

Durand Middle School



STUDENT HANDBOOK

2018-2019

"Durand Is a Model District Where Students Want To Be"

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The school reserves the right to set forth as part of this handbook those rules and regulations necessary and proper for carrying out the execution of the educational programs of the school which are not specifically stated herein as the need arises. When in the judgment of the administration, a student's behavior reaches such proportion or is of a nature that tends to adversely influence others, or interferes with the educational process or infringes on the rights of others, this behavior is grounds for immediate removal and/or suspension.

Introduction

Welcome to Durand Middle School and the 2018-2019 school year. It is our goal to offer you the finest educational opportunities. This handbook is written as a guide for each student and parent/guardian. Please read this information as a family so you are aware of procedures that will be followed throughout the year. We are looking forward to a successful year!

Mission Statement

The Durand Middle School staff, in partnership with parents/guardians, students, and the community, will provide a positive and respectful learning environment. We are committed to accomplishing academic excellence, social growth, communication, and technological skills. All students will become responsible lifelong learners in the 21st century.

Vision

Empowering a community of learners to believe they have the ability to achieve greatness through a safe, engaging, and respectful school environment.

General Building Information

Enrollment

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

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

A birth certificate or similar document,

Court papers allocating parental rights and responsibilities, or custody (if appropriate),

Proof of residency,

Proof of immunizations.

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

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

School Day

The school office is open from 7:00 AM to 3:30 PM. Students may enter the building at 7:10 AM and are expected to leave the building immediately after school dismisses, unless under adult supervision. The building will be locked until 7:10 AM. Breakfast is available at 7:10 AM. Students need to go directly to the cafeteria or the cafeteria hallway when they arrive to school. Students who are in the building at other times must be under a teacher's supervision. The school day begins at 7:35 and dismisses at 2:21.

Planner Use Policy

Each student will have a school issued planner at all times. The planner is to assist the student to keep track of homework assignments, tests, and project due dates. The planner will also help with the communication of schoolwork to parents/guardians. Every student is required to write in their planner what was taught in class and the homework assignments as appropriate. Planners are used for hall, media center, and bathroom passes. It also serves as a hall pass during the school day. The planner is an integral tool of a middle school student's life. A fee of \$4.00 will be charged for its replacement if it is lost or damaged.

Breakfast

Breakfast is available in the morning for \$1.50.

Lunch Periods

During lunch, students are allowed in the cafeteria and in designated outdoor areas of the school when the weather is appropriate. Students are not allowed to go to classrooms at lunch without a pass. All lunches are to be eaten in the cafeteria. School lunches are provided at a cost of \$3.00 or students may bring their lunches from home. Milk is sold for 35 cents. No food or drink is to be taken out of the cafeteria without permission. Students are not allowed to leave the school grounds at lunch.

Energy Drinks

We discourage the consumption of energy drinks and ask that students do not bring these drinks to school.

Lunchroom Rules

- Students are not to leave the cafeteria with food or drink without permission from a lunchroom supervisor.
- Students are not allowed to be in A or B wing or at their lockers during lunch without permission from a lunchroom supervisor.
- Good manners are expected and all trash is to be cleared from tables, chairs, and floor before leaving. If a student spills something, they are expected to clean up after themselves.
- Students are to have no more than eight students per table.
- Cutting in line is not permitted, and only four students at a time are allowed to go through the lunch line. A student may lose their privilege to eat in the cafeteria if they cannot follow the rules or guidelines set by staff.

Off Campus Events

Students at off campus school sponsored events shall be governed by school district rules and regulations and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of privileges to attend school sponsored, off campus events, and may result in school disciplinary action up to and including expulsion.

Textbooks and Materials

Students are responsible for all books, materials, and lockers assigned to them. Students are expected to pay for or replace books or materials if they are damaged or lost. Textbook replacement, due to loss or destruction, will be charged to the student and parent/guardian accordingly. Students are expected to have all fines and fees paid in full prior to their participation in the end-of- the-year track and field day.

Policy 5780 states: Parent/guardian(s) have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials mean instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

Emergency Contact Information

All students must have emergency information on file at the school that provides information regarding who should be contacted during an emergency situation. If the names, telephone numbers, or other important information change during the year, parents are responsible for notifying the school. In cases of extreme emergency when a parent cannot be reached, the child will receive medical care if any such action has been authorized on the emergency sheet. If the situation dictates, the district may call an ambulance. Additional names to be contacted in case of illness or emergency should be listed in order of priority. Any parental restrictions must be supported with a copy of legal documents.

Counseling

It is our mission that students graduating from the Durand Area Schools will participate in a comprehensive counseling program. Students will have the opportunity to explore careers, practice decision-making skills, receive knowledge of self and others, and select a career pathway to help them enter the world of work.

On September 10, 2001, the Durand Area Schools Board of Education adopted the Michigan Comprehensive Guidance and Counseling Program. The program consists of the following components: Guidance Curriculum, Individual Planning, Responsive Services, and System Support.

