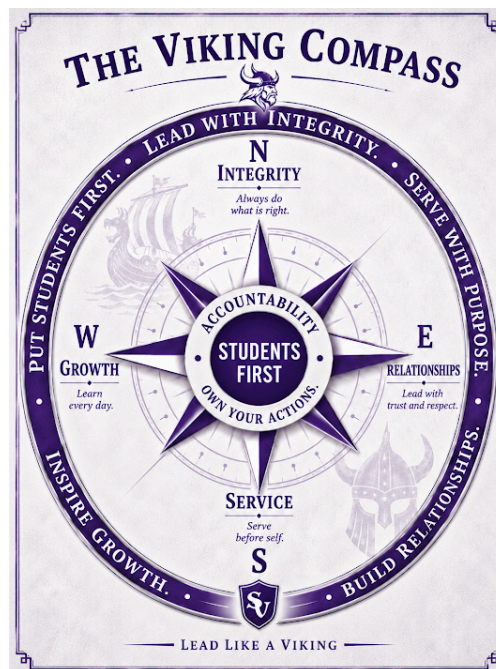




SWAN VALLEY MIDDLE SCHOOL 2026-2027 Student Handbook



SWAN VALLEY MIDDLE SCHOOL MISSION STATEMENT

The mission of Swan Valley Middle School is to provide all students with the opportunity, knowledge, and skills to be successful in high school and beyond.

SWAN VALLEY SCHOOL DISTRICT VISION



Swan Valley School District's Profile of a Graduate

The Profile of a Graduate describes the characteristics and skills that students will leave with when they graduate from Swan Valley School District. The Graduate Profile, paired with the Michigan State Standards and Michigan Curriculum Framework will help guide the strategic curriculum development and implementation process to ensure all students reach their potential at Swan Valley School District.



Leadership	Demonstrate leadership and can be led, think independently, advocates for others, take initiative, listen, and be creative.
Communicate & Collaborate	Communicate and collaborate effectively with a variety of audiences, display citizenship, and engage in community
Technology & Tools	Use technology and tools strategically in learning and communicating
Solve Problems	Construct explanations, and design creative and innovative solutions to solve real world problems
Argument & Reasoning	Use argument and reasoning to do research, construct arguments, critique the reasoning of others, and be able to receive constructive feedback
Emotional Learning	Demonstrate knowledge and skills to manage emotions, make healthy decisions and choices, work towards positive health habits, and have self-motivation and discipline

SWAN VALLEY MIDDLE SCHOOL BELIEVES:

- All students can learn.
- As an institution, we must always make what is best for students our first priority.
- We must create a safe environment where students can explore their interests, take risks, and learn from their mistakes.
- Students must be supported and grow academically, socially and emotionally.
- The school is an integral part of the community and as such we create the citizens of tomorrow and give back to the community that supports us.
- In promoting pride, self-esteem, and self-accountability.
- Towards aspiring to find the potential in every student.
- In striving to instill a sense of community in our students.

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SWAN VALLEY MIDDLE SCHOOL POLICIES AND REGULATIONS

SECTION ONE: GENERAL INFORMATION

Welcome

Dear Students:

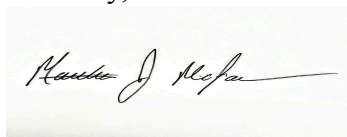
The faculty, staff and administration welcome you to Swan Valley Middle School. We look forward to a fantastic school year. This list of policies and regulations has been compiled to help guide you and your parent or guardian through the school year. These policies have been established by a committee and have been approved by the Board of Education. The goal is to establish clear guidelines for a safe environment in which students can receive a sound education by minimizing unnecessary distractions to the educational process. The student handbook is not intended to be all-encompassing, it does not create a contract between the school and parents or students, and school officials may revise the handbook at any time to implement the education program and ensure student wellbeing. School officials are responsible for interpreting the handbook and, if a situation arises that is not addressed by the handbook, the school will make decisions based upon staff discretion, applicable board policies, and state and federal law and regulations, consistent with the school's best interests. It is our mutual task to guide you to make responsible decisions.

Individual opinions may vary on matters such as these. These policies certainly can not address every situation that arises during a school year. Some discretion will have to be given to the teacher and/or administrator respectively in handling different situations. If any rule appears unclear, or if you have any questions or concerns, please never hesitate to see me or contact me at 921-2601 or mmclare@swanvalley.k12.mi.us.

