



# LEGG MIDDLE SCHOOL

## Welcome to Legg Middle School

On behalf of the Legg Middle School Staff, we welcome you. We hope that this coming year will prove to be very exciting, as the variety of classes can be challenging yet rewarding. The opportunities for achievement are endless here at Legg Middle School.

*Respect, Responsibility, and Safety* are the expectations that drive our school culture. We believe that building positive relationships motivates students and staff to live up to these expectations. Our commitment to building positive relationships helps provide a safe environment where students are able to grow socially and emotionally.

We are honored to have you with us for a joint adventure in middle school!

Thank you for the opportunity for us to share our world with you!

Sincerely,

*The Legg Middle School Staff*

### CONTACT NUMBER

Main Office.....279-5940

### ADDRESS

Legg Middle School  
175 Green Street  
Coldwater, MI 49036

**Legg Middle School**  
**School-Parent Involvement Compact**

**A Learning Partnership**

This is a written agreement expressing our support of your child's education. It is our goal to increase student achievement and social development. It is our belief that student performance will improve as a result of our cooperative efforts and it is essential that each person commits to accept his/her responsibilities.

**Parent/Guardian Commitment:** *I want \_\_\_\_\_ to reach their potential and I commit to do all of the following:*

- Ensure my child is ready to learn.
- Insist upon regular, on-time attendance.
- Review homework assignments and offer assistance when needed
- Attend meetings and activities relating to the success of my child.
- Maintain communication between home and school by using tools such as: planner, email, phone and Skyport.
- Support the Cardinal Pride Behavior System.
- Encourage my child's participation in extra-curricular activities.
- Attend parent-teacher conferences.

Parent Signature: \_\_\_\_\_

**Student Commitment:** *I know my education is important and though my teachers, parents, counselors and the administration are here to help me, my education is my responsibility. I commit to do all of the following:*

- Arrive on time and ready to learn each day with the necessary materials.
- Show respect at all times to everyone and their property.
- Follow all of the school rules and guidelines of the Cardinal Pride Behavior System.
- Pay attention in class and participate in class discussions.
- Complete all classroom lessons and homework on time and to the best of my ability.
- Participate in extra-curricular activities.
- Personal Goal(s): \_\_\_\_\_

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

**Teacher Commitment:** *I want all students to reach their full academic potential: I commit to do all of the following:*

- Maintain communication between home and school by using tools such as: planner, email, phone and Skyport.
- Follow the guidelines of the Cardinal Pride Behavior System.
- Recognize and support each student's individual needs.
- Provide support for student achievement through quality teaching and leadership.
- Teach effective study skills and strategies to ensure retention of learning.
- Notify the parent/guardian when an academic problem develops and provide feedback.
- Provide timely feedback to monitor student progress in parent friendly language.
- Encourage student participation in extra-curricular activities.
- Use PLC time to identify areas of instructional and curricular needs.

**Administration Commitment:** *I want all students to reach their full academic potential: I commit to do all of the following:*

- Provide access to necessary academic support to bridge any possible achievement gaps.
- Develop a friendly, caring and safe educational environment via the Cardinal Pride Behavior System.
- Encourage parent and community involvement.
- Promote positive decision-making through leadership and Professional Learning Communities.
- Encourage and support student participation in extra-curricular activities.
- Recognize and support each student's individual needs.
- Provide regular communication between school and home.

This compact was created through collaboration among the School Improvement Team, LMS staff, parents and administration. Team meetings, emails and phone contacts during March 2013 led to the development of the compact. The compact was revised through the same manner in November 2014. This compact will be reviewed annually by a team of parents, staff and administration.

## GENERAL INFORMATION

### ACADEMIC ACHIEVEMENT AND RECOGNITION

High academic achievement is a goal we strive for in all our students. Students earning high marks are to feel proud of their achievement and hard work. The staff and community of Coldwater would like to applaud and recognize these hard working students.

- A.)** Honor Roll - Students who earn all A's and B's 3.0 for a 9-week period will be recognized as an Honor Roll Student. The Honor Roll is posted in the school and local newspaper. Students must earn a minimum of *three* letter grades per marking period to be eligible for the Honor Roll.
- B.)** Principal's List - Students receiving all A's (A or A-) for a 9 week quarter will be placed on the Principal's List. Each student will receive a certificate and a group picture in the local newspaper. The Principal's list is posted in the main hallway of the school. Students must earn a minimum of *four* letter grades per marking period to be eligible for the Principal's List.
- Students who are on the Principal's List for the first three marking periods, and who have all A's through the fourth marking period progress report will receive special recognition at the Honor's Ceremony.
  - Students who earn a 4.0 grade average on both the first and second semester report card will have their name placed on the "Academic Excellence - Principal's List" plaque located in the display case in the main lobby. Students must earn a minimum of *four* letter grades per semester to be eligible for the Academic Excellence plaque.

Students exhibiting high academic achievement in individual classes will be recognized at our year end Honors Ceremony. Complete criteria and information is listed towards the end of this handbook.

### ACCIDENTS

All accidents to students must be reported to the principal or supervisor immediately on an accident report form. Should a child be injured an effort should be made by the available personnel to contact the parents of the child for information and instructions. If the parent cannot be contacted and the illness or injury is believed to be serious enough to require medical attention, the person in charge should arrange for the child to be taken to a doctor or to a hospital for treatment. This action on the part of any of our personnel does not obligate the personnel or the school to assume financial responsibility for the treatment of the child. An "emergency care authorization" for every student shall be on file in the school clinic.

### APPEALS OF TEACHER PROCEDURES OR GENERAL OPERATIONS

Appeals of teacher procedures or general operations are to FIRST be directed to the principal or his/her designated assistants. Appeals or operational questions that are taken to the superintendent or members of the Board of Education will be referred BACK to the building principal for action. Appeal procedures are established by due process through the authorized principal.

### ARRIVAL AT SCHOOL

The school building will be opened at 7:15 a.m. At that time, students will be permitted to congregate in the cafeteria. Students are NOT to leave school property after arriving.

For the safety of all LMS students, students are to be dropped off and picked up at the WEST entrance to the building (off Western Avenue) since the front (Green Street) entrance is restricted for use by school busses during the period before and after school.

### ASSIGNMENT BOOKS

Every student is expected to have a school issued assignment book or approved assignment sheet. This book is to be taken to each class for the purpose of recording the days' assignments. If the student loses his/her sheet or book, it will be his/her responsibility to get a replacement.

Parents are encouraged to check the assignment books daily. The book provides parents with a day to day analysis of the students' progress and activities. Parents will be better able to help their child with tests, quizzes, etc., by using the assignment book. Parents and students are also encouraged to access assignments and marks through Skyport.

### BUSES

Buses will load and unload in the east parking lot (Green Street) between 7:15 - 7:40 a.m. and 2:15 - 2:45 p.m. If you should miss your bus, get a bus pass from the office or a teacher. The pass will allow you to board the bus at the high school. Any questions regarding the bus situation should be addressed with the driver or bus supervisor, 279-5950.