The Michigan Comprehensive Guidance and Counseling Program is a recognized component of Michigan's Career Preparation System. The Michigan Career Preparation System ensures that students explore the six Michigan Career Pathways and develop an EDP (Education Development Plan) by the end of 8th grade.

The six Michigan Career Pathways as approved by the Michigan Department of Career Development are:

1. Arts and Communications
2. Business, Management, Marketing and Technology

3. Health Science
4. Engineering/Manufacturing and Industrial Technology
5. Human Services
6. Natural Resources and Agriscience

All students are provided the Michigan's Comprehensive Guidance and Counseling curriculum, career preparation, and individual counseling services during their educational experience at the middle school.

Medication

If a student must take medication during the school day, he/she must leave any medication in the office. No medication will be given to students unless it is brought from home with a signed medication form from the parent/ guardian. This includes aspirin and cough drops. The school does not supply any type of medication. The Board policy states:

The medical person authorized to prescribe medication (doctor, etc.) must send a written order (prescription or note) to the building principal. Parent/guardian(s) must submit a written request to the building principal requesting the school's cooperation in such supervision and releasing the school district and personnel from liability (signed form available in office).

Medication must be in the original container, properly labeled and authorized by written order of a licensed medical person. Any change in type of medication, dosage, and/or time of administration should be accompanied by new physician and parent/guardian permission signatures and a newly labeled pharmacy container.

Over-the-counter medications should not be maintained on the school premises unless written parent/guardian permission to administer. All medication will be discarded at the end of the school year if not picked up.

Concussion Awareness

In accordance with Public Acts 342 & 343 of 2012, all students must have a signed waiver on file acknowledging they have received and reviewed the Concussion Facts Sheet for Parents and Students provided by Durand Area Schools.

Visitors

Visitors to the middle school will be authorized by office staff using a security system during the school day. They must report to the office and sign in. Students' friends are not permitted to visit during the school day. Building policy dictates that people with school business during the school day must report to the office and sign in before proceeding to contact any other person in the building or on the grounds. Parent/guardian(s) wishing to eat lunch with their student must report to the office and sign in.

Withdrawal from School

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. Any students leaving our school must notify the office. All textbooks must be turned in along with a withdrawal sheet signed by each teacher. If possible, leave a forwarding address with the school office.

Lost and Found

An area is established near the main office for lost items. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

Student Valuables

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

Book Bags

Book Bags must not be larger than the size of the locker (9 1/2" wide). All book bags are to remain in students' lockers during class time. Due to locker size, wheeled book bags are not permitted.

Attendance

According to Section 380.1561 of the General School Laws of the State of Michigan, parents or guardians of children between the ages of six (6) and eighteen (18) years of age are required to see that all children are in attendance the entire school year. Attendance must be continuous.

Absences

Regular attendance is important for success in school. When an absence is necessary, it is the student's responsibility to see that the work missed is completed. Work must be turned in no later than 2 days following each day of absence. With absences of three days or more, homework can be requested through the office. With absences of less than 3 days, the student should request work from teachers upon returning to school.

The following are excused absences:

- Court (C) documentation must be provided
- Medical appointments (Dr.) documentation must be provided
- Funerals (F) documentation must be provided
- School related absences (ACT)
- Out of school Suspension (OSS) In School Suspension (ISS)
- Reduced schedule (R)
- Office (O)
- Responsible Thinking Classroom (RTC)

Verified absences

Parents and/or guardians can call a student in to school sick. The absence will be verified, but will not be excused without documentation.

Unverified absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

Every absence not verified by a parent or legal guardian for an acceptable reason (or within the 2 school days of the absence) will be considered unexcused. Unexcused absences are unverifiable. Examples of unexcused absences are

- Skipping/leaving school without permission or without signing out in the office
- Oversleeping
- Missing the bus
- Car trouble
- Parent/Guardian failing to excuse the absence within two school days of the absence.

If an absence is unverified a student may not make up the work.

All other absences are subject to review by the principal.

When school is in session for a half-day, students are required to attend. If field trips are planned and your student is not participating, they are expected to attend school. Teachers are still in each classroom and lessons are being covered. A parent/ guardian's positive attitude about school attendance is vital to instill in children.

After 10 absences, the county truancy officer may be notified to investigate the attendance situation. A warning letter will be sent home prior to the truancy officer's involvement. If you have any questions regarding attendance, please call and discuss the circumstances with the principal.

Steps to follow when students are absent

Parent/guardian(s) must call the school to inform the office at (989) 288-8792 of the student absence. In addition, parent/guardian(s) can also write an excuse giving student name, date, days of absence, reason for absence, phone number and their signature. This note needs to be brought to the office when the student returns from their absence.

Special Absences

Permission is given by the principal for special trips such as hunting, fishing, or vacation. District policy allows for verified absence for these trips with the following conditions, if a student receives work in advance, the work is expected to be completed upon return in order for the absence to be verified.

Appointments

Students needing to leave school early must have the adult who is picking them up either sign the student out (in the office) or phone the secretary or principal before the student will be released. Students failing to check in and out of the office will be subject to disciplinary action.