It is important that all stakeholders work together in these matters. Through mutual cooperation we will be able to obtain the best education possible for all students.

I appreciate your support and I am looking forward to another successful school year.

Sincerely,

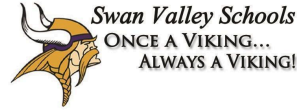
A handwritten signature in black ink, reading "Matthew J. McLaren", is displayed on a light-colored rectangular background.

Matthew J. McLaren
Principal
Swan Valley Middle School

SCHOOL IDENTITY

COLORS:

Purple and White



MASCOT:

The Viking

FIGHT SONG

Cheer, cheer for purple and white!
Get in the game and stand up and fight
If our grade be sixth through eighth.
We won before and we'll win again!
Cheer, Cheer for purple and white!
Always give that good Viking fight!
As our Viking team goes scoring, Point after point again!
Fight! Fight! Fight!

SECTION ONE: GENERAL INFORMATION

ACCIDENTS/INJURIES If a student is hurt or suffers an accident during regular school hours, the office will contact the parents/guardians.

AFTER-SCHOOL PROGRAMS Students who are not involved in a supervised extra-curricular activity immediately after school must leave the building no later than 2:45 p.m. Please make appropriate arrangements for the transportation of your child. Students participating in the after-school tutoring program must sign up in advance and are expected to stay for the entire time. A student may be prohibited from participation due to disruptive behavior in the after-school program or failure to attend after signing up for the program.

ASSEMBLIES Throughout the school year, assemblies will be scheduled. Students are expected to be courteous and respectful as the behavior is a reflection on the school, the community, and their homes.

ATHLETICS Participation in the following sports is available to 7th and 8th graders for a \$50.00 registration fee:

<u>6th Grade</u>	<u>7th grade</u>	<u>8th grade</u>
Cross Country	Cross Country	Cross Country
Wrestling	Girls' Basketball	Girls' Basketball
	Boys' Basketball	Boys' Basketball
	Wrestling	Wrestling
	Girls' Volleyball	Girls' Volleyball
	Boys'/Girls' Track	Boys'/Girls' Track

“Michigan High School Athletic Association Rules and Regulations” and the *Swan Valley Middle School Athletic Handbook* policies regulate all aspects of the athletic program. Students must have evidence of an annual physical exam on file before being allowed to practice or participate on any athletic team. Students must have a completed Swan Valley School District "Agreement of Athletic Department Policies and Agreement to Pay Medical Expenses" form and a completed MHSAA "Medical History/Student and Parent Consent Form" on file in the office before being allowed to practice or participate on any interscholastic athletic team

- **Eligibility** - All students must maintain the appropriate grades and citizenship marks in order to be eligible to play sports. The *Swan Valley Middle School Athletic Handbook* policies regulate all aspects of the athletic program and include guidelines for eligibility based on a point system.

BEVERAGES The only beverage students may have outside the cafeteria is water. **Water bottles are to be used appropriately. Any disruption to the academic environment caused by inappropriate water bottle use, i.e. spraying water etc, will lead to loss of privilege.**

BICYCLES, SKATEBOARDS, AND ROLLER BLADES All bicycles should be parked on or near the bicycle rack and should be locked. Students should not give others permission to ride their bicycles. Students may not ride bicycles around the parking lot before or after school. Skateboards, skates, roller blades and other items of similar nature are not allowed in the school or on school property.

BUS RIDERS Students will only be picked up or dropped off at their assigned stop. Arrangements can be made for an alternate stop but must be noted on district transportation form. If you have any other inquiries regarding transportation, please contact the transportation supervisor at 921-3701.

CHANGES TO THE HANDBOOK The provider reserves the unilateral right to add, delete, or amend the policies and procedures provided for in this Handbook upon (30) days' written notice to Parent. Changes to policies and/or procedures contained in the Handbook are effective only if set forth in writing signed by the provider.

CHEATING Cheating is the act of fraudulently using the work of another person or answers to enhance or receive credit for a school assignment. Providing answers to another student is also cheating. If it is a habitual occurrence, more serious action will be taken in terms of a mandated parent conference or suspension from school.

