



**2007-2008**  
**STUDENT-PARENT**  
**HANDBOOK**

**PARCHMENT MIDDLE SCHOOL**  
**307 North Riverview**  
**Parchment, MI 49004**  
**(269) 488-1200**

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## Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subjects.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 30, 2006. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2006, the language in the most current policy or administrative guideline prevails.

No person in the Parchment School District will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity on the basis of ethnicity, religion, gender, disability or any other legally protected status. Inquiries by students and/or parents/legal guardian related to discrimination on the basis of disability/handicap should be directed to: Ruth Rowe, Assistant Superintendent of the Parchment School District, 520 N. Orient Street, Parchment, MI 49004. Phone number 269-488-1050.

Dear Students and Parents:

On behalf of the entire staff at Parchment Middle School, we extend a warm welcome to you for the 2007-08 school year.

The purpose of the Parchment School District is to provide and promote learning opportunities and to create a conducive environment for people of all ages to fulfill their vocational and avocational needs. To that end, the Parchment Middle School offers many diverse activities to help develop a child's academic, social and critical thinking skills.

The process of education cannot be successfully achieved without support and encouragement from everyone involved. Parents and/or guardians play a critical role in helping each child develop to his or her fullest potential. We invite and encourage all parents to assist in the process by participating in the many activities and functions scheduled throughout the year.

If you have any questions regarding Parchment Middle School, please call us at 488-1200.

Sincerely,

George Stamas  
Principal  
Parchment Middle School

John Thompson  
Assistant Principal  
Parchment Middle School

### **DISTRICT MISSION STATEMENT**

To ensure that all students are challenged to excel in their individual social and intellectual growth, while achieving those essential academic and inter-personal skills necessary to become a successful, contributing member of society.

### **MIDDLE SCHOOL MISSION STATEMENT**

**The Mission of Parchment Middle School is to educate all students to become responsible, self-directed, life-long learners.**

## **ACCESS TO COURSES AND ACTIVITIES**

All courses and activities at Parchment Middle School will be offered on a coeducational basis with the following possible exceptions:

- A. Certain portions of physical education and sports
- B. Portions of classes that deal exclusively with human sexuality, which may be conducted in, separate sessions for boys and girls.

## **ACCIDENT OR ILLNESS**

- A. If a student becomes ill or has an accident at school, the following steps will be taken:
  - 1. Emergency care will be given.
  - 2. The parent, guardian or authorized representative will be contacted.
  - 3. In the case of illness, the parent may be asked to pick up the student.
  - 4. The listed family doctor may be contacted or 911 will be called if necessary.
- B. Any student who is injured or is involved in an accident should report his/her injury to his/her teacher or the office.
- C. If a student becomes ill at school and cannot remain in the classroom, he/she should ask the teacher for a pass to the office to make necessary arrangements to go home.

## **ACCREDITATION**

Accreditation is a process whereby district staff members, parents and the Board of Education uphold a set of standards identified as necessary for a quality education. These standards are identified by an external source such as the North Central Association or the State of Michigan.

- A. Parchment Middle School is accredited by the Commission on Schools of the North Central Association of Colleges and Schools.

## **ADMINISTRATION OF MEDICATION (prescribed and non-prescribed)**

In those circumstances where a student must take prescribed or non-prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the respective building principal or his/her designee before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. A two to four (2-4) week supply of medication is recommended.
  - Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about his/her person, except for emergency medications for allergies and/or reactions.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written instructions and the parent's written permission release.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

### **ANNOUNCEMENTS**

Daily announcements are made throughout the day informing student's of special events.

### **ARRIVAL AND DEPARTURE TIMES FOR STUDENTS**

- A. The doors to the Middle School will open approximately 10 minutes before the start of the school day and students may go to designated areas. School begins at 7:47 a.m. and ends at 2:40 p.m.
- B. Students at Parchment Middle School are to leave the school property immediately after school is dismissed unless they are under the direct supervision of a coach, teacher, activity sponsor, or other school employee.
- C. Bus students are to *walk* to their busses when school is dismissed.
- D. During in-service or parent-teacher conference days, Parchment Middle School students are not permitted to visit other Parchment schools without permission from the building administration.

### **ASSEMBLIES, CONCERTS AND PLAYS**

Attendance at these events is regarded as a privilege. It is important that students exhibit the following appropriate behaviors:

- A. Follow directions of teachers and other school personnel.
- B. Sit together as a class.
- C. Treat with respect the performers or speakers who are guests of the Middle School.
- D. Respond to the program in an appropriate manner.

### **ATHLETICS**

Parchment Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply.

### **ATHLETIC CONTESTS**

- A. Students are encouraged to attend athletic events.
- B. During athletic contests, students are to remain in the stands and follow the directions of the supervisor.
- C. No students are permitted under the bleachers.
- D. A spectator represents his/her school as much as the athlete does. Proper behavior is expected at all times. Unsportsmanlike/inappropriate behavior and/or heckling are not acceptable at school events and will result in removal from the event.