Tardy to School

It is a student's responsibility to arrive to school on time. If students are on a late bus, they are automatically excused. Excessive tardiness will lead to disciplinary action at the discretion of the principal. When students are late to school, they must report to the main office before going to class.

The following procedure is followed for tardiness:

First unexcused tardy	Warning
Second unexcused tardy	Student is sent to RTC to call home
Third unexcused tardy	Lunch detention
Fourth unexcused tardy	One hour after school detention
Fifth unexcused tardy	ISS or OSS
Sixth unexcused tardy	ISS or OSS as determined by the principal

Students may receive an individual plan with parent consultation for excessive tardiness. Tardy totals reset to zero at the start of each marking period.

Lockers—Search and Seizure

All lockers and other storage areas provided for student use remain the property of the district. These lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in that locker or storage area or the contents contained therein. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed. Students are not to give their combination to other students. Students using another student's locker risk losing locker privileges. Students are expected to assume full responsibility for the security and contents of their lockers. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to police. The administration may from time to time use the Shiawassee Sheriff Department, Michigan State Police, and/or city police drug dog to search the building.

Dress Code

Students are expected to be dressed in an appropriate, decent manner at all times. While we realize that school is also a place for social interaction, the goal is to prepare students for the professional workplace where appropriate dress is critical to success. The principal has the right to decide if current trends in clothing or accessories are appropriate at school. The final decision and enforcement of the dress rules will always rest

with the principal. Any form of dress which is disruptive to the educational process will not be permitted. The Dress Code also applies to extracurricular activities, field trips, and public performances.

Sweatshirts/T-Shirts/Tops

- Must be clean and neat.
- No halter-tops or tube tops.
- Remarks written on clothing must not be suggestive or unacceptable to school and community; no drawing on sleeves and body art is allowed. No images of weapons, tobacco, alcohol, or inappropriate sayings.
- Bare midriffs are not permissible.
- Tank tops must cover the back and have at least 2-inch straps—No spaghetti straps or tank tops with oversized armholes.
- No "See Through" clothing of any type.
- Clothing that exposes the stomach, chest (cleavage), or back.

Shorts/Pants/Dresses/Skirts

- Shorts, skirts, and dresses must be of appropriate length (fingertip length when standing).
- No pajama pants.
- No "casual" pants with an open/buttoned fly.
- No bicycle pants/shorts are allowed, including boxer shorts.
- Holes in clothes are not permitted above the knees.
- Pants and shorts are to be worn at the waist—no sagging pants.

Coats/Shoes/Accessories

- Footwear must be worn (no slippers)
- Wallet/billfold chains are not to be worn.
- Hats, bandanas, sweatbands, hoods or other garments used as a head covering are not to be worn in school or at school functions unless there is a special occasion.
- No spiked/sharp jewelry.
- Coats are not to be worn in the classroom unless a teacher gives permission.
- No purses or book bags in classrooms.
- No make-up products in classrooms.
- No sunglasses worn inside the school.
- Any form of beer, alcohol, tobacco, drug inscribed belongings, or paraphernalia relating to these items will not be allowed in school.

Students in violation of the dress code will be sent to the office and required to change their clothing. Students have an option of changing with clothes they may have in their locker, contacting a parent/guardian, or reporting to ISS for the school day. If you any questions related to these expectations, please contact the office.

Emergency/Safety Information

Durand Area Schools Board Policy for Emergency Dismissals School Closings

The emergency closing of school will be announced through the **SchoolMessenger**. We will also use the following radio stations and television stations:

WJR 760 AM
TV-12

WJIM 97.5 FM
TV-5

WHNN 96.1 FM
TV-6

TV-10

Tornado Procedures

During a tornado watch or tornado warning, staff and students are kept in the building. All extracurricular activities are cancelled, including all practices. During a watch, students will go home when school dismisses if the watch is in effect. During a warning, students are kept in the building until the warning has been lifted.

Classroom teachers will instruct students on the procedures for fire and tornado drills. Students are expected to review procedures for rooms in which they have classes. Student cooperation is expected at these times. All persons in the building are required to comply with established or announced emergency procedures when activated.

Extracurricular Activities

Activities requiring academic eligibility in the Middle School are as follows: athletics and student council.

Student Council

The Student Council is a committee of students elected by their classmates to sponsor various activities for the middle school. Elections for Fifth—Seventh grade officers will be held in the fall. The council also works with the community on service projects and participates with several charitable organizations. Meetings are held about once a month.

Athletics

All students participating in athletics must have a valid physical prior to participation in sports. The following athletic programs are offered:

BOYS: Football, basketball, wrestling, track

GIRLS: Basketball, volleyball, track, cheerleading

Club sports are also available to middle school students.

Junior High Academic Eligibility

In order to participate in junior high athletics, a student must maintain eligibility according to the MHSAA as well as specific rules and regulations to Durand Athletics.