CLASS EXCUSES Students will not be excused from classes to work on extra-curricular activities. Teachers should not request other teachers to excuse pupils for such activities. If it becomes necessary to have a pupil

excused from a class, the consent of the principal should be obtained so orderly arrangements can be made. Every effort should be made to keep students in their classes.

CLOSED CAMPUS Students are not allowed to leave the school building at any time without first checking through the school office.

CLUBS AND ACTIVITIES Students have the opportunity to participate in various extra-curricular clubs and activities such as activity nights, dances, field trips, Mock Rock and talent shows, BPA, NJHS, VIKES, FIRST Tech Challenge, Student Council, etc. A student may be excluded from participation based on poor academic performance, excessive tardiness and/or absences, and/or disciplinary problems.

COMPUTER TECHNOLOGY AND NETWORKS

The use of the Swan Valley School District's technology resources is a privilege, not a right. The privilege of using the technology resources provided by the Swan Valley School District is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in the Swan Valley School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved. Students and families are required to sign / agree to the AUP in order to use and access district technology (iPads, computers, networks, etc...). The current AUP can be found on the district website.

AFTER SCHOOL ACTIVITIES: Only students who attend SVMS may attend school-sponsored activities. Students are not permitted to leave the building prior to the end of an activity for any reason unless a parent or guardian comes into the office and signs the student out. All school rules, including the school's discipline code and dress code are in effect during school-sponsored activities. Students who violate the school's discipline code will be required to leave the activity immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

DRESS CODE Although we recognize that student dress is primarily the responsibility of the parents, the school also believes that it has a responsibility to ensure that students are properly dressed and that their clothing is tasteful and does not disrupt the learning environment. Dressing for success is often a reflection of positive behavior. The following guidelines should be considered when selecting proper student attire.

School clothing should be

- clean and neat
- appropriate for a school setting and, therefore, not distracting to the educational process
- neither detrimental to the student's health and safety nor to school property

School clothing may not

- be revealing in any way
- expose any offensive or explicit language, pictures, signs or symbols
- be worn with the intent to draw undue attention to the student and, therefore, be distracting to other students in the educational setting
- expose mid-riffs or reveal undergarments

Some examples of unacceptable clothing are

- halter tops, see-through blouses and shirts, spaghetti-straps.
- spandex shorts
- pajamas or other sleepwear
- Rips and holes in pants may only occur below mid-thigh
- Shoes or sandals must be worn at all times. Slippers are not allowed.
- excessively short skirts and shorts (must be at least mid-thigh in length)
- outdoor clothing such as coats, hats, hoods, visors, bandanas, etc.,
- "sagging" of pants
- gang-related clothing

- Chains, spikes on bracelets or neckwear, or other potentially harmful accessories

This list is a guideline and is not all-inclusive, as clothing styles change prohibited items may be added to this list of examples

Prior to December 1 and after March 31st, all students will be allowed to wear acceptable shorts that are at least mid-thigh in length.

If a student's attire does not meet the proper requirements, the student will sign a 1st offense warning, 2nd offense will result in an after-school detention (infraction does not have to be for the same offense). In either case, the parent or guardian will be called and asked to bring the student more acceptable clothing to wear before they can return to class. Historically Swan Valley students have shown a great deal of common sense about their dress code and attire. This is a complement to our parents and family values. The teachers and administration appreciate this common-sense approach. The middle school administration reserves the right to evaluate what is acceptable school attire based on this common-sense approach.

ELECTRONIC COMMUNICATION DEVICES (ECD)/EQUIPMENT: Students shall not be in possession of or use any non-school issued ECD (i.e. cell phones, iPads, laptops, etc.) on school property during the school day without permission or consent of school personnel. The use of ECDs should be for educational purposes. The use of ECDs in locker rooms or restrooms is strictly prohibited and is punishable by both the school and law enforcement. Possession of an ECD is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. If a student violates this policy they will receive a written warning that is signed by both student and parent and future infractions will lead to an after-school detention and/or out of school suspensions. A parent or guardian will be required to pick the device up from the school office.

EMERGENCY CLOSINGS In the event of school closing due to inclement weather or other emergency, parents will be notified by phone and text message through our automated calling system, the announcement will be posted on the district web site (www.swanvalleyschools.com) and made over local radio and TV stations. Parents/guardians should **NOT** call the school.