### **ATTENDANCE**

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

Attendance is important in the development of a high quality work ethic which will be significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is his/her dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

The school chooses, however, not to provide perfect attendance awards, because there are students with health conditions that will not allow them to be in attendance every school day, although they are present every day they are capable of attending.

Under State Law, attendance at school is compulsory until a student reaches the age of sixteen (16) or graduates from High School.

A. If a child is late or absent from school, parents are requested to notify the Middle School office (488-1200) before 8:30 a.m.

B. In the event the school does not hear from the parents, school personnel will attempt to telephone the parents or other emergency contacts provided by the parent to verify the absence.

C. Examples of excused absences may include but are not limited

1. Illness
2. Death in the family
3. Family emergency
4. Doctor and dentist appointments
5. Authorized school activities
6. Religious holidays
7. Legal business

D. A student must be in attendance for at least one-half day of the school day in order to attend or participate in any extracurricular activity. Exceptions to this policy may be made by the principal or his/her designee.

### **BANNERS, POSTERS AND ACTIVITY ADVERTISEMENTS**

Materials to be posted are to be approved by the building principal or his/her designee prior to posting.

### **BICYCLES, SKATEBOARDS AND ROLLER BLADES**

A. Students should not use roller blades, bicycles, skateboards, scooters or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Helmets are required in areas where these devices are allowed.

B. Students are required to immediately park bicycles in the bicycle rack located by the main entrance during the school day.

C. The school does not assume responsibility for any form of personal transportation devices that are stolen or damaged. All students should use a bicycle lock.

### **BREAKFAST**

Breakfast is available to students before school starts. Lunch behavior expectations apply to the breakfast period.

### **BUS REGULATIONS**

Bus transportation is provided for students' convenience as long as they maintain appropriate student conduct. The bus driver is in charge from the time the student enters the bus until the time he/she exits.

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis. If a student misbehaves on a bus and his/her actions are recorded on a video tape, the tape will be submitted to the principal

and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they can be viewed only in accordance with Federal law.

If a student must ride a bus other than that which is assigned, a written note from the parent or guardian must be approved in the office and given to the bus driver.

#### **A. Pupils' Responsibilities:**

1. To obey bus drivers.
2. To be on time at the designated bus stop.
3. To stay off the roadway at all times while waiting for busses and to wait in an orderly manner.
4. To cross in front of the bus within sight of the driver.
5. To wait until the bus has come to a complete stop before attempting to enter or leave the bus.
6. To keep hands, heads and other objects inside the bus at all times.
7. To remain seated while the bus is in motion.
8. To speak in normal conversational tones.
9. To report to the driver any damage to the bus.
10. To keep the bus clean and orderly at all times.
11. To refrain from causing a disturbance, bothering others or using inappropriate language or gestures on the bus.
12. To refrain from spitting and from throwing any articles.
13. To refrain from bringing animals, glass containers, weapons or any other unacceptable items.
14. To be quiet at all railroad crossing stops.
15. To refrain from smoking, drinking or eating on the bus.

#### **B. Parents' Responsibilities:**

1. To ensure children are punctual.
2. To provide necessary supervision to, from and at the bus stop.
3. To accept joint responsibility with the school authorities for proper student conduct.
4. To make financial restitution for vandalism.

#### **CANINE SEARCHES**

Periodic canine inspection of lockers (hall and physical education) and book bags/athletic bags will occur throughout the school year.

#### **CHEATING/PLAGIARISM**

For every incident the student will receive "O's" for all work related to cheating/plagiarism.

- A. Forgery of hall/bus passes and lying are not acceptable and will result in disciplinary action as well as parent/legal guardian notification.

#### **CLOSED CAMPUS**

Because of our commitment to student safety, Parchment Middle School operates on a "closed campus" basis, which means students are to remain in the school or in designated outside areas until the end of the normal school day.

- A. Once a student has arrived at school (being on school grounds), he/she may leave the school grounds only due to illness, a doctor or dental appointment, emergency or with permission of the building principal or his/her designee.
- B. If a student needs to leave school for any of the above reasons, his/her parent must call the office or send a note to give permission to check out through the office. (*A note is preferred*).
- C. A student who leaves the building without permission from the administration will be considered truant.

## **CODE OF CONDUCT**

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

### **Expected Behaviors**

Each student shall be expected to:

- A. abide by national, State, and local laws as well as the rules of the school;
- B. respect the civil rights of others;
- C. act courteously to adults and fellow students;
- D. be prompt to school and attentive in class;
- E. work cooperatively with others when involved in accomplishing a common goal, regardless of the other's ability, gender, race, religion, height, weight, disability, or ethnic background;
- F. complete assigned tasks on time and as directed;
- G. help maintain a school environment that is safe, friendly, and productive;
- H. act at all times in a manner that reflects pride in self, family, and in the school.