For weekly eligibility, Durand student-athletes must currently be passing 6 of the 7 current classes. A passing grade is a D- or higher in subjects using grades and a "P" in subjects using pass/fail. Weekly eligibility checks will be made by the Athletic Director to determine current eligibility standing. If a student-athlete fails to pass 6 of the 7 current classes at the end of any given week, he/she will be declared ineligible for the following week. That week shall be defined as Monday through Sunday. After three weeks of ineligibility (non-consecutive weeks), the student-athlete shall be removed from the team.

Activity Times/Dances

Student activities and dances will be held periodically. Our school activities and dances are open only to Durand Middle School students. Students may not leave before it is over unless a parent/guardian sends a note and/or comes to pick their child up. Students should be picked up promptly after the event.

Academic Information

Report Cards

Durand Middle School follows a nine-week marking period schedule. There are two marking periods in each semester. Grades can be accessed through PowerSchool. Parents can check student progress at any time by using their PowerSchool log in information. If you would like a paper copy, please contact the office.

Class Changes

Core classes will not be changed until the end of a semester. Students can only switch out of the STEM core classes at the end of a semester. Students can request an elective change before the start of the marking period. Once the marking period starts, elective class changes will not be honored. Class changes based on teacher preference will not be honored.

Homework/Assignment

Missing work will not be tolerated. Students will receive grades based on fully completed assignments only and work will be graded based on performance. Late work will not be marked down on the assignment, but will be reflected in the behavior report card. Students that have missing work will be assigned to attend ZAP at lunch. If ZAP is missed, parent will be contact and after school tutoring will be set up. Contact teachers with questions regarding student progress. Grades and homework information can be accessed through PowerSchool. Please contact the office staff for additional information.

Academic Dishonesty

Academic dishonesty includes, but is not limited to, the act of using the work, or giving the answers to another person to enhance or receive credit on any form of academic work. Teachers will communicate homework, class-work, and testing expectations, rules, and consequences. Failure of students to adhere to teacher expectations will be considered a violation. Examples of cheating/dishonesty include but are not limited to:

Copying answers from worksheets

- Copying a daily assignment
- Giving another student a worksheet/paper/test to use
- Calling out an answer in class
- Copying from another's test
- Talking during a test
- Unauthorized use of "cheat sheet"
- Attaching answers to various parts of your body or objects
- Looking over the shoulder of another student during a test/quiz/assignments
- Knowingly permitting another student to copy from your paper or test
- Dishonesty on a test, quiz, or exam
- Communicating with any electronic device or other instruments

Plagiarism

Included, but not limited to, the copying of all or a portion of another person's work and passing it off as his or her own work. Examples include:

- Cutting and pasting
- Copying from internet sources (spark notes or other web sites)
- Copying from any type of book or magazine or any published information (cliff notes, encyclopedia, etc.)
- Failure to cite another's ideas or words
- Work previously submitted by another

Self-Plagiarism

Students may not use their own work more than once unless discussed with a teacher.

Consequences for Academic Dishonesty/Plagiarism:

- 1st Offense- Student will be referred to the office with an Office Discipline Referral (ODR), student and teacher conference, and will have the option to redo the assignment for partial credit
- 2nd Offense- Student will be referred to the office with an Office Discipline Referral (ODR, they will receive a Zero on the assignment, and disciplinary action including, but not limited to suspension, or expulsion per Board of Education discipline hearing.

Behavior/Discipline Policies

Durand Middle School staff recognizes that middle school students are in a transitional stage of development. As the middle school student develops, they may make poor choices. However, when behavior interferes with the educational process, a discipline procedure will be applied.

Behavior in the Classroom

Rights and Responsibilities of Durand Middle School Students:

- Listen (to teachers, other adults, and follow directions).
- Be ready to learn (pencils, books, materials, learning attitude).
- Respect (you, others, and their belongings).
- Be in class and seated on time.

Student Code of Conduct

The Student Code of Conduct sets forth students' rights and responsibilities while at school and school-related activities. When determining the appropriate consequence of student misconduct, school officials may use intervention strategies, disciplinary actions depending upon the severity or repetition of misconduct, age or grade level of the student, circumstances surrounding the misconduct, the impact of the student's misconduct on others in the school community, or other relevant factors.

The Student Code of Conduct applies before, during, and after school:

- "At school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event, whether or not it is held on school premises;
- When a student's conduct at any other time or place has a direct and immediate effect on maintaining order and discipline, or on protecting the safety and welfare of students or school district staff; and
- When a student is using school telecommunications networks, accounts, or other district services.

The **Responsible Thinking Process** will be used in all environments of the middle school (i.e., classrooms, cafeteria, playground, hallways, etc.). You can visit the responsibility web site at <http://www.responsiblethinking.com/index.htm> for more information.

The **Responsible Thinking Process (RTP)** is a discipline process that teaches students how to think through what they are doing in relationship to the rules of wherever they are (i.e., classroom, cafeteria, playground, hallways, etc.). The key component of this process is its focus on teaching students how to achieve their goals without interfering with others that are trying to do their best.