FOOD RELATED ITEMS Food items are to be consumed only in the cafeteria. Exceptions to this rule may be granted at the teacher's discretion. Having food and/or drink delivered from restaurants is strictly prohibited.

HOMEWORK Must be completed and turned into the appropriate teacher on the date and time announced by the teacher to earn full credit. An excused absence allows the student one day of make-up for each day absent.

When a student is absent, homework assignments may be accessed in one of the following ways:

- by calling the individual teachers
- by checking on Schoology
- by communicating with the teacher via e-mail

Requested assignments may be available for pick-up from the office daily after 2:30 p.m. Arrangements for assignments on a long-term absence will be handled through the building counselor or principal.

IMMUNIZATIONS The Saginaw County Health Department monitors our student health records. New students are added to the report, immunization records are updated, and anyone requiring additional immunization is notified. A summary report is sent to the Saginaw County Health Department in November and February.

GYM LOCKERS Lockers will be assigned by the hour to students to use for gym classes. Students should bring a lock to secure their belongings in their assigned lockers during gym class. **Students are strongly discouraged from bringing any valuable items into the locker room.** The school/gym teacher cannot be held responsible for any items in lockers, on the counters, on benches, etc.

LIBRARY MEDIA CENTER The library is a place for reading, research, and studying. All students are encouraged to use its facilities and resources. The library provides materials and equipment which support and supplement the curriculum. Students will show consideration of others while using the library facilities and materials. Library guidelines are reviewed with students through each grade level team's review of the handbook.

In accordance with the SVSD Instructional Materials and Media Centers Procedures, library staff will periodically and systematically analyze each building's collection to determine areas of need. Suggestions from staff, students and community members will also be taken into consideration, and lists will be compiled to be suggested for purchase.

Instructional Materials Purchasing Process

To complete a purchase request, the District Media Specialist or designee will fill out a Request for Purchase form accompanied by the following:

- Analysis for each title for the age/grade level appropriateness
- Full-Text professional reviews for any title exceeding the building's age span. If no professional review is found, the publisher's summary will be included.
- A statement of educational value and reasoning for inclusion in the high school collection, as well as the publisher's summary for any adult nonfiction books without available professional reviews

A content area teacher, by request of the District Media Specialist or designation of the principal, will review the list of titles for additional input or recommendation.

The District Media Specialist or designee will submit the completed Request for Purchase form to their building principal for review and approval. The form and attached pages shall be filed in a procurement folder for future reference.

Parent Opt Out Option

Parents/guardians may review the list of materials available in the district's libraries via an online catalog. The collection of materials at Swan Valley School District's media centers spans multiple age and grade level designations.

- Parents/guardians may receive notification and a request for approval when their student attempts to check out materials considered "mature" for their students' respective age / grade level.
- Parents/guardians may also opt out of specific literary works by contacting the school with a list of those titles.

MEDICATIONS If a student must take medication during the school day, the following rules have to be followed:

- A. The "Medication Request and Authorization Form" must be filed with the office before the student will be allowed to begin taking any medication (both prescription and OTC) during school hours. These forms are made available on the middle school website at www.swanvalleyschools.com or may be picked up in the school office.
- B. All medications must be registered with and kept in the office. Parents/guardians must bring all medications to the office (both prescription and non-prescription) in their original container clearly marked with the student's name.
- C. A student with asthma who has appropriate written permission from his/her physician and from his/her parent/guardian may possess and use an asthma inhaler.
- D. Parents/guardians have sole responsibility to instruct their child to take his/her medication in the prescribed dosage at the scheduled time. The student has the responsibility to follow these instructions carefully to avoid medical problems.
- E. A log for each medication shall be maintained in the office which will note the personnel giving the medication, the date and the time of day.
- F. Diabetic students must submit a Diabetic Management Plan to the office. The materials (insulin, lancets, monitoring device, etc...) will be housed in the office and the plan will be monitored by office personnel per the medical orders.
- G. A student that may require an epinephrine injector can carry that with them at all times after permission has been granted from both the physician and the parents.

MESSAGES Please make every effort to limit messages to individual students during the school day to emergency situations only. Arrangements for rides after school should be taken care of before the student leaves in the morning. We understand that emergencies may arise, however, any student messages also lead to unnecessary classroom disruptions and the loss of instructional time.