### **Violation of individual school / classroom rules**

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion. The administration reserves the right to implement, at its discretion, Restorative Justice Conferencing for any major violation of the student code that involves a victim who has been harmed physically, emotionally, and/or monetarily. When implementing this process, the administration may alter the disciplinary action that is stated in the Code of Conduct.

## **COMMUNICATIONS WITH PARENTS**

In order to keep the parents informed of their child's progress, school programs and upcoming events, the following means of communication are utilized:

- A. Periodic newsletters from the principal's office on the 1<sup>st</sup> and 3<sup>rd</sup> Fridays
- B. The Panther Press.
- C. Academic progress reports issued midway between the semesters (marking periods).
- D. Report cards issued four times a year.
- E. Outcome sheets issued four times a year.
- F. Parent-Teacher conferences held in the fall and spring.
- G. Open house for parents and students in the fall.
- H. Phone calls to parents
- I. Edline

## **COMPUTER USAGE**

Students who are currently enrolled in the district may be granted a network account contingent upon compliance with the terms stated in this protocol. **This account is for educational purposes only.** The district has the right to

monitor students and reserves the right to terminate a student's privileges for unacceptable behavior/activity. Any user identified as a security risk or having a history of security problems with other computer systems may be denied access to district network resources. Violators will be disciplined.

Students will be held accountable for the following protocol.

1. You should never be on a computer that is in an area not directly supervised by an adult.
2. Damaging computers, computer systems, computer data or the computer network including removing hardware and software from school premises is not allowed. Technology hardware is not checked out to students.
3. You may use only your User ID and password to log onto the network. Do not use another individual's account or password. You are responsible for the protection of your password to your account. Do not give your account name and password to other individuals. If you suspect that others are using your account, notify your teacher.
4. Student e-mail accounts are not permitted unless established and monitored by a classroom teacher and used for educational purposes. Students are also not permitted to access chat rooms, newsgroups or their personal e-mail accounts at school.
5. Use of student data disks is discouraged. These disks should not be brought from home to school and vice versa. These disks may only be used if they meet all of the following criteria.
  - a. The teacher grants permission and use of the disk is supervised by a teacher.
  - b. The necessary data needs to be printed for a classroom assignment.
  - c. Trained personnel scan the disk for viruses.
6. You will also be held accountable for all protocols included on the *Student Network/Internet Use Form*.

### **Student Internet Protocol**

1. Access to the Internet is provided to those students who have a current signed Internet Agreement on file with the District. This form must be signed each year for Internet access.
2. Internet access is available for a student to access information and do research. **It is for academic use only.**
3. An adult supervisor must always be present and actively supervising in the room while students are on computers. No exceptions. Adult supervisors will ask you to log off the computer if they observe inappropriate use, and suspected violations will be reported.
4. You may not restrict or inhibit others from using and enjoying the Internet/Network.
5. If you unexpectedly access a site with information that does not have an educational or research purpose, you should use the back button or home button to exit from the site immediately. An adult is to be informed.
6. You may not publish any advertising or solicitations to use goods or services or conduct any business or activity or soliciting the performance of any activity, which is against the law.
7. You are not to give out personal information such as your address, telephone number, social security number, parent's work address/telephone number, or the name and location of the school, etc. without your teacher's permission.
8. You must ask permission before printing. Adult supervisors should scan for appropriateness of the material. If on a color printer and printing a graphic, the picture must be relevant to the topic of the research paper and have a purpose related to the report. Personal printing of graphics or text is not permitted.
9. You are not allowed to delete the history of Internet searches.
10. Be aware when you visit Internet sites you often leave cookies. Cookies allow a site owner to help it or its advertisers develop a profile about you or the District.
11. Do not assume that just because something is on the Internet you may copy it. Respect the copyright law.

### **CORRIDOR CONDUCT**

- A. Disruptive behavior and litter create safety hazards. Therefore, all students **MUST** refrain from disruptive and/or unsafe behavior and littering hallways.
- B. Students are not to bring glass bottles to school.
- C. Open containers of food and/or beverages are not permitted outside the cafeteria.  
**POP MACHINES WILL NOT BE AVAILABLE DURING CLASSES.**

- D. Students are not to eat or drink outside the cafeteria unless given permission by the building administrator or other school personnel.

### **DETENTION**

- A. Students may be required to serve detention in the morning, at lunchtime, or after school for violation of the established rules.
- B. The detention will take place in the teacher's room, lunchroom, In-House Suspension Room or other designated area.
- C. If the student fails to serve the detention on the agreed upon date and time the issue will be investigated and addressed.

### **DISRESPECT/INSUBORDINATION**

Disrespect or insubordination toward any School Employees will not be tolerated and will be investigated and addressed.