### CAFETERIA

Food service does not allow students to charge items when the account balance owed reaches six (6) dollars. Students can see their balances at the register, and when a student goes into the RED, the balance shows red and the cashier lets them know they need to bring in money.

### CHANGES IN SCHEDULES

The process of indicating course preferences for the next school year begins early in the second semester. Students, parents, counselors, and teachers are expected to give careful consideration to choices, taking into account interests and student's plans. An attempt will be made to provide all students with the courses of their choice. However, students may not receive all of their first choices and alternative

choices may be used. A student wishing to request changes in their schedule may do so until a week before school begins. After this date, changes will only be made by school officials for the following reasons:

1. Balancing class sizes.
2. Classes assigned that have been taken before.
3. Lack of student ability to perform satisfactorily in a course.
4. Others as deemed necessary by the principal.

All student-initiated requests for changes after the first two weeks of each semester which do not come under items 1 to 4 must be accompanied by a parent conference with the principal and/or counselor. When class changes are contested, the principal will make the final decision.

## **DISCRIMINATION**

### **TITLE VI – CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discriminations under any program or activity receiving Federal financial assistance. Any person believing that their rights under this act have been violated should contact the building principal. If the matter is not resolved satisfactorily, then contact should be made with the Superintendent of Schools.

### **TITLE IX – DISCRIMINATION AND SEXUAL HARASSMENT**

Using the guideline of Title IX, the Coldwater Community School Board is committed to providing students with a learning environment free from sexual harassment or gender discriminatory behavior. It shall be a violation of policy for any student, teacher, administrator, school personnel, agents, volunteers, or third parties subject to the supervision and control of the school board to harass or discriminate against a student based upon gender. Acts of sexual harassment or inappropriate employee-student relations or student-peer relations are prohibited at all times during the school day including while on school sponsored transportation, during observation or participation in afterschool activities, and during school-related functions such as sporting events, social activities or field trips.

#### **Sexual Harassment Defined:**

Sexual harassment is any unwelcome conduct of a sexual nature that is sufficiently severe, persistent, or pervasive as to create an intimidating, hostile or abusive educational environment; or substantially or unreasonably interfere with an individual's education; or limit an individual's ability to participate in or benefit from the education program. Such conduct includes, but is not limited to: Verbal harassment or abuse; pressure for sexual activity; sexually motivated or inappropriate hugging, kissing, patting, massages or pinching; sexual behavior or words, including demands for sexual favors; implied or overt threats accompanied with demand for sexual favors; remarks of a sexual nature about a person's clothing or body; fondling or grabbing; spreading sexual gossip; subjecting someone to sexual materials; and sexual assault or rape.

#### **Gender Discrimination Defined:**

Gender discrimination occurs when different treatment or consideration takes place due to the sex or gender of the individual rather than individual merit. The behavior complained of must be directed toward a specific gender and free from any reasonable justification. Under the regulation of Title IX, the Coldwater Community School Board prohibits gender discrimination and is committed to providing both genders with a positive learning environment and will enforce that all individuals, regardless of gender, receive equitable treatment and benefits. Any student who believes he or she has been the victim of harassment or discriminatory behavior must immediately report such behavior to the Title IX Coordinator. The Title IX Coordinator will then notify the school principal of the alleged acts.

## **EMERGENCY DRILLS**

In 2006 the Governor signed into law a bill that now requires schools to stage a minimum of two (2) drills a year in which occupants are restricted to the interior of the building and the building is secured. Each of the buildings in Coldwater Community Schools has a Crisis Incident Response Plan that was developed with the support of the Coldwater Police Department that outlines the responsibilities of the staff and procedures that should be followed in the event of the emergency.

## **FIRE DRILLS**

Fire drills are held in accordance with regulations of the State Fire Marshall to help us prepare for an orderly, quiet, and efficient evacuation of the building in case of a fire. The following procedure will govern all fire drills:

1. When the alarm is activated, students should leave the room by the appropriate exit, moving quickly, quietly, and in an orderly manner through the halls.
2. Move well away from the building until the all clear signal is given.
3. Remain with your class so that attendance checks can be made.

## **FOCUS HOUR**

Focus hour is a mandatory, 25 minute academic time held Mondays-Thursdays. Students are provided time to complete homework, receive academic assistance, and work with teachers. This a credit/no credit class.

## **GRADE REPORTING**

Mid-terms and quarterly grades will be sent home approximately one week after the reporting period.

## **GRADING SYSTEM**

To clearly represent the distinction between the levels of learning and performance represented by course letter grades, LMS will use the following listed numerical value for each grade earned in any given course. This value will be used to calculate the Cumulative Grade Point Average of a student at the end of each term.

A or A+ = 4.0	B- = 2.67	D+ = 1.34
A- = 3.67	C+ = 2.34	D = 1.0
B+ = 3.34	C = 2.0	D- = 0.67
B = 3.0	C- = 1.67	E = 0.0

### **GUIDANCE SERVICES AND PROCEDURES**

The Guidance Department includes two counselors. Services include orientation for new students, counseling those with academic difficulties, opening up the area of career awareness and exploration, helping resolve conflicts between students and teachers, or student and student.

A visiting psychologist is available for Legg Middle School through BISD. His or her role in the school is to accept referrals for testing and counseling students. Parental permission is required before the services of the school psychologist can be obtained.

Other special help is available in the area of speech correction, hearing difficulties, special testing programs, home-bound teaching, etc.. Parents or students having questions about these activities should discuss them with a counselor.

### **HOMEWORK**

Satisfactory scholarship cannot be maintained without sufficient study. Teachers are encouraged to assign homework. Parents who are concerned about an apparent lack or excess of homework for their child should contact the teacher(s) involved for clarification.

### **IMMUNIZATION**

All students entering Coldwater Community Schools for the first time shall submit evidence that they have complied with the immunization requirements of state law by:

1. Submitting a statement by a physician or health department stating; the student has been immunized against diseases according to the schedule specified by the director of public health; or has obtained a provisional status; or by;
2. Submitting a waiver signed by the parent(s) to the effect that the student has not been immunized because of religious convictions or other objections to immunizations.

Unless compliance forms are submitted on the student's first day of attendance, the student may be excluded from school until such immunization forms are submitted

### **INCLEMENT WEATHER PROCEDURE**

When weather conditions might prevail that would cause a closing/delay of school, the procedures for closing will be as follows:

- Parents will be contacted by phone using the District's School Messenger notification system. Parents who do not wish to be notified through School Messenger must contact the District's Technology Director to opt-out of this notification process.
- As early as possible, the school closing information will be released at regular intervals by local radio and television stations.

### **INSURANCE**

Student accident insurance is available upon request in the main office.