The **Responsible Thinking Classroom (RTC)** is where students are referred to when they continue to violate the rights of others. In RTC, students work on a plan to learn how to achieve what they want without interfering with the rights of others. If a student chooses to disrupt the learning process in the classroom, the teacher will initiate a series of questions that are designed to allow students to think about what they want in relationship to the rules of the classroom. If the student continues to be disruptive, then he/she has made the choice to go RTC.

In RTC, the student will create a written plan to address their disruptions. The plan must be negotiated and discussed with the teacher before returning to class. It is the student's responsibility to arrange an appointment with the teacher to negotiate a plan.

If a student is disrupting the RTC room or refuses to write a plan, he/she will be sent home. Any student sent home will be asked to return to school with a parent/guardian to determine if the student has a commitment to follow the rules.

If a student has repeated referrals to RTC, parents will be contacted to set up a team meeting to be sure he/she is ready to follow expectations and develop a plan to become responsible within the school environment.

The following violations, which may not be appropriate for RTP, are subject to disciplinary action:

Inappropriate Behavior/Disrespect to Staff

Insubordinate acts in response to a reasonable request by the staff member will be handled on an individual basis by the administration. The result of this type of behavior can result in parent/guardian contact, parent/guardian meeting, ISS and/or OSS. Chronic repeated behavior could result in recommendation for expulsion.

Inappropriate Behavior with a Guest Teacher

Student behavior is expected to be at the highest level—considerate, kind, and courteous—when there is a guest teacher. If a guest teacher has to report a student with an office disciplinary referral for inappropriate behavior, disciplinary action will be taken. Depending on the incident and the occurrence of this issue, the discipline will be an in-school suspension for the rest of the day with the possibility of out of school suspension for the next day.

Conduct at Extra Curricular Activities, Assemblies, and Field Trips

Behavior in these areas should reflect well upon students and the school. All school rules that apply during the day also apply at the school sponsored activities whether it is in the middle school building, at the high school, or any other location. Assemblies and field trips may be denied to students that have been referred to the office for behavior problems and/or suspended for inappropriate behavior.

Electronic/Communication Devices

Cell phones may be brought to school but are to be turned off and stored in lockers once inside the school. Cell phones are not to be used during school hours without permission of supervising staff. Cell phones are not to be on the student's person during school hours. Students found not complying with the guidelines will have their phone confiscated and it will be sent to the office. Electronic Devices including radios, Walkman, I-pods, MP3 players, laser lights, or computerized toys, etc., are not to be used at school or any school sponsored activity or event. Such items brought to school are to be turned off and secured in lockers and are not to be on a student's person. The school will not take responsibility for the loss or damage of such items.

First Offense: student may pick up their phone at the end of the day in the office.

Second Offense: phone will be sent to the office and parents will be contacted to pick up phone from school.

Third Offense: After school detention and phone picked up by parent.

Selling of Products

Students are forbidden to sell anything (except approved fundraisers) to each other before, during, or after school, on school property, or at a school sponsored activity or event. Students that exhibit this behavior will receive an ODR (office discipline referral) and an after school detention. A second offense will result in ISS and possible OSS.

Fighting/Horseplay

Physical contact or altercations will not be tolerated regardless of whether it is intended as horseplay or not. Any physical altercation will involve a suspension of up to 10 days with possible expulsion depending on the incident.

Gambling

Participating in an activity or playing games for money, exchange of goods, or other stakes is not permitted on school grounds or at any school sponsored activity or event. Students that exhibit this behavior will receive an ODR (office discipline referral) and an after school detention. A second offense will result in ISS and possible OSS.

Public Display of Affection

Kissing and embracing is not permitted on school property, during school, or during school sponsored activities and events. Students that exhibit this behavior will receive an ODR (office discipline referral) and an after school detention. A second offense will result in ISS and possible OSS.

Dangerous Weapons Policy

Michigan State Law states that a school district may expel any student who, while at school or a school sponsored event, is in possession of a weapon, commits arson, or rape. This expulsion is for a period of up to 180 days and the student will not be able to attend any publicly funded school activities during this period.

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 permanent expulsion. 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 belonged to a student other than the one who possesses 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 up to 180 days if he/she brings, or has in his/her possession on school property or at a school-related activity, any of the following: Any explosives, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or devices that can be converted into such a destructive item. Any cutting instrument consisting of a sharp blade over three inches long fastened to a handle. 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 may be considered a weapon. This includes, but is not limited to padlocks, pens, pencils, laser pointers, etc. Intentional injury to another can be a felony and/or cause for civil action. This action may subject the student to expulsion.

Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars,

cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

Violation of these acts will result in disciplinary action up to and including suspension and/or expulsion from school and referral to the appropriate law enforcement authorities.

1st offense 3 Days Out of School Suspension
2nd offense 5 Days Out of School Suspension
3rd offense 10 Days Out of School Suspension

Threats

Any threats or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Students that exhibit this behavior will receive an ODR (office discipline referral) and consequences based upon the threat up to recommendation for expulsion. A second offense will result in suspensions or students will be subject to expulsion.