- A. This includes verbal epithets and/or profanity directed at a teacher/aide/ staff member.

### **DRESS AND GROOMING**

- A. The cooperation of all parents and guardians is requested in determining what is acceptable dress.
- B. While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting. Chains attached to clothing are not allowed. Purses must remain in student's locker. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.
- C. Examples of unacceptable dress in the Middle School may include but are not limited to:
  - 1. Bare feet.
  - 2. Bare midriffs, open back or see-through tops.
  - 3. Spaghetti straps, tank tops, muscle shirts, halter tops, strapless garments, etc. Blouses, shirts and other tops must cover the shoulders and be long enough to tuck in.
  - 4. Skirts and shorts must be of appropriate length as determined by the principal or his/her designee.
  - 5. Clothing imprinted with profanity, implied profanity, inappropriate language, advertising tobacco or alcoholic products or derogatory to any individual, group or institution.
  - 6. Headbands/bandanas/scarves on the head.
- D. Students are not to exchange items of clothing or shoes.
- E. Hats and Coats.
  - 1. Students are to place hats and coats in hallway lockers upon arrival at school. Hats and coats will not be worn in the school building during the school day unless special permission is given by the teacher(s)/administrator.
- F. Sagging pants and shorts.
  - 1. Students shall not wear pants or shorts that sag or fit below the waist when properly fastened.

## **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent, a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

## **EMERGENCIES - FIRE AND TORNADO PROCEDURES**

### **A. Fire Drills**

1. The alarm used for fire drills and an actual fire alert is a constant blast from the horns in the hallways.
2. The teacher in each class will instruct the students as to where the appropriate exits are and where they are to stand outside the building.
3. Students are to walk from their rooms in a quiet and orderly manner.
4. The outside bell will ring, notifying the staff and students when it is safe to re-enter the building.

### **B. Tornado Drill, Watch and Warning**

1. The procedure for alerting staff and students of a tornado drill, watch or warning will be made over the P.A. System.
2. During a tornado drill, each classroom teacher will instruct the students as to the procedure they are to follow.
3. Students are to remain quiet, cooperative and attentive during any drill.
4. *TORNADO WATCH/WARNING POLICY: The Parchment School District will remain in session during a Tornado Watch, a Tornado Warning or Severe Weather Warning.*

If, at the regular school closing time, a tornado warning is in effect for the immediate area, school *will not* be dismissed until the warning is lifted. Students may be picked up at the school by their parents, if parents come to the school office to request their dismissal. No student will be released to a person other than his/her parent or guardian except by specific request from his/her parent or guardian.

Extra-curricular student activities will be canceled in the event of a tornado watch or warning. If the event is in progress, appropriate measures will be taken to ensure the safety of the participants.

## **ENROLLING IN SCHOOL**

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

- A. a birth certificate or similar document,
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate),
- C. proof of residency,
- D. 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.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or

removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **FIELD TRIPS**

- A. Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent.
- B. Each student is responsible for work missed in all classes on the day of a field trip.
- C. Teachers or the Administration may require a student to remain at school due to academic and/or behavioral problems.
- D. All regulations, in this handbook, governing students while at school apply on all trips.

### **GUIDANCE AND COUNSELING**

- A. The purposes are to:
  - 1. Assist students in developing a positive and realistic self-image, decision-making skills, awareness of alternatives, insight into behaviors and healthy interpersonal relationships.
  - 2. Provide supportive services to school staff and respond to the needs of staff with information and resources.
  - 3. Provide parents with information on the development and management of the middle school age child.
  - 4. Facilitate positive and helpful relationships between students, school personnel and parents.
  - 5. Share updated information on community agencies and resources, initiate referrals and participate in professional organizational activities.
- B. To arrange an appointment with the counselor, the student can:
  - 1. Sign up for an appointment in the Counselors' office area.
  - 2. Write a note and have it put in the counselor's mailbox in the office.
  - 3. Ask the teacher for permission to see the counselor.

### **HALLWAY AND STAIRWAY COURTESY**

- A. Students are to *walk* and *keep to the right* in the hallways and on the stairs.
- B. Students are not to block hallway traffic by standing in groups.
- C. There is to be no shouting, excessive noise, pushing or shoving in the hallways.
- D. Students are not to touch or disturb clocks, light fixtures, fuse boxes, fire alarms, speakers, ceiling tiles or any other equipment or instructional supplies, which may be located in the hallways.

### **HOMEWORK AND MAKE-UP WORK**

- A. The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments.
- B. No exact amount of time can be fixed for homework because assignments will vary and pupils progress at individual rates.
- C. If a student has missed a class or is absent from school, we encourage students and parents to see that assignments are completed upon return to school.
- D. Parents should *call the office before 9:00 a.m.* and request one of the secretaries to contact the teachers to

prepare homework assignments and materials to be picked up after 5:00 p.m.