PHYSICAL EDUCATION A written request of a physician is necessary to totally exempt a student from the physical education course. A note from a parent or guardian is necessary to excuse a student from a daily gym class. Any request to exempt any student longer than 2 days must be accompanied with a doctor's written note. For reasons of hygiene, safety, personal health and ease of participation, students assigned to physical education classes will be required to dress according to established classroom guidelines.

PUBLICATIONS No publications, newsletters, advertisements, posters, flyers, etc. may be posted, made available, or distributed on school property without prior consent of the building principal.

PURSES AND BACKPACKS Students may not bring purses, bags or backpacks into the classrooms. These items are to be kept in the students' assigned lockers.

RESTROOMS Students shall use the restrooms before first period, between classes, and at the beginning and end of lunch period. The teachers control restroom privileges. When restroom privileges are granted by the teacher, students will complete an electronic pass upon their departure / return to class. Students are expected to keep restrooms clean. Students who are ill shall request a pass to the main office not the restroom. Students found in the restroom without permission shall receive an unexcused absence from class.

SCHOOL PROPERTY Care should be taken with all school property. This applies to any school property assigned to the student which includes, but is not limited to, textbooks, library books, iPads, athletic uniforms and equipment, band uniforms and/or equipment. Once these items are assigned to a student, they become the student's complete responsibility. Damage or loss resulting from carelessness, irresponsibility, vandalism, or malicious mischief, will be paid by the offending student. Failure to pay fines, fees or charges may result in the withholding of grades and credits.

SOCIAL MEDIA GUIDELINES

Swan Valley Schools utilizes social media to connect with our school families and the community for the purpose of sharing information rapidly. Our posts are intended to provide information about what's going on across the district. This information will often include various announcements, postings about upcoming events, promotion of clubs, teams, programs, academics, and celebrations of success. Specific questions or concerns will not be addressed on the district's social media sites. Students, parents, staff, and community members are expected to use social media in a responsible manner that reflects the highest standards of honesty, respect, and consideration of others. Under no circumstances will offensive or negative comments about students, staff, community, or the district be tolerated. Posts and comments should build and support a positive school community. Misuse of the District's social media sites could be regarded as a violation of these guidelines and may result in restrictions and disciplinary action in accordance with district and state policies.

STANDARDIZED TESTING Students and parents/guardians should be aware that students in ALL grades are required to take the following standardized tests: MSTEP & NWEA. Grade 8 students are required to take the PSAT8. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year
2. Ensure students get a good night's sleep
3. Ensure students eat well the morning of the test
4. Remind and emphasize for students the importance of good performance on standardized testing
5. Ensure students are on time and prepared for tests, with appropriate materials
6. Teach students the importance of honesty and ethics during the performance of these and other tests
7. Encourage students to relax on testing day.

STUDENT ACTIVITIES SCHEDULE All student activities should be approved and scheduled by contacting the principal prior to the event. School activity nights, dances and similar activities are open to Swan

Valley Middle School students only. After-school activities begin at 2:30 p.m. and end promptly at 3:20p.m. **Once students arrive they are not allowed to leave prior to the end of the event unless a parent/guardian comes into the building to sign out his/her child.** If a student leaves the building without permission, the parents will be notified and appropriate disciplinary action will be taken.

STUDENT ACTIVITY DISCIPLINE We encourage all students to attend as many school events held after school as possible without interfering with their school work and home activities. The school will provide adequate supervision for the students. All student rules and regulations regarding student behavior are in effect at all times and remain in effect for any school or district-related activities. In case of an out-of-school suspension, students may not come to the school, attend district or school events or be present on the district premises at any time. Violation of this is considered trespassing and may result in further disciplinary action and/or police referral. All middle school students must be accompanied by a parent or responsible adult in order to attend any and all high school level events. Students that do not meet this requirement will not be permitted entrance to such events.

STUDENT VALUABLES Students discouraged from bringing any items of value to school. Items such as jewelry, expensive clothing, electronic equipment, as well as large amounts of cash are tempting targets for theft and extortion. The school will not be responsible or liable for the loss of or damage to personal valuables. The school expects that all items of value including textbooks, iPads etc. are securely stored in the student's assigned locker.

TECHNOLOGY USE Students (