The following is a description of the various discipline procedures used at Durand Middle School:

Lunch Detention

This form of disciplinary action takes place during students' lunchtime. Students are to report to the designated area when dismissed to lunch. Students will be assigned a lunch detention for, but not limited to, problems in the cafeteria, issues during recess time, tardies, hallway disruptions, etc. If a student fails to show up for an assigned lunch detention, the student will receive an afterschool detention.

After School Detention

This form of disciplinary action takes place after school for one hour. Students are to report to the designated area to complete schoolwork. Students are responsible to provide assignments. Students will be assigned an after school detention for, but not limited to, problems in the cafeteria, issues during recess time, tardiness, hallway disruptions, etc. If a student fails to show up for an assigned after school detention, they will be assigned additional detentions, ISS, or OSS. Parent/guardian(s) will be responsible for making immediate arrangements to pick their child up at school.

Full Day In-School Suspension (ISS)

One of the interventions that may be assigned by the principal is the In-School Suspension (ISS). While serving ISS, the student is expected to complete school assignments in the ISS room. On a day that ISS is assigned, the student will not be attending his/her regular classes, but will be assigned to a supervised room. If the student is absent on a day that ISS is assigned, he/she is to serve it on the first day upon return. Students who engage in misbehavior while serving an in-school suspension may be subject to up to 3 days out of school suspension at the discretion of the principal. Parent/guardian(s) will be responsible for making immediate arrangements to pick their child up at school.

Out of School Suspension (OSS)

One of the interventions that may be assigned by the principal is the Out of School Suspension (OSS). While serving OSS, the student is not allowed on district grounds for any function without the prior direct consent of the principal. The office will collect assignments for a student when he/she has a minimum of two full days of OSS, which needs to be picked up by a parent/guardian or designated individual. If a student has less than two full days of OSS, it is the student's responsibility to go online to get assignments. Students are expected to make up the work that is missed. The student is responsible for obtaining the missing assignments and turning them in on the due date designated by the teacher. The expectation is that students shall be completing class assignments while serving the suspension and therefore, all assignments are due when they return to school. Any learning that cannot be made up such as labs, fieldtrips, skill practices, or any learning that the student chooses not to make-up may be reflected in the grades earned.

Recommendation for Expulsion

This may occur if actions follow a persistent and/or unlawful behavior. Removal from the school setting beyond ten (10) consecutive days requires Board action.

Behavioral Contracts

Behavioral contracts are used for students who have difficulties adjusting to the middle school environment. The behavioral contracts are a positive way to cause behavioral changes with students and are a positive reinforcement. Each behavioral contract is unique to the child's needs.

Bullying and Other Aggressive Behavior Towards Students

The Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards.

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for personal safety, or personal degradation. Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

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

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified depending on the nature of the complaint and/or the results of the investigation.

Implementation

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

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

Procedure

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

official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

The principal (or other administrator as designated) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit.

Consequences

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

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on annual basis.

Non-retaliation/False Reports

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

Prevention/Training

The District shall provide, and all administrators, school employees, contracted employees and volunteers who have significant contact with students shall undertake annual training on preventing, identifying, responding to, and reporting incidents of bullying and other aggressive behavior.

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

“Bullying” is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device) that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic. Such behavior is considered harassment or bullying whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle.

“Bullying” is conduct that is intended, or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interferes with educational opportunities, benefits, or programs of one (1) or more students;

B. adversely affects the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;

C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or causing substantial disruption in, or substantial interference with the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.

Verbal – taunting, malicious teasing, insulting, name-calling, making threats.

Psychological –spreading rumors, manipulating social relationships, coercion, or engaging in social exclusions/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Cyberbullying-any electronic communication intended to harm one or more students by interfering with education opportunities, adversely affecting a student's ability to participate in school or district education programs, having an actual or substantial negative effect on a student's mental or physical health causing a substantial disruption in the operation of the school.

"**Aggressive behavior**" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, and stalking, intimidating, menacing, coercion, name-calling, taunting, and making threats.

"**At School**" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"**Harassment**" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).

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

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

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

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

Harassment

Harassment of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parent/guardian(s), guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, name-calling, taunting, and other disruptive behaviors.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been or is the victim of harassment should immediately report the situation to the teacher, the principal, or may report it directly to the Administration office at 989-288-2681. Complaints will be investigated in accordance with Administrative Guideline 5517.

Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

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. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited.

Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment is defined as:

Submission to such unwelcomed conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment

It is the policy of Durand Middle School to maintain a learning and working environment that is free from sexual harassment. No board member, staff member, or students of this middle school shall be subjected to any form of sexual harassment or intimidation. Any board member, employee, or student in the district who believes that he/she has been subjected to discriminatory and/or sexual harassment, insults, or intimidation shall report the incident(s) to a building administrator, guidance counselor, Title IX coordinator, or grievance officer.

Durand Middle School will uphold policies 3362, 4362, and 5517, pertaining to sexual harassment, as outlined in the Durand Area Schools Board of Education Policies Handbook.

Sexual Harassment may include, but is not limited to:

Verbal harassment or abuse;

Pressure for sexual activity;

Repeated remarks with sexual or demeaning implications;

Unwelcome touching;

Sexual jokes, posters, cartoons, etc.;

Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

In compliance with State law, the Board shall permanently expel any student who commits criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines, which are available in the principal's office.

Student Hazing

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing involves conduct such as but not limited to:

Illegal activity, such as drinking or drugs;

Physical punishment or infliction of pain;

Intentional humiliation or embarrassment;

Dangerous activity;

Activity likely to cause mental or psychological stress;

Forced detention or kidnapping;

Undressing or otherwise exposing initiates.

Administrators, faculty members, and other employees of the District shall be alert particularly to possible situation, circumstances, or events, which might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties.

Drug Prevention Memorandum

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look- alike" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parent/guardian(s) should contact the school principal or counseling office whenever such help is needed.

Policy for Student Conduct on Buses

In view of the responsibility and bus safety factor dealing with the lives of the youth, the driver has authority over the bus and its passengers and answers to the Superintendent or the designated representative. Students are expected to behave and respond to the request of the driver or lose their privileges to ride the bus. It takes total cooperation of the administrators, drivers, students, and parent/guardian(s) to make a safe transportation program. The following items are being incorporated within the framework of the school district's disciplinary guidelines:

1. Bus transportation is an extension of the school building and the student code of conduct is in effect.
2. If a student is suspended from school, the transportation department must be informed.
3. Verbal warnings of a violation of these regulations must be followed by the student.
4. To insure maximum attention to the road, students must avoid talking to the driver except when absolutely necessary.
5. Normal conversation is permitted and expected; however, to insure greater safety, shouting, fighting and pushing is prohibited.
6. Changing seats without driver's permission is prohibited.
7. Smoking, spitting, and using profane language by anyone are absolutely prohibited at all times.
8. Throwing waste paper and rubbish on the floor of the bus is prohibited.
9. Eating and drinking on the bus is prohibited on daily runs.
10. Passengers must keep hands and arms inside the bus.
11. Passengers must not attempt to leave the bus while it is in motion.
12. Passengers must not open emergency door or escape hatches or tamper with any other part of the bus equipment unless an emergency situation exists.
13. When crossing the road after leaving the bus, students must cross in front of the bus only on the signal from the driver after making sure that no other vehicles are approaching. Ten feet is the recommended safe distance for crossing in front of the bus.
14. Talking is prohibited while the bus is stopped or crossing a railroad crossing.
15. Passengers are expected to be on time at their designated bus stops.
16. Passengers are to stay off the roadway at all times while waiting or departing from the bus until the bus has left the area.
17. Book bags/back packs should be appropriate size with no wheels and no long or extended zipper pulls.
18. Skateboards and scooters will not be transported on school buses.
19. No glass bottles or jars are permitted on school buses.
20. Due process procedures are in effect.
21. No balloons are permitted on the bus.
22. No large school projects are permitted on the bus, a parent must bring them to and from school for the student.
23. Middle school students are not permitted to ride the elementary bus.

Instances of significant bus misconduct shall be reported by the driver in writing to the transportation supervisor. A copy of this notice will go to the parent/guardian of the child for their review. The transportation supervisor, upon review of the notice, will take appropriate action.

Notice #1—Notification must be signed by parent/ guardian and returned to driver. Possible 1-3 day suspension of bus privileges.

Notice #2—Notification must be signed by parent/ guardian in addition to a parent conference with Transportation Supervisor in person or by phone. Possible actions include a 1-5 day suspension of bus privileges.

Notice #3—Notification must be signed by parent. A parent/guardian conference with Transportation Supervisor and driver in person or by phone. Possible actions include 1 day to indefinite suspension of bus privileges.

Since school bus transportation is provided only for certain eligible students; it shall not be considered a personal door-to-door service; i.e., most school bus riders will find it necessary to walk some distance to the designated bus stop. (*Transportation Policy #3545-1, D, 2). Students may not use the bus for transportation to the high school to get off and ride home in a car.

No student is allowed to ride a bus to another student's home unless it is an emergency situation. If this is the case, both parents/ guardians must call the transportation office to make arrangements.

Please note:

- Suspension of bus privileges may take place during any step of the disciplinary process depending on the severity of the incident.
 - Bus suspensions also includes all field trips as well as sporting events for the duration of the suspension.
- Any student damaging a school bus seat by writing on it, poking holes in it, or tearing it will be charge \$40 per seat damaged.

Student Acceptable Use

The purpose of this document is to establish parameters for access to and use of all district technology by students. District technology includes, but is not limited to: computers and accompanying peripherals, projectors, interactive whiteboards, iPads, software, the network, the Internet, television, surveillance technology, and digital cameras.

1. The use of district technology is intended for educational purposes only, as defined by Durand Area Schools.
2. The use of technology is a privilege and not a right. Those abusing the privilege may lose it regardless of the impact that such a decision would have on one's grade.
3. Students should have no expectation of privacy or confidentiality in any files sent, received, or stored on district media. The school system may review the subject, content, and appropriateness of any and all electronic data stored or transmitted over its network.
4. The recreational use of technological equipment by students is strictly prohibited. Recreational use includes but is not limited to such things as playing games and listening to music.
5. Students are prohibited from entering chat rooms or using instant messaging services unless they have received permission from their teacher to do so and such use promotes the educational goals of Durand Area Schools.
6. Students will not access, create, or pass along material that is unlawful, indecent, obscene, pornographic, abusive, or otherwise objectionable.
7. Users are prohibited from the malicious use of technology. Students may not use technology to disrupt the use of technology by others, to harass, to discriminate against, to defame, or otherwise embarrass or bully others. Students are responsible for the correct use and care of the technological equipment they are assigned to use. Students are not to use technological equipment that they have not been properly trained on.
8. Prior to use, students must inspect the equipment they work on and immediately report any damage or vandalism to the equipment or furniture to their teacher or adult supervisor. Failure to comply with this rule may result in being held responsible for damage not inflicted by the student him or herself.
9. If when working on technological equipment, something breaks or fails to work properly, the student must report the problem to his or her teacher immediately.
10. There is absolutely no eating or drinking (even water) around technological equipment.
11. Students may only log onto computers under their login name, and they must log off of the machine when they are done using it. Students may not use another student's login to log onto a computer. The only exception to this rule is when a staff member logs the student on under a generic user account.
12. Students may not share their computer passwords with anybody. They must follow reasonable safeguards in creating passwords and safeguarding them. Students will be held responsible for any wrongdoing committed under their login.
13. Students will not explore access, alter, or tamper with system, security, network, or program files. Such activity is considered "hacking" by Durand Area Schools.
14. Students are not to download, install, or copy programs or system files onto the computer or delete system or program files from the network or computers.
15. Students may only use the network to access their "home" or specifically assigned shared directories. Any attempt to access other directories, files, or folders will be considered "hacking" by Durand Area Schools.
16. Although Durand Area Schools' Internet connection is filtered, there is no guarantee that users will not encounter objectionable material while working on the Internet. If this happens, users are to immediately turn off their monitor and report the incident to a teacher, administrator, or other responsible adult.

17. Users may not use Durand Area Schools' technology for personal or private business, for product advertisement or political lobbying, or for making any financial commitments on the Internet.
18. Students violating the acceptable use policy will face disciplinary action up to and including: retraining, detention, referral to the principal, suspension, loss of computer or other technological equipment privileges, removal from technology classes, reimbursement to Durand Area Schools for costs incurred as a result of vandalism or negligence, or referral to the appropriate law enforcement authorities
19. Students may also fail technology courses they are enrolled in as a result of losing computer privileges. There should be no expectation that a technology teacher will create alternative lessons or assessments for students who have had their technology privileges pulled.
20. Durand Area Schools does not warrant the functions of district technology. The district does not warrant the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted. The district will not be liable for any direct or indirect, incidental, or consequential damages including lost data, information, or time incurred in connection with the use, operation, or inability to use the system.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annual Notification of Rights and Designation of Directory Information

Each year the Durand Area Schools, Shiawassee and Genesee Counties, Michigan, is required to give notice of the various rights accorded to parent/guardian(s) or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parent/guardian(s) and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

Right to Inspect: You have the right to inspect and review substantially all of your education records maintained by or at the Durand Area Schools. This right extends to the parent/guardian of a student under 18 years of age and to any student age 18 or older.

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

Right to Prevent Disclosures: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

Right to Complain: You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Durand Area Schools to comply with FERPA. Your complaint should be directed to: Family Policy Compliance Office

US Department of Education
600 Independence Avenue SW
Washington, DC 20202-4605

Right to Obtain Policy: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Office of the Superintendent
Durand Area Schools
310 N. Saginaw Street
Durand, Michigan 48429

Right to Object to Release of Directory Information: Generally, school officials must have written permission from the parent/guardian of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Durand Area Schools, Shiawassee and Genesee Counties, Michigan, has designated the following personally identifiable information contained in a student's education record as directory information: The student's name, student's photograph, videotapes of performances or events, grade level, height and weight of members of athletic teams, participation in recognized clubs or organizations, and student achievements, awards, recognition and honors.

The 2002 "No Child Left Behind" Act requires schools to provide the name, address, and telephone listings of secondary school students to military recruiters or to institutions of higher education who request this information.

Unless you advise the district that you do not want any or all of this information released, school officials may release personally identifiable information which it has designated as directory information, or the information as required under the 2002 "No Child Left Behind" Act. Upon such objection, this information will not be released without the prior consent of the parent/ guardian or eligible student.

You have 2 weeks from the receipt of this notice to advise the District in writing of any or all of those types of information about the student which you refuse to permit the District to designate as directory information. Your objections should be addressed to:

Durand Area Schools
310 North Saginaw
Durand, Michigan 48429