- E. Under ordinary circumstances, the work missed may be made up within a period equal to that of the number of days absent.
- F. Parents are encouraged to contact their child's teachers if they have any specific questions about homework.

### **HONOR ROLL**

- A. An Academic Honor Roll will be published at the end of each Semester (marking period) and posted in the showcase next to the office.
- B. To be eligible for the Honor Roll, a student must earn a 3.00 or better grade point average with no academic failures.

### **LOST AND FOUND**

- A. Articles found in the classroom, hallways and school grounds should be turned in to the school office.
- B. Students should report lost articles to their teacher or the office as soon as possible.
- C. All belongings should be marked for easy identification.
- D. Students should check the Lost and Found for missing items.
- E. Unclaimed items will be donated to a charity at the close of each semester.

### **LUNCH PERIOD**

- A. While on the way to and from the cafeteria, please walk quietly and do not disturb other students who are in class.
- B. During the lunch period, students:
  - 1. Are at all times to follow directions as given by the lunchtime supervisors.
  - 2. Will have lunch card / I.D. or take their place at the end of the line.
  - 3. Are to talk quietly without shouting, whistling or making loud noises.
  - 4. Are not to run, chase anyone or rough house in the cafetorium.
  - 5. Will not throw food, milk cartons or any other items.
  - 6. Shall not pop sacks, milk cartons or any other items.
  - 7. Are to remain seated while eating.
  - 8. Will be dismissed from the cafeteria when the table and floor area are cleaned.
  - 9. Stay in designated areas as assigned.
  - 10. Will not take food or drinks outside of the cafeteria
- C. Procedures to follow when dismissed to go outside or into the gym:
  - 1. The safety of the students is the number one priority on the playground.
  - 2. Students are to follow directions as given by supervisors.
  - 3. Playing tackle football, keep-away, softball or baseball is not permitted during the lunch period.
  - 4. Students are not to be involved in rough housing, wrestling, tripping or pushing other people.
  - 5. Students are not to climb the fences at any time.
  - 6. Students are not to throw anything at another pupil.
  - 7. There is to be no piling onto one another at any time.
  - 8. Due to the possibility of injury from falling and/or piling onto each other, sliding on the ice is not permitted.

### **MASTERY OF OUTCOMES**

Key outcomes in English, Mathematics, Reading, Science, and Social Studies are expected to be mastered by students. Students who do not master key outcomes may have the opportunity to attend summer school. Students not successful in summer school may have to repeat the class or complete remediation during the following school year.

### **MEDIA CENTER**

- A. Students are encouraged to use the library for research, reading, and study.
- B. The library is open and help available during school hours.
- C. Materials may be checked out for three (3) weeks and may be renewed if necessary.
- D. Over due books must be brought to the library for renewal. Payment for lost or damaged books will be due prior to the end of the school year.

### **MONEY AND 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. The School cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

### **MOTOR VEHICLES**

Parchment Middle School students are not permitted to drive motor vehicles to school. This includes cars, go-carts, motorbikes, motorcycles, etc.

### **PAGERS (TELECOMMUNICATIONS DEVICES)**

- A. Cell phones are permitted but only to be used before or after school hours. If they ring during the school day the student is in violation. Telecommunication devices will be confiscated and returned to either the student or a parent or guardian.

### **PARKING LOT**

Due to the large volume of traffic and the potential for injury, under no circumstances are students to be in the parking lot before or after school.

### **PARTIES, AFTER-SCHOOL FUNCTIONS OR EXTRA CURRICULAR ACTIVITIES**

- A. Once a student enters any extra curricular activity, he/she may not leave and return without permission of the principal or his/her designee.
- B. Food and soft drinks are allowed only in designated areas with the responsibility for clean-up left to each student.
- C. Students are to follow instruction from all chaperones.
- D. Students are to stay in designated areas during the party, etc.
- E. Students who fail to complete work or experience discipline problems during the year may be excluded from participation in extra-curricular activities; i.e., sports, field trips, dances, etc. by the administration.
- F. Students who are suspended, either in-house or out of school, may be excluded from attending the next school party or extra curricular activity.
- G. Guests are not allowed at school parties/dances.

## **PERSISTENT VIOLATIONS**

**Behavior Conferences:** When a student has received excessive non-academic referrals in any school year, the parents will be contacted and the Principal and or Assistant Principal will convene a Behavior Conference. Ideally all the student's teachers, the student's counselor, the student and his/her parent(s)/legal guardian and an administrator will meet to discuss the student's future in the Middle School. A behavior contract will be written for the student as part of the conference.