### **LOCKERS**

All students are assigned a locker. Students should keep their locker locked and should not give their combination to anyone else. Damaged locks or lockers should be reported immediately to the office so repairs can be made. Students are to keep all personal belongings, book bags, coats, etc., in their lockers. Book bags and personal belongings are not to be taken to the classroom. Lockers are the property of the school. They are loaned to the students. Designated officials may, according to law and CPS Board Policy, have access to student lockers when reasonable cause suggests that the welfare of students and other personnel may be threatened or that its contents may be related to an illegal act. Students are responsible for their locker's contents. They may be inspected and are to be free of individual locks. Students are not allowed to change lockers unless first requesting permission from the main office.

### **MEDICATIONS**

Students are required to report prescribed medication that is to be taken in school to the main office. In order to administer prescribed medication, written consent from the physician and parent must be provided. In such cases, the instructions of the physician must be included and there must be two adults present. In order to administer over-the-counter medication written consent from the parent must be provided. The medication must be kept in the office and not on the student's person or locker. Under special circumstances, additional restrictions may be imposed by the principal in the best interest of the health and safety of students. It is illegal for the school to distribute aspirin or other forms of medication without proper authorization.

### **OUTSTANDING DEBTS OR OBLIGATIONS**

So that records and financial reports may be completed, arrangements for payment or return of outstanding materials should be made by the end of the semester.

### **PARENT INVOLVEMENT IN SCHOOL**

Parents of Legg Middle School students are encouraged to visit the school at any time that is convenient. Do not hesitate to call teachers, counselors, or administrators if you have questions or concerns. The "LEGG PTO" has been established for parents to become actively involved in the school. The Legg PTO exists to promote the welfare of middle school students and facilitate communications between the school and home. The organization will foster cooperation and provide an avenue for parents and teachers to network and share ideas and concerns. You are a member of "Legg PTO" and we cordially invite you to become actively involved in attending and planning meetings.

### **PERSONAL DELIVERIES**

So classroom disruptions are kept to a minimum, personal items such as flowers, candy, birthday wishes, balloons, etc., will not be delivered to class. Food deliveries (IE: pizza) are not allowed as this causes a disruption with other students in the lunchroom.

## **PERSONAL PROPERTY**

The school district is not responsible for the student's property at school, on school buses, or during school-sponsored activities. Valuables may be brought to the office for safekeeping. It is the student's responsibility to protect all personal belongings.

## **REHABILITATION ACT OF 1973 -SECTION 504**

No other qualified handicapped individual in the United States, as defined in (29 U.S.C.S. 706(7)), shall, solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance or under any program or activity conducted by and Executive Agency or by the United States Postal Service. Any person believing that their rights under this act have been violated, should contact their building principal. If the matter is not resolved satisfactorily, then contact should be made with the Superintendent of Schools.

## **RESPONSIBLE THINKING PROCESS**

Legg Middle School Responsible Thinking Process (RTP)

*Students have the right to learn and teachers have the right to teach in a safe and orderly environment.*

### *Purpose*

In order to reach our goal of reducing classroom and hallway disruptions and to ensure a safe and orderly learning environment for all children, the Responsible Thinking Process (RTP) is being used throughout Legg Middle School. RTP is a discipline process that teaches students how to respect the rights of others, take responsibility for themselves, think on their own and problem solve. RTP is a tool for our students and staff to employ in order to facilitate growth and learning in a consistent and safe environment. Through the use of the Responsible Thinking Process, students will learn and be asked to self-regulate their behavior.

A component of RTP is the Responsible Thinking Classroom. This classroom is designed to allow students to reflect upon their behavior and develop strategies to handle the situation in a more appropriate and respectful manner. If a student chooses to disrupt the classroom, he/she will be asked the aforementioned questions. If a student continues to disrupt, he/she has chosen to go to RTC and follow the process. While in RTC, the student will work with the RTC teacher to develop a plan to resolve the problem. After an acceptable plan is written and a commitment is made to resolve the issue, the student will negotiate with the teacher to get back in the classroom. It is the student's responsibility to meet with the teacher to negotiate. If a student chooses to be disruptive while in RTC, he/she has chosen to go home. If there are continued problems with disruptive behavior, an intervention meeting will be called. An intervention meeting may include the student, parents and appropriate staff. The primary purpose of this meeting is to discuss the problem(s) and to formulate strategies that will help the student become more successful. The intervention meeting is an attempt to inform parents and provide students with every opportunity to succeed.

The third time a student chooses RTC in a semester, parents will be notified by administration.

The fifth time a student chooses RTC in a semester, we may set up an intervention with staff, parents and students. Students are permitted six RTC visits in a semester.

The seventh and each additional time a student chooses RTC will result in an administrative referral.

For each RTC visit from the classroom, parents will be notified by the assigning teacher. Students are expected to be committed to solving their problem/conflict. It is our expectation that students choosing RTC will make a concerted effort to return to the classroom as soon as possible. Students not able to return to class within three days will face additional consequences. If a student fails to process with their teacher, the students will be issued a Silent-Supervised Lunch.

### *What is the parent's role in the Responsible Thinking Program?*

It is important that parents understand the theory behind the program, the mechanics of the program and that it is a process. Many students are accustomed to being told what to do and, at first, will find the thinking process difficult and uncomfortable. In addition, many adults are used to "telling" rather than using questions to simulate problem solving in students. Therefore, being proficient in using the Responsible Thinking Process requires a learning process for teachers, parents and students. Parental support and understanding is vital to its success and ultimately to the success of our students.

For more information regarding the Responsible Thinking Process, visit their website at: <http://www.responsiblethinking.com>

## **SCHOOL DAY**

The school day will consist of six periods of instruction. On Monday, Tuesday, Thursday and Friday classes will begin at 7:40 a.m. and conclude at 2:40 p.m. Wednesday classes are scheduled from 7:40 – 1:26. A passing period is included between classes.

## **TELEPHONE CALLS/STUDENT PHONE**

Students will have access to a telephone in the main office only for school related business. Students who use the telephone must have a phone pass from a staff member and must sign in. Incoming calls must be urgent and very important; otherwise no message will be relayed to the student.

## **TEXTBOOKS**

Textbooks are provided without charge to students. However, responsibility for care of the texts issued is that of the student. Lost books or damage that is considered in excess of normal wear necessitates the assessment of a replacement cost or fine.

### **TORNADO PROCEDURE**

Schools are among the first places to be notified of tornado conditions. The parents should not call the schools. The lines of communication should be kept open. During a TORNADO WATCH, the students will be dismissed at the regular time. In case of a TORNADO WARNING, the students will not be dismissed until the all clear signal is given. In cases of TORNADO WARNINGS, the students will be moved to the safest predetermined places in respective buildings.

### **VISITORS**

Upon entering the building, all visitors must report to the main office and sign in. Visitors will be given a visitor's badge to wear until the visitor signs out. Parents are encouraged to visit the school anytime. We request advanced notification should parents wish to visit their child's classroom. Visits by students of other schools or siblings will not be allowed, and parents are not allowed to eat in the cafeteria. With prior notification, other arrangements will be made.

### **VOLUNTEERS**

Volunteers at Legg Middle School who frequent the building on a consistent basis must be fingerprinted and be on record as having been fingerprinted through the Coldwater Police Department or Branch County Sheriff's Office. Volunteers should visit central office for the proper paperwork.

### **WORK PERMITS**

Work permits are issued by the counseling department for youth between 14 and 18 years of age.

## **GENERAL SCHOOL RULES**

### **ATTENDANCE**

Regular attendance and punctuality in school gives the student the best chance of benefiting from the instructional program. Experiences missed because of absence cannot be made up adequately. Good attendance records are generally associated with good academic records, good school adjustments, and great employability.

Public schools must comply with state laws pertaining to attendance of students and must keep accurate records of attendance to qualify for State Aid. Any student absent ten (10) consecutive days for causes unknown or unacceptable shall be removed from the school's membership roll. Any student absent from school thirty (30) consecutive days for known and acceptable reasons will be removed from the school's membership unless satisfactory substitute arrangements have been made, such as a homebound program. Claims of extended illnesses will be subject to confirmation by a medical doctor at the request of school officials. The State of Michigan has defined truancy as 10 or more absences.

A student who becomes ill during school hours should report to the attendance office and call home. Parents of all students seriously ill will be notified and it is the parent's responsibility to make arrangements for the proper care of the ill student.

### **RESPONSIBILITIES AND PROCEDURES - PARENT RESPONSIBILITY**

1. Notify the Attendance Office (279-5940) by noon the day of a student's absence to report that absence and to explain the reason for the absence. When it is not possible to report an absence by telephone, the student must bring a written explanation for the absence, signed by the parent or guardian, on the day the student returns to school. If a note is written, please include a telephone number where the parent/guardian can be reached.
2. Failure to report the absence by telephone or to provide a parent note within 48 hours of the students return to school will result in the absence being considered unexcused.
3. When possible, schedule doctor appointments outside of the school day.
4. Doctor's excuses must be turned in within 48 hours to clarify the absence as an excused absence.
5. If the need arises to take your child out of school early, please sign him/her out in the main office.

The school reserves the right to question or investigate any absence of any student at any time.

### **RESPONSIBILITIES AND PROCEDURES - STUDENT RESPONSIBILITY**

1. Always have your parents contact the school if you are absent and follow the above notification process. Your attendance is your responsibility.
2. A student may leave the building during the school day only with permission from his/her parents and the attendance office. If leaving school, you must have parental permission as verified by school personnel and you must obtain permission to sign out of school in the main office. Failure to do so will cause the absence to be considered the same as truancy.
3. Report to the main office and sign back in upon returning to school.
4. Regularly check your attendance record for accuracy on the schools attendance program.
5. If you miss a class, contact your teachers to make arrangements for making up the work. Students will be allowed one day for each day of excused absence to make up work or assignments, for which credit can be made up, that are given during the excused absence. Assignments that were due on the date of an excused absence are due immediately upon arrival at school. Students need to be aware of any additional classroom expectations in regard to work that is due if they are absent. Some teachers may expect that the work is brought to school by a parent if the student is too sick to come to school. Students are encouraged to make up assignments; tests, quizzes, and other class work missed due to an absence.
6. The school reserves the right to investigate and determine if an absence will be considered an excused absence in reference to this standard.

### **PRE-EXCUSED ABSENCES**

The school requires that students make prior arrangements with their teachers when they know they will be absent from school. For this reason, forms will be provided in the attendance office for parents so they may obtain the opinions of teachers regarding whether they feel the student can afford to be absent from school on the days indicated on the pre-excused form. For absences requested by a parent other than those listed, the parent will assume responsibility for the student's educational loss. In such cases the teacher will provide a listing of work missed and a reasonable period of time to complete it.

### **BICYCLE AT SCHOOL**

Students riding bicycles to school are to follow the basic city ordinances governing their use in the city. The school is not responsible for lost or stolen bicycles. Students are to use the bicycle racks provided by the school.

### **BUILDING USE AFTER SCHOOL HOURS**

The use of Legg Middle School after school hours (2:40 p.m.) is a privilege and carries responsibility. Students are not to be in the building without approved adult supervision after 2:50 p.m. Students have permission to be in the building after 2:50 p.m. if they are participating in an approved supervised activity. If a student is staying for practice of an athletic team, he/she must be supervised by a coach or another adult. If there is a game, the participants should wait outside until their coach arrives. Spectators to the games should not enter the school until 20 minutes before the start of the contest.

All participants and spectators in the after school activities are there to watch or participate. Students who are not in attendance to watch or participate will be asked to do so or leave. Refusal to follow above guidelines may result in disciplinary action and possibly not participating in extra-curricular activities.

### **CHEATING/PLAGIARISM**

Cheating includes the actual giving or receiving of any unauthorized aid or assistance resulting in an unfair advantage on any form of academic work. Plagiarism includes the copying of the language, structure or idea of another in representing it as one's own work. Teachers shall address actions of cheating/plagiarism by issuing an appropriate penalty according to the form and level of the incident (i.e. detentions, RTP, "0" for work, parent contact, etc.) Students found in possession of teacher resources, assessments, or materials (including electronic copies) will be suspended and there may be academic consequences as well. Serious incidents of academic fraud may result in suspension, and may impact a student's ability to participate in school organizations. Multiple offenses of academic fraud may lead to failure in the course.

### **CLOSED CAMPUS**

All students are restricted to the building or campus during the entire school day. Students are not to leave the building for any reason without permission from the office. Students violating this procedure will be subject to disciplinary action including suspension.

### **DRESS CODE**

Dressing for school is no different than dressing for a job. Students dress should be modest, professional, neat/clean, and comply with health/safety standards. Dress attire, while perfectly suitable under some conditions, may not be suitable for school wear. Style(s) of clothing must not be disruptive to the educational process in the opinion of the teacher and staff. Students, faculty, parents, and community always look upon a clean neat appearance with favor. With this philosophy in mind, Legg Middle School has developed the following appearance and dress code.

Examples of attire unsuitable for an educational atmosphere would include, but is not limited to:

1. Metal chains, metal spiked wristbands/neckwear.
2. Bandanas, hats and sunglasses are not appropriate for school attire unless required for medical reasons. If worn to school, these items need to be kept in a locker during the school day and not taken from class to class.
3. Clothing that exposes the midriff, open back tops, strapless, spaghetti style tops and dresses.
4. Physically revealing clothing, including those that expose cleavage and undergarments.
5. Shorts, skirts or dresses must have a hem that is no more than six inches (dollar bill length) higher than the middle of the knee cap. No rips, tears, or holes in jeans or pants higher than the above listed.
6. Clothing that advertises or implies alcohol, tobacco, sex, profanity, and racial implication are prohibited.
7. Students are not permitted to wear coats anytime during the school day.
8. Students are not permitted to wear pajamas or slippers.

Teachers exercise the right to direct a student inappropriately dressed to an administrator or counselor. The teacher, counselor, or administrator may require the student to change into appropriate clothing.

### **ELECTRONIC COMMUNICATION DEVICES**

Students are not permitted to use any electronic communication device in school except for health or other unusual circumstances. Upon entering the building, electronic devices are to be turned off and out of sight unless used as an instructional tool. Devices include, but are not limited to, cell phones, smart watches, tablets, etc... Prior to transitioning to class, all electronic devices must be stored in the student's locker. These devices are understood to be brought at student's own risk. The school will not be held responsible for theft or loss. If a student does not comply with the ECD policy, school officials will confiscate the item and turn the device into the office. The student is responsible for informing the parent of the violation and will be subject to the following disciplinary actions:



### **CELL PHONE/ELECTRONIC DEVICES**

1<sup>st</sup> Offense: Confiscation & warning

2<sup>nd</sup> Offense: Parent pick-up; 1 Silent Supervised Lunches

3<sup>rd</sup> Offense: Parent pick-up; After School Detention

Students with excessive violations will be required to turn in their device to the main office.

### **ENERGY DRINKS**

Energy drinks are dangerous and not recommended for children due to the fact that they contain high levels of caffeine, sugar and other stimulants. Energy drinks brought into the building will be discarded.

### **FOOD AND BEVERAGES IN BUILDING AND CLASSROOM**

Food, except for sack lunches, in the building is prohibited at all times unless special arrangements have been made through the Principal's Office. No beverages or containers, other than water, are to be in school unless in the lunchroom. All outside beverages must be brought to school in a clear bottle. Beverages not in a clear bottle will be confiscated and thrown away.

### **GUM/CANDY**

Gum and candy are allowed in classes based on teacher discretion.

### **HALL PROCEDURES**

Students are not authorized to be in the hallways during class sessions unless he/she possesses a properly completed hall pass. Students are to be only in the area designated by the hallway pass provided in the back of the student's assignment book. Students are allowed seven (7) passes per marking period. When walking in the hallway, students are to stay on the right side.

### **LIGHTERS, LASER LIGHTS, MATCHES**

Students are not to use or possess lighters, laser lights, or matches on school property. Students failing to comply with this policy will have the item confiscated and may face disciplinary action.

### **NUISANCE ITEMS**

Nuisance items are not permitted in the building and will be confiscated. Nuisance items include, but are not limited to, cologne, hairspray, perfume, toys, gadgets, etc...

### **POSTING PRIVILEGES**

Approval for posting privileges will be granted to individual students, recognized school-sponsored organizations, as well as community groups whose activities are of benefit to the student body. Permission for posting information will be secured from the building administration.

### **PRIVACY ACT**

All parents and guardians of students under 18 years of age and all students 18 years of age or over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files, and data of the school district directly relating to the students. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and the challenge, including hearings on a challenge, shall be established by the Board of Education and made available upon request.

### **PROMOTION TO NEXT GRADE LEVEL**

A student shall be required to successfully complete and earn credit in four of six classes per marking period to be promoted. If a student fails 2 marking periods, the student may be subject to summer school or retention.

### **PUBLIC DISPLAY OF AFFECTION**

Public display of affection between students is not appropriate at school. Student abuse of this expectation is subject to disciplinary action.

### **SELF IDENTIFICATION**

All persons must, upon request, identify themselves to school staff in the school buildings, on school grounds, or at school sponsored events. Failure to do so could result in disciplinary action.

### **TOBACCO/SMOKING**

The use or possession of tobacco products by all students, regardless of age, in a school building or on the school premises is strictly prohibited. Possession of tobacco or tobacco products is defined as products on one's person whether lighted or not, exhalation of smoke or the obvious evidence of tobacco use or possession, and/or the use of electronic, "vapor", or other substitute forms of cigarettes, clove cigarettes, or other lighted smoking devices for burning tobacco or any other substance. The school reserves the right to have the contents of smoking devices tested. Students found smoking or in the possession of tobacco products on school grounds will be subject to discipline beginning with suspension. Additional tobacco offenses during the same school year will result in more progressive discipline. Possession of lighters is also forbidden and lighters will be confiscated.

## CONDUCT AND DISCIPLINE POLICIES

### **ALCOHOLIC BEVERAGES AND/OR INTOXICANTS**

The possession or use of alcoholic beverages and/or intoxicants is harmful and therefore shall be strictly prohibited in any school building, or on school grounds, or at any school-sponsored function, even if such function is held away from school premises. The appearance of students in school or at school-sponsored functions who are to any degree under the influence of intoxicants is likewise strictly prohibited. Any student violating this regulation, regardless of age, is subject to disciplinary action under the unauthorized substance policy.

### **APPEAL OF TEMPORARY SEPARATION OR SUSPENSION**

*Level One:* Parents or students involved in temporary separation or suspension who would like to discuss the matter further may do so by requesting a conference with the principal. The principal shall affirm or modify the terms of action taken no later than two (2) days from the date of initial decision.

*Level Two:* If the problem is not resolved to the satisfaction of the parties involved, the parents may appeal the decision to the Superintendent of Schools. Requests for an appeal hearing at this level and beyond must establish that gross error in application of rules or interpretation of facts was made; or excessive penalty was imposed. Such requests at this level must be made within two (2) school days from the date of the Principal's decision.

The Superintendent shall respond within two (2) school days of receiving a request for further appeal. A date will be established and a hearing will take place within five (5) school days of the Superintendent's response to hear a further appeal. Principal parties will be in attendance at such hearings.

The Superintendent's decision resulting from an appeal hearing may be appealed to the Board of Education within three (3) school days of such decision. Such request to meet with the Board shall be made to the Superintendent.

*Level Three:* Final appeals may be addressed to the Board of Education if not resolved at the Superintendent's level. The Board or Board Committee shall schedule a hearing within five (5) school days of receipt of the final appeal and shall notify the parents that said hearing shall be conducted under the following rules and procedures:

1. Written notice shall be given of the time, date, and place of the hearing.
  2. The student or parents may be represented by an attorney or other advisor of their choice.
  3. The student or parents may request that the hearing before the Board of Education take place in private session.
  4. Witnesses may be present at the hearing, and the student or his representative may question witnesses testifying against the student.
  5. The hearing is not a court proceeding and court rules or evidence shall not be enforced at such hearing.
  6. There may be present at the hearing the Principal, Board of Education attorney, and such resource persons as the president of the Board of Education deems essential to the proper adjudication of the case.
  7. The Board of Education shall render a written opinion of its determination within two (2) school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
- Stays of disciplinary action will be granted ONLY to students facing a suspension exceeding five (5) days. If a suspension or recommended expulsion is made by the administration for violation of the illegal, unauthorized, or weapons policy, the student shall be excluded from school pending the recommendation of the Superintendent and pending Board decision.

### **BULLYING**

It is the policy of the district to provide a safe and nurturing educational environment for all of its students. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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 through discussion with students, and incorporated into the staff, student, and parent/guardian handbooks. All new hires will be required to review and sign off on this policy which includes 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.

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 responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

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 principal or designated administrator.

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 or designated administrator 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 circumstances permit after a report or complaint is made.

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 official position and/or a request to resign for board members. Individuals may also be referred to law enforcement or other appropriate officials.

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 an annual basis.

#### *Non-Retaliation / False Reports*

Retaliation or false allegations 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 a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of board policy, independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

#### *Definitions*

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

“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, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

“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.

“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, without regard to its subject matter or motivating animus, 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 interfering with educational opportunities, benefits, or programs of one (1) or more students;
- b. Adversely affecting 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
- d. 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:*

- a. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- b. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- c. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"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).

"Intimidation/menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

"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.

### **BUS CONDUCT AND RULES**

The conduct of students riding school buses will be regulated and acceptable discipline maintained. The driver is in complete charge of his/her bus at all times. When a discipline problem arises on a bus, the bus driver will write a "Student Bus Misconduct Notice" on the student violator. The bus misconduct notice will be given to the student and a copy will go to the transportation supervisor and the school Assistant Principal.

### **DEFINITIONS OF DISCIPLINARY ACTIONS**

Effort shall be exerted by the school staff to resolve student disciplinary problems within the school setting. At times, action by the school administration may require:

- **Suspension** - This is defined as the exclusion of a student from school for a specified period of time terminating at the end of the specified period or upon fulfillment of a specific set of conditions. This measure may be effective for a period of time not to exceed ten (10) school days. The Superintendent of Schools may suspend up to thirty (30) school days. Students under suspension are excluded from all school activities, home or away, and from school grounds.
- **Expulsion** - this is defined as the permanent exclusion of a student from school.
- **Probation** - A conditional enrollment during a trial period. Responsibility for such a placement shall reside with the principal. This measure would be used in circumstances wherein the student in question is entering and/or re-enrolling in the Coldwater Community Schools and wherein the past history of documentation on the student clearly and consistently exhibits marked deviation from normally accepted behavioral patterns or where behavior and/or attendance do not meet reasonable standards of expectations.
- **Probationary Contract** - Parents shall be informed and involved in any case of a student exhibiting a history of unacceptable conduct. Probationary status is used in circumstances wherein the student in question clearly and consistently exhibits marked deviation from normally accepted behavior standards. Students are expected to follow all conditions of the probationary contract or face severe disciplinary action up to expulsion. Responsibility for such a placement shall reside with the building administrator. Records of such involvement shall be maintained in the principal's office and not passed on when the student changes schools or graduates.
- **Detention Assigned by Teacher** - For various disciplinary reasons, teachers may require students to remain after school for various lengths of time depending on the nature of the violation. If the student is given detention, the student has 24 hours to arrange for transportation and serve his/her detention.
- **Silent-Supervised Lunches** – Students receiving their fourth and fifth tardies are to serve a SSL. Administration may also utilize SSL as a consequence for disciplinary infractions.

- Detention Assigned by Administration – Students may be required to serve a two-hour Friday detention from 1:30-3:30 p.m. for disciplinary infractions. Placement in a Friday detention will be made by Administration only. Parents will be given twenty-four (24) hour notification if their child is to serve this detention so that transportation arrangements may be made. Failure to serve a scheduled Friday detention may result in out of school suspension.

### **DUE PROCESS**

Due process is notice of disciplinary action to be taken for the alleged infraction of the rules, plus some kind of hearing. The hearing shall inform the student of what rule he/she has violated and what the evidence is. The student shall have the right to state his/her side of the story.

### **MISCONDUCT CATEGORIES**

The following activities are among those defined as criminal under the laws of the State of Michigan and Coldwater Community Schools. Discipline may lead up to expulsion.

- Arson – The willful and malicious burning, or attempt to burn, any building or part of any property of the school system that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.
- Bomb Threats – Issuing by word or writing or any other form of communication, the intention to do damage or harm by bombing.
- Burglary, Robbery, Theft – The permanent taking of personal or school property which does not belong to you without the owner’s permission.
- Displaying, distributing or selling of pornographic materials. Depiction of violence or violent activities.
- Explosives – Explosives or incendiary devices are strictly prohibited on school property or at school sponsored events. This includes fireworks of any kind.
- Extortion, Blackmail or Coercion – Obtaining money or property by violence or threat of violence or forcing someone to do something against his/her will by force or threat of force.
- False Alarms – The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe. Any student found setting off an alarm without proper reason will immediately be suspended from school pending a hearing with the principal. By state law, false fire alarms are a misdemeanor. The police will be contacted.
- Gambling – Gambling includes casual betting, betting pools, organized sports betting and any other form of wagering.
- Trespass – Being present in an unauthorized place or refusing to leave when ordered to do so.
- Vandalism – The act of willful destruction or damage to property belonging to the school system or others while under school jurisdiction. Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

**Our goal at Legg Middle School is to maintain a safe environment for both students and staff. The following behaviors limit the academic success and safety of our school. These behaviors will lead to disciplinary actions.**

<b>OFFENSE</b>	<b>1<sup>ST</sup> OFFENSE</b>	<b>2<sup>ND</sup> OFFENSE</b>	<b>3<sup>RD</sup> OFFENSE</b>
Stealing	Restitution and/or 1-3 day O. S. S.	Restitution and/or 3-5 days O. S. S.	Restitution and/or 5-10 days O. S. S.
Threat to do bodily harm	1-3 day O. S. S.	5 days O. S. S.	10 days O. S. S.
Intimidation	1-3 day O. S. S.	5 days O. S. S.	10 days O. S. S.
Insubordination	1-3 day O. S. S.	5 days O. S. S.	10 days O. S. S.
Tobacco use	Confiscation and 1 day of O. S. S.	Confiscation and 3 days O. S. S.	Confiscation and 5days O. S. S.
Vandalizing/ Destruction of property	Restitution and 1-3 day O. S. S.	Restitution and 3-5 days O. S. S.	Restitution and 5-10 days O. S. S.
Gross Disrespectful Behavior	1-3 day O. S. S.	3 - 5 days O. S. S.	5 - 10 days O. S. S.
Fighting	3 days O. S. S.	5 days O. S. S.	5-10 days O. S. S.
Aggressive Misbehavior	1-3 days O. S. S.	3 - 5 days O. S. S.	5 - 10 days O. S. S.
By-Stander (Provocation of fight)	2-Hour detention	3 days O. S. S.	
Skipping	2 hr. detention	1 day ISS	1 – Day ISS Parent Meeting

### **USE OF DRUGS AND UNAUTHORIZED SUBSTANCES**

#### *General Statements*

The use of marijuana, LSD, and other illicit drugs is harmful and detrimental to the welfare, health, and education of students. The use, possession, or distribution of such substance is illegal and, in some instances, a felony. Experience shows students using “substances” lose interest in their schoolwork. This problem must be met openly and frankly, and the school must make efforts to interdict the flow of drugs in the school setting. It is the intent of this policy to discourage active use by students of illegal substances.

Student use, possession, transfer, or sale of drugs or unauthorized materials is prohibited at school or at any school activity, on or off school property. School authorities who uncover or come into contact with suspicious materials may seize and turn them over to the administration, which may take disciplinary action and refer the situation to the local police.

For the purpose of this policy, illicit drugs, illegal drugs, or substances shall be defined as those drugs or substances prohibited by law on the state and federal levels or represented as such. General reference for definition shall be Michigan Public Act 368 of 1978 as amended or future amendments. This act is known as the "Controlled Substance Act". An unauthorized substance shall be defined as any substance that is represented to be illegal or considered by the school administration as a health hazard to students.

#### *Penalties Related to Drugs and Illegal Substances*

##### *Student Possession or Use:*

If the student is found to be in possession of or using an illegal substance during school hours or at school functions or activities, the student will be subject to immediate suspension from school. Administration will request an exclusion of no less than thirty (30) school days through the Superintendent of schools to the Board of Education. (Long term suspension up to expulsion)

The student will be excluded from school pending action by the Superintendent. Legal action, including referral to juvenile or district court, will be made. For the first violation of the provisions of this policy, during a ten (10) school day suspension, the student may, at the Principal's discretion, voluntarily participate in and complete an approved Drug Education Program. Further, the student shall agree to submit random urine drug tests for a period of one (1) year. All costs associated with the Drug Education Program and random urine tests shall be the responsibility of the student. If the Drug Education Program is not successfully completed, or a positive result is attained from a urine drug test, at any time during the year of random tests, the student shall be recommended to the Superintendent for a twenty (20) school day suspension.

##### *Sale and/or Distribution by Students:*

When a student is detected selling or distributing illegal substances during school hours or at school functions or activities, the student will be subject to immediate expulsion from school. Administration will request an expulsion no less than ninety (90) days through the Superintendent of School to the Board of Education. The student will be expelled from school pending action by the Board of Education.

#### *Penalties Related to Unauthorized Substances (Stimulants, Sedatives, Inhalants or Substances Represented as Such (Look Alikes) Student Use and/or Possession:*

Suspension from school for a minimum of five (5) school days. (School work will be available.)

##### *Sale or Distribution:*

The administration will request exclusion from school for a minimum of twenty (20) school days. The student will be under suspension until administrative request is acted upon. School work will be made available.

##### *Reporting Drug Awareness:*

Any student having knowledge of the presence of any controlled or unauthorized substance on school grounds or coming into inadvertent or accidental possession of substances suspected as being controlled or unauthorized shall immediately report this information to a school staff member or school administrator. Students reporting knowledge of controlled or unauthorized substances shall not be subject to disciplinary action. Students reporting drug related information will be assured of strict confidentiality by school authorities.

##### *Self-Referral for Drug Use:*

It is necessary that school authorities develop pro-active as well as reactive measures to avoid the perpetuation of the substances abuse problem. Therefore, the student who is using drugs and refers himself/herself to a staff member for help will be dealt with in a separate procedure. It should be understood that criteria for determining the self-identified or self-referral user are:

- He/she asks for help from a member of the professional staff,
- He/she is willing to discontinue the use of illicit drugs.
- He/she is willing to work with an appropriate staff member, or other agency, in seeking a solution or his/her problem.

#### **PROCEDURE:**

1. The student's parents should not be contacted without the student's consent. The "counselor", however, should encourage the student to either allow him/her to involve parent(s)/guardians(s), or the student himself/herself to tell his/her parent(s)/guardian(s) of the problem. \*(The term counselor refers to guidance, administrator, coaches, faculty, or school related personnel, as related to the issue of confidentiality.)
2. The counselor will notify the building principal, assistant principal that he/she is working with the student.
3. No contact with the police will be made.
4. Confidential records shall be kept. The records will be accessible to the student. Counselor, building administrator, and only to others they mutually agree can be of help to the student. (These records cannot be kept in the CA-60 file.)
5. Provide for maximum assistance, possibly involving outside agencies, when deemed necessary.

#### **SEARCH AND SEIZURE**

School principals have the right and duty to search a student's person if he/she has a high degree of suspicion that drugs, weapons, dangerous, illegal or prohibited matter, or stolen goods are likely to be found. It is the school's duty to enforce school discipline and to protect the health and safety of the student and/or student body.

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections, including the use of a trained drug dog, of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. This action may result in a suspension/expulsion of the student for the suspicion/allegation of the search.

### **SUSPENSIONS**

Students who are suspended (in school or out of school) are allowed to take or make-up any test or do any class work for credit which was administered during their suspension period. Students who are under temporary separation, suspension, or expulsion from school are immediately not allowed on any school property, at any school function without specific approval of the principal. This denial period includes activities occurring on weekends. No tests are to be taken during periods of suspension unless special approval had been granted by the principal.

### **TARDIES**

The staff at Legg Middle School feels that it is essential that all students are prompt to class. Students entering class late creates a disturbance to the learning environment. Students who miss more than 10 minutes of a class, whether by arriving later or leaving early, will be marked absent for that class.

Students who are late to class will be subject to the following consequences:

- First Tardy: student warned by teacher.
- Second Tardy: five minute teacher detention.
- Third Tardy: ten minute teacher detention; parent contacted by teacher.
- Fourth Tardy: SSL lunch; parent contacted by teacher.
- Fifth Tardy: SSL lunch; parent contacted and office notified by teacher.
- Sixth Tardy: one two-hour detention issued.
- Exceeding Sixth Tardy: Administrative Discretion.

### **PHYSICAL ASSAULT – Student to Adult**

The Board of Education shall permanently expel a student in grade 6 or above for a period of one hundred eighty (180) school days (subject to reinstatement after 180 days) if the student commits a physical assault. The statute defines "physical assault" as "intentionally causing or attempting to cause physical harm to another through force or violence". Assaults upon school employees, volunteers or contractors for the district on school property, on a school bus or other school-related vehicle or at a school-sponsored activity are qualifying events.

### **PHYSICAL ASSAULT – Student to Student**

The Board of Education shall expel a student in grade 6 or above for a period up to one hundred eighty (180) school days who commits a physical assault against another student on school property, at any school-sponsored activity or on any school-related vehicle. The student may be eligible for alternative education program placement. The Board may modify the expulsion period on a case-by case basis.

### **VERBAL ASSAULT**

Any student in grade 6 or above who commits a verbal assault on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event against a student, district employee or against a person engaged as a volunteer or contractor for the district, may be expelled for a period up to one hundred eighty (180) school days. Verbal assault is defined as "any willful verbal threat which is intended to place another in fear of immediate physical contact which will be painful and injurious, coupled with the apparent ability to execute the act". Bomb threats and written or spoken threats, inclusive of but not limited to pictures, are considered verbal assaults under the guidelines of this policy. Written threat is defined as "any written threat which is intended to place another in fear of physical contact which will be painful and injurious, coupled with the apparent ability to execute the act".

### **WEAPONS**

The Board of Education is concerned about the safety and welfare of students and staff and they will not tolerate behavior that creates an unsafe environment or a threat to safety.

In compliance with State Law, the Board shall permanently expel for 180 school days, any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a district building or on district property, including school buses and other school transportation. Non-student violators will be subject to State and Federal laws.

For purposes of this policy, a dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade (3) inches or over in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices, or other items intended for, or having the potential of use as a weapon. "Firearm" means (a) a weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by an explosive, or by gas or air; (b) the frame or receiver of any such weapon; (c) any firearm muffler or firearm silencer; or (d) any destructive device, including explosives, incendiaries, poison gas, or any weapon which will (or may readily be converted to) expel a projectile by the action of an explosive or other propellant. For the purposes of application and enforcement of this policy, a B-B gun is considered to be a "firearm".

The Board need not expel if the student can establish to the satisfaction of the Board that:

1. The object or instrument was not possessed for use as a weapon, or for the direct or indirect delivery to another person for use as a weapon;
2. The weapon was not knowingly possessed;
3. The student did not know or have reason to know that the object or instrument possessed constituted a dangerous weapon;
4. The weapon was possessed at the suggestion, request, or direction of, or with the express permission of the district administrator or police.

The Superintendent shall ensure that the weapons expulsion is duly noted in the student's record and that the student has been referred to the County Department of Social Services or Mental Health Department within three (3) school days and the parents informed of the referral. In compliance with Board policy, the Superintendent shall also notify the appropriate law enforcement agency if the expulsion is for possession of a dangerous weapon. A student who has been expelled under this policy may apply for reinstatement in accordance with the following guidelines:

1. If the student is in grade 6 or above, the parents, an adult student, or an emancipated minor may submit a request for reinstatement after 150 school days from the date of expulsion, but the student may not be reinstated before 180 school days from the expulsion date.
2. The parent, adult student, or emancipated minor shall submit the request for the reinstatement to the Superintendent.
3. The Superintendent shall, within ten (10) school days after receiving the request for reinstatement, submit the request, together with any other information he/she deems pertinent to the requested reinstatement to a Board-appointed committee consisting of two (2) Board members, a district administrator, a teacher, and a parent of a district student.
4. The committee shall, within ten (10) school days after being appointed, review all pertinent information, and submit its recommendation to the Board. The recommendation may be for unconditional reinstatement, conditional reinstatement, or non-reinstatement, based on the committee's consideration of:
  - the extent to which reinstatement would create a risk of harm to students or school personnel;
  - the extent to which reinstatement would create a risk to the district or individual liability for the Board of district personnel;
  - the age and maturity of the student;
  - the student's attitude concerning the expulsion incident;
  - the school record before the expulsion incident;
  - the student's behavior since the expulsion and the prospects for remediation; if the request was filed by a parent, the degree of cooperation and support they have provided and will provide if the student is reinstated. Including, but not limited to the parents' receptiveness toward possible conditions placed on the reinstatement. Such conditions may as an example, include a written agreement by the student and/or a parent who filed the reinstatement to:
    1. abide by a behavior contract which may involve the student, his/her parent, and an outside agency;
    2. participate in an anger management program or other counseling activities;
    3. cooperate in processing and discussing periodic progress reviews;
    4. meet other conditions deemed appropriate by the committee;
    5. accept the consequence for not fulfilling the agreed upon conditions.

The committee may also allow the parent, adult student, or emancipated minor to propose conditions as part of the request for reinstatement.

The Board shall make its decision no later than the next regular Board meeting following the committee's submission of its recommendations. The Board's decision shall be final and not subject to appeal.

In the event a student who has been permanently expelled from another school district and requests admission to this district, the Board shall, in making its decision:

1. Follow the same procedure it has established in the reinstatement of a student.
2. Rely upon the recommendation of the Superintendent.

The Superintendent shall ensure that Board policies and district guidelines regarding a student's rights to due process are adhered to when dealing with a possible expulsion under this policy.



## STUDENT ACTIVITIES

### DANCES

All Legg Middle School students may attend school dances. Students who wish to attend school dances must be in good behavioral standings. Administration reserves the right to refuse admittance to school events.

### FUND RAISING BY CLASSES AND ORGANIZATIONS

All fundraising in school must be approved by administration.

### HONORS CEREMONY

In the spring of each year, awards will be presented to students who have achieved outstanding grades academically. The day/night is for both parents and students and is open to the public. Many special awards are presented to students who have demonstrated educational excellence.

Students are encouraged and rewarded for high academic performance. The criteria for receiving an award at the Honor's Ceremony is as follows:

1. A or A- for all three quarters (report cards) and through the 4<sup>th</sup> marking period (progress report)
2. 95% of homework completed

### PERFECT/OUTSTANDING ATTENDANCE

Students who have not missed one class period over the course of the school year, or been tardy, will be recognized with a PERFECT ATTENDANCE AWARD. Students who have not missed more than five class periods over the course of the school year will be recognized with an OUTSTANDING ATTENDANCE AWARD.

### POSITIVE BEHAVIOR SUPPORTS

School-wide Positive Behavior Supports (PBS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills and the use of data-based problem solving for addressing existing behavior concerns. PBS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom and individualized interventions.

Legg Middle School has named the PBS program "Cardinal Pride". Cardinal Pride recognizes and rewards students who exhibit and adhere to the established expectations of Being Respectful, Being Responsible and Being Safe.

### STUDENT COUNCIL

The students help govern themselves through the Student Council. The organization consists of officers and representatives from each of the grade levels. The Council meets on a regular basis and plans social activities for the student body. This includes dances, candy sales, Appreciation Week, Honors Night, etc... All student council meetings are closed to the general student body, but suggestions are welcomed through the student representatives.

### CLUBS:

Various clubs are offered yearly by staff, which may include: Chess Club, 6<sup>th</sup> Grade Running Club, Robotics, and Coding Club.

### STUDENT ACTIVITIES AND ATTENDANCE

A student must be in school all day in order to practice for or participate in student activities. If a student skips a class, he/she will be prohibited from participating in school activities. We recognize that there may be extenuating circumstances in some cases regarding an absence. In such cases, the Principal or Assistant Principal may make exceptions. Students on suspension MAY NOT participate in school activities during the period of suspension.

### **PARENT/GUARDIAN and STUDENT SIGNATURES:**

My student and I have reviewed the student agenda and understand the importance of creating a safe and respectful environment in our school:

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

**MARKING PERIOD 1**

DATE	TIME	LOCATION	TEACHER INITIALS

**MARKING PERIOD 2**

DATE	TIME	LOCATION	TEACHER INITIALS

**MARKING PERIOD 3**

DATE	TIME	LOCATION	TEACHER INITIALS

**MARKING PERIOD 4**

DATE	TIME	LOCATION	TEACHER INITIALS