Schools District and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Marysville Public Schools District has taken precautions to restrict access to all materials. However, on a global network it is impossible to control all material and an industrious user may discover controversial materials. The Marysville Public Schools District firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the district.

Network/Internet Guidelines

The Marysville Public Schools District's purpose is to provide access to unique resources and the opportunity for collaborative work. The use of the Network/Internet must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulation is prohibited.

The use of the Network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators, faculty, and staff of the Marysville Public Schools District may request the system administrator to deny, revoke, or suspend specific user accounts.

Before access is granted each user must receive training. Parents have the option of denying their child individual access to the Internet.

The following guidelines are provided so everyone is aware of the responsibilities that come with using the Network/Internet.

Internet Monitoring

Marysville Public Schools District may choose to employ from time to time monitoring and screening devices in an effort to ensure the potential use of these resources is appropriate for the wide range of users that may access these resources, including minors. There is no guarantee the information available is legal or appropriate. Therefore, Marysville Public Schools District employees and students have no property, liability or other interest or expectation of privacy in the use of the District's technology resources. The District administration reserves the right to monitor and review any material accessed, reviewed or stored in connection with the use of District technology resources. The District may edit or remove any material placed or stored on the District's technology resources which the Superintendent or designee, in his/her discretion, determines may be unlawful, obscene, abusive, or otherwise objectionable. Any such decision is final and shall not be subjective to review or appeal.

Marysville Public Schools District Rules for Internet Use

1. *Never share your password or account with anyone.* You have full responsibility for the use of your account. You will be held responsible for any violations of these rules that can be traced to your account.
2. *Do not vandalize computers, software, or network devices.*
3. *Obey the rules of copyright. Don't copy other people's work.*
4. *Do not download or install software without written permission of the teacher and/or system administrator.*
5. *Do not post personal communications in a public forum without the author's prior consent.* All messages posted in a public forum such as a news group may be copied in subsequent communications, so long as proper attribution is given.
6. *Do not use the network for any illegal activities.* Illegal activities include tampering with computer hard ware or software, unauthorized entry into computers, or vandalism or destruction of computer files. In some cases, such activity is considered a crime under state and federal law.
7. *Do not deliberately spread computer viruses.* Computer viruses are programs that have been developed as pranks, and can destroy valuable programs and data. Deliberate attempts to degrade or disrupt system performance of the local school network or any other computer system or network on the Internet by spreading computer viruses is considered criminal activity under state and federal law.
8. *Use appropriate language.* Profanity or obscenity will not be tolerated on the school network. You must use language appropriate for school situations as indicated by school policy.
9. *Avoid offensive or inflammatory speech.* Internet users must respect the rights of others both in the local community and in the Internet at large. Personal attacks are unacceptable use of the network. If you are the victim of a personal attack, ("Flame") bring the incident to the attention of a teacher or system administrator.
10. *Be aware that giving out personal information on the Internet can be dangerous.*
11. *Do not use a school account to post anonymous or false information. Individuals must take responsibility for their actions and words.*
12. *Do not intentionally search for, view, and or distribute inappropriate materials.*
13. *Internet may not be used for commercial purpose product advertising or political lobbying,*
14. *User must respect the privacy of others;* for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others, or represent themselves as another user unless explicitly authorized to do so by the user.
15. *Users must respect the integrity of computing and network systems;* for example, users shall not intentionally develop or use programs that harass other users or infiltrate a computer, computing system or network and/or damage or alter the software components of a computer, computing system or network.
16. *Use shall be consistent with guiding ethical statements and accepted community standards.* Malicious use is not acceptable.
17. *Use of the Internet and any attached network in a manner that precludes or significantly hampers its use by others is not allowed.*
18. *Repeated, unsolicited and unwanted communications of an intrusive nature is not acceptable.* For example, continuing to send email messages to an individual after being asked to stop is not acceptable.
19. *The Marysville Public School District reserves the right to modify or amend the above rules and regulations in the future. Users will be obliged to abide by any such revisions.*

Violations of rules may result in a loss of access as well as other disciplinary or legal action.

Marysville Public School District reserves sole discretion to determine whether any use of the Internet is a violation of these rules.

TITLE 1

Marysville Schools participate in the Title 1 program. The Title 1 program is funded by federal monies based on our at-risk student population.

The expanded role of the program promotes school-wide reform and works to ensure that all students meet high academic standards. The goals of Title 1 are tied to and support building level school improvement goals. Also, it is a goal of the Title 1 program to work with parents.

To demonstrate our belief that high student performance is a shared responsibility by parents, the entire school staff and students, the members of our school planning team have developed the following School/Parent Compact:

"Our school will provide all students with high quality curriculum and instruction which will provide the maximum opportunity for all students to successfully meet the state's content and performance standards. Furthermore, regular and open communication regarding student progress will be maintained at all times, including regularly scheduled parent-teacher conferences, frequent progress reports and reasonable access to staff.

In turn, parents of participating Title 1 students will agree to be responsible for supporting their child's learning. This support will include, but not be limited to, monitoring attendance, homework completion, and television watching; volunteering to help in the classroom when possible; and participating in decisions regarding their children's education."

Marysville School District

FERPA Notice: Your Rights and Your Child's Records

The Family Educational Rights and Privacy Act (FERPA) afford to parents/guardians of students, and to students themselves who are over 18 years of age, certain rights with respect to the student's education records maintained by the Marysville School District. These rights are outlined below:

1. The right to review and inspect the student's education records within 45 days of the day the district receives a written request for access. Parents or eligible students should submit to the school principal a written request that identified the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the district to amend a record they believe is inaccurate or misleading. They should write the Superintendent of Schools clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the district decides not to amend the record as requested by the parent or eligible student, the district will notify the parent or eligible student of the decision and advise them of their rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official includes a person employed by the district as an administrator, supervisor, instructor, counselor, or support staff member (including health or medical staff and law enforcement personnel); a person serving on the district's school board; a person or company with whom the district has contracted to perform a special task such as an attorney, auditor, medical consultant, or therapist, or a parent, student or other person serving on an official committee, such as a disciplinary or grievance committee or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities for the district. Upon request, the district also discloses education records without consent to officials of a school district in which a student seeks or intends to enroll. If you do not want the school district to disclose directory information without your prior written consent you must notify the district prior to September 1st. The district has designated the following as directory information:
 - Student's name
 - Participation in officially recognized activities and sports
 - Address
 - Telephone listing
 - Weight and height of members of athletic teams
 - Photograph
 - Degrees, honors and awards received
 - Date and place of birth
 - Dates of attendance
 - Grade level
 - Program of study
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirement of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20024.

The Marysville Public School's Board of Education supports parental involvement as both a valuable resource and ally in teaching and learning for our students.

In conjunction with the Parent Involvement Policy (9720), M.P.S. parents/guardians are kept informed and/or have the opportunity to be involved, a part of the **Parent Involvement Plan**.

The Plan consists of:

Federal and State Mandated Notifications:

*Save and Drug Free Schools Program	*Supplemental Services Information
*Before & After School Programs	*Parent Visitation Policy
*National Assessment of Educational Progress	* Section 504 Meetings
*Family Education Rights to Privacy Act	*Anti-Discrimination
*Reproductive Health Curriculum	*Schools of Choice (District/County)
*AHERA – Asbestos	*Freedom of Information Act (FOIA)
*Material Safety Data Sheets (MSDS)	*Annual Yearly Progress (AYP)
*Protection of Pupil Rights Amendment	*Education YES! Report Cards
*Board of Education Meetings	*Pesticide/Herbicide Use
*McKinney Vento Rights of Homeless Students	
*Individual Education Plans (IEP's)	
*Title 1: HQ Letters, Parent Involvement Policy, Substitute Use, Meetings	

District-Initiated Involvement Activities:

*Parent Open Houses	*Parent/Teacher Conferences
*Parent Advisory Committees	*Booster Clubs
*Parent/Family Night	*Field Trips
*Child Study	*Graduating Senior Information
*Athletic Eligibility Notices	*Athletic Code of Conduct
*Annual M.P.S. Budget Report	
*Special Education Parent Advisory Committee	

M.P.S. Parent Involvement Notifications:

* Annual Report	*Building Newsletters
*District Newsletters	*Mailing – Bulk Mail
*Direct Mailings	*District Web Site
*Building Web Sites	*Telephone Calls
*Telephone Messages System	*"Student-Carried" Messages
*E-Mail Messages	*Public Forums
*Student Handbooks	*Parent/Student Handbooks
*Staff/Employee Handbooks	*Student Report Cards
*Local Print Media: Voice & Times Herald	*Surveys & Focus Groups
*Board of Education Meetings	