## **PERSONAL PROPERTY**

- A. The school cannot and will not assume responsibility for personal property items that are lost or stolen.
- B. Students are cautioned to keep all money, jewelry and valuables which may be necessary to bring to school from time to time, on their person at all times.
- C. If a theft of personal or school property occurs, it should be reported to the office immediately. A report will be filed and property returned if it is recovered.
- D. Walkman radios, CD players, etc., are not encouraged but are permitted before and after school and during lunch. If used at any other time during the day without permission from authorized staff they will be confiscated and returned to either the student or a parent or guardian.
- E. Laser pointers are prohibited.

## **PUBLIC DISPLAYS OF AFFECTION**

The public school setting, both during the school day and at extracurricular activities, is not considered an appropriate place for public displays of affection. Students are asked to avoid embarrassment to themselves and others by avoiding displays of affection during the school day and at school events.

## **RESERVATION OF RIGHTS**

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

## **RESTROOMS**

- A. In the restrooms, students are:
  - 1. To be quiet and orderly.
  - 2. Not to sit on the sinks, stand on toilets, etc.
- B. Pupils are not to congregate in the restrooms.

## **SALES IN SCHOOL**

- A. Students are not permitted to sell any items in school except as a member of an approved school group.
- B. Sales by school-sponsored groups are permitted only when given prior permission by the building principal or his/her designee.

## **SEARCH AND SEIZURE**

Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. If student lockers require student-provided locks, each student must provide the lock's combination or key to the principal.

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 the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

### **SIXTH GRADE CAMP**

- A. A part of the sixth grade science curriculum is a three-day, two-night trip to the Battle Creek Outdoor Education Center near Dowling, Michigan. The trip is funded partially by the Board of Education, the Middle School Parents' Association and the sixth grade student/parents. Information concerning dates and costs will be forwarded home well in advance of this outdoor education experience.
- B. The use of the Outdoor Education Center serves to:
  - 1. Encourage the development of inquiry into the relationship between the student and the environment.
  - 2. Reinforce the concept that natural resources undergo continuous change.
  - 3. Provide an opportunity for students to learn how the use and care of soil, water and natural resources affects our environment.

### **SNOWBALLS**

Throwing ice-balls and snowballs on school property and sidewalks adjoining school property is prohibited.

### **SNOW AND SEVERE WEATHER DAYS**

- A. During severe weather and snow days, local radio and television stations will be used to notify the public of an emergency school closing.
- B. Please listen to one of the following stations for information relevant to any school closing:

#### **RADIO STATIONS:**

<b>WKZO (AM) 590</b>	<b>WKPR (AM) 1420</b>
<b>WQLR (FM) 105.5</b>	<b>WNWN (FM) 98.5</b>
<b>WQSN (AM) 1660</b>	<b>WMUK (FM) 102.1</b>
<b>WKLZ (AM) 1470</b>	<b>WKMI (AM) 1360</b>
<b>WOOD (AM) 1300</b>	<b>W-COOL (FM) 101</b>

#### **TELEVISION CHANNELS:**

<b>WWMT</b>	<b>3</b>
<b>WOTV</b>	<b>8</b>
<b>WZZM</b>	<b>13</b>
<b>WXMI</b>	<b>17</b>

- 1. When schools are closed because of severe weather, all student activities in the Parchment Middle School are also canceled.

## **STAYING AFTER SCHOOL**

- A. It may be necessary during the school year for students to stay beyond the regular dismissal time of 2:48 p.m. for additional help and for reteaching of outcomes. In these instances students will be expected to attend this extra session, referred to as ninth period. Parents will be notified and transportation will be provided if possible for the student that normally rides a bus.
- B. Students who stay in the building after school for reteaching, band practice, interscholastic athletics, or any school-related activity must be under the immediate supervision of a teacher, school employee, or activity sponsor.
- C. Students may be kept after school for disciplinary reasons or to make up work. Under ordinary circumstances a student will be given 24 hours notice so that he/she can make arrangements for transportation home the following day. If the circumstance should occur that a student must stay after school on a “today-not-tomorrow” basis, the parents will be notified by telephone that their child will be staying after school.

## **STUDENT CONDUCT, RIGHTS AND RESPONSIBILITIES**

- A. Creating a positive learning environment at Parchment Middle School is the joint responsibility of students, parents and staff. When all the parties work cooperatively to prevent problems, it will help to avoid the necessity for disciplinary action. It is impossible to list all student rights and responsibilities, but this is an abbreviated list important to a good education:

### **Rights**

- 1. Students have the right to a free public education.
- 2. Students have the right to learn.
- 3. Students have the right to personal safety at school.
- 4. Students have a right to a clean school building.
- 5. Students have a right to get help from counselors, teachers and administrators.
- 6. Students have a right to be respected by other students and school personnel.
- 7. Students have the right to the process that means students have a right to a fair set of rules that are applied in a fair and even manner.

### **Responsibilities**

- 1. Students have a responsibility to come to school regularly, on time and ready to learn.
- 2. Students have the responsibility not to deny other students their right to learn.
- 3. Students have a responsibility not to act in a way, which threatens or injures others.
- 4. Students have a responsibility not to litter or deface property in the building.
- 5. Students have a responsibility to ask for help in a polite manner and at a time that doesn't deny other students a fair chance to get help from staff.
- 6. Students have a responsibility to demonstrate respect for each other and school personnel.
- 7. Students have a responsibility to obey rules and use proper means for telling staff members about rules they believe to be unfair.

#### **D. BULLYING**

The Parchment School District has adopted a zero tolerance policy against bullying. Bullying is a form of harassment. For the purposes of this policy, “bullying” is defined as: The repeated intimidation of others be it real or threatened infliction of physical, verbal, written electronically transmitted, or emotional abuse, through attacks on the property of another. It may include, but not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school.” Such conduct is disruptive of the educational process and, therefore, bullying is not acceptable behavior in the Parchment School District, and is prohibited. Students who engage in any act of bullying while at school, at any school function, in connection with or at a District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

#### **C. SUSPENSION AND EXPULSION**

The authority of school boards to authorize suspension or expulsion and to make reasonable rules and regulations regarding discipline is granted under Public Acts in the School Code. Section 380.1311 of the School Code authorizes suspension for the following reasons: (1) Gross misdemeanor, or (2) Persistent disobedience.

Conduct which deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically set forth below. Violating any school rule or performing any act that is disruptive or detrimental to the health, welfare or education of other individuals or is damaging to school property is prohibited. The degree of severity of the misconduct will determine whether any offense (whether listed in this section or not) warrants suspension or expulsion from school. Conduct interfering with the educational process or infringing on the rights of others, whether specifically listed or not, will not be tolerated or condoned.

The degree of seriousness of the misconduct, as well as the accumulative effect of misconduct, will be used in determining the degree of severity of the discipline to be imposed and whether the offense warrants expulsion. The precise discipline to be imposed with respect to any infraction (suspension up to and including expulsion) may vary in type or length depending upon the seriousness of the misconduct and the accumulative misconduct of the student. Gross misbehavior and persistent disobedience may result in expulsion.

D. Examples of Gross and Unacceptable Behavior include but are not limited to:

1. Assault and battery.
2. Ethnic, gender, or sexual intimidation or harassment, profanity and racial slurs.
3. Controlled substance: drugs and copy-cat drugs, drug paraphernalia and alcoholic beverages
4. Fighting.
5. Insubordination.
6. Vandalism.
7. Theft or unauthorized possession of property.
8. Tobacco (all types, including chewing tobacco).
9. Weapons.
10. Purposeful destruction, defacing or theft of school property.
11. Fireworks
12. Other inappropriate acts.

E. Gross and Unacceptable Behavior will subject a student to disciplinary action to include but not limited to:

1. “Time out” in the office.
2. Parent notification.
3. Lunch detention
4. After school detention
5. Saturday detention
6. In-school suspension.

7. Suspension from attending school and extracurricular activities.
8. Recommendation for exclusion
9. Recommendation for permanent expulsion.
10. Referral to police authorities.
11. Petition into Kalamazoo County Probate Court.
12. Accidents, which occur resulting in property damage, are to be reported to the office immediately.
13. Students will be financially responsible for damage to the building and its contents that result from careless and/or abusive treatment of these items.

## **STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include but are not limited to academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the administration.

## **STUDENTS OF THE MONTH**

During each semester (marking period) several students are selected by teachers as students of the month.

- A. The criteria used for selecting the students include scholarship, a positive attitude, effort and a cooperative relationship between the student, his/her peers and the teachers.
- B. In addition to receiving a certificate to recognize their achievement, each student has his/her picture taken and placed on the hallway monitor.
- C. A pizza lunch will be provided

## **SUSPENSION**

- A. The principal and his/her designee are delegated the authority by the Parchment Board of Education to suspend a student from school.

### **B. School Suspension**

1. As a result of disobedience and/or continued disregard for school rules or regulations, a student may be barred from attending his/her classes for a period of time as determined by the principal or his/her designee.
  2. The principal or his/her designee will conduct an investigation for the purpose of obtaining all relevant information pertinent to a fair decision as to when the student may return to his/her class.
  3. Suspension may be served at home or in school. In-school suspension will be housed either at the high school or the middle school.
  4. During the time of suspension from attending school, the student will not participate in any extracurricular activity or be present on any school property without the permission of the principal or his/her designee.
  5. During a suspension the student will make up class work and homework. It shall be the student's responsibility to contact and demonstrate that they have contacted each teacher following the suspension to request class work and/or homework assignments.
  6. As a condition of reinstatement, a suspended or excluded student may be required to enter into a contract that sets forth terms and conditions of reinstatement.
  7. Any violation of the re-entry contract may result in additional suspension or expulsion from school.
- C. Due process of procedure for suspension from attending school and extracurricular activities for a period of one to ten days:
    1. The student shall be fully informed of the charges brought against him or her.
    2. The student shall have an opportunity to respond, either verbally or in writing, to the charges presented.
    3. The student and parent shall be informed of the disciplinary action taken against the student.
    4. A suspension from attending school may be appealed as soon as an appointment can be made with the principal or his /her designee. The student may be represented by his/her parents or guardian and/or legal counsel.

## **TARDINESS**

Since being tardy to class deprives the student of information necessary to his/her academic success and disrupts the teaching and learning process for others, it is expected that students will be in their assigned classroom ready to begin the lesson when the tardy bell rings.

- A. Morning Tardiness: A student is tardy if he/she is not in first hour class when the tardy bell rings at 7:53a.m.
- B. Consequences of chronically being tardy to school or class.
  - 1. Parent notification.
  - 2. Making up time during the lunch period.
  - 3. Staying after school to make up time.
  - 4. Saturday detention.
  - 5. Possible loss of after-school activities.
  - 6. Conference with the parent, student, teacher and principal.

## **TELEPHONES AND MESSAGES**

Prior to coming to school, students are encouraged to make necessary arrangements for transportation, parental permission for activities, etc. so the need for last minute phone calls is minimal. To keep classroom disruptions to a minimum, students will not be called to the office for phone calls unless it is an emergency. Messages will be given to students during their lunch time or after school.

- A. In case of emergency or illness a student may use the phone in the office.
- B. A student who wishes to use the telephone during class time must have a written pass from his/her teacher.
- C. Messages and deliveries from home are to be left in the office.

## **TEXTBOOKS, MEDIA CENTER AND SCHOOL OWNED MATERIALS**

- A. Textbooks and Media Center materials are the property of the Parchment School District and are loaned to the students on an individual basis.
- B. Textbooks will be issued according to recorded serial numbers and books must be returned to the appropriate teacher and classroom.
- C. Textbooks, Media Center materials, school owned musical instruments, and other similar class related materials become the responsibility of the student to whom they are issued.
- D. Reasonable wear is expected, however books and other materials **MUST** be returned in good condition.
- E. Penalties including replacement cost for damaged, lost or stolen materials will be given. Denial of participation in school related activities and withholding report cards will occur until fines/fees are paid.

## **TRANSFER INFORMATION**

Should a student transfer to another school district he/she must on the last day of attendance:

- A. Return all textbooks, Media Center books and materials.
- B. Pay any fines.
- C. Clean out his/her locker and take all personal items home.

## **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 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.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school.

## **WALKING TO SCHOOL**

A. Students who walk to school are encouraged to follow good safety rules, including walking on the sidewalk or along the shoulder of the road facing traffic.

B. Under no circumstances should students hitch a ride on a moving vehicle.

## **WEAPONS FREE ZONE**

Weapons will not be tolerated in any way. A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if s/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

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

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

C. Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

### **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, jewelry and so on. Intentional injury to another can be a felony and or a cause for civil action. This violation may subject a student to expulsion.

## **ZERO TOLERANCE POLICY**

The Parchment School District has adopted a zero tolerance policy against verbal slurs, epithets or other actions directed towards another person due to race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status, or disability. All reported incidents of such a nature will be investigated and addressed.

**Ethnic/Gender/Sexual/Social Intimidation/Harassment:**

Parchment School District has a **zero tolerance policy** regarding this type of behavior. A student is guilty of this type of intimidation/harassment if that person:

- Behaves purposely and maliciously, and with specific intent to intimidate or harass another person because of that person's race, gender, religion, creed, disability, sexual orientation, national origin or ancestry
- Uses abusive, profane or vulgar language, gestures, displays or graffiti, including those of an intimidating or hostile nature with respect to race, gender, religion, creed, disability, sexual orientation, national origin or ancestry, whether directed at a specific person, or not directed toward anyone specifically
- Inflicts behaviors such as unwanted physical contact with another person, damage, destruction or defacing any real or personal property of another person or threats by word or act

Any staff member/student or applicant that believes s/he has been or is the victim of harassment should immediately report the situation to the building principal or his/her immediate supervisor. If the complaint relates to this individual, the complaint may be filed with the Assistant Superintendent, Ruth Rowe, 520 N. Orient, Parchment, MI 49004, 269-488-1050. If the complaint relates to the Superintendent, it should be filed directly with the Board President. All complaints will be investigated.

**GRIEVANCE PROCEDURES FOR NONDISCRIMINATION:** Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the District's Civil Rights Coordinator, Assistant Superintendent, Parchment School District, 520 N. Orient Street, Parchment, MI 49004, 269-488-1050.

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

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

**Step 2:** If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

**Step 3:** If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District's Coordinator will provide a copy of the District's grievance procedure to any person who files a complaint and will investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations, on which this notice is based, may be found in the Civil Rights Coordinator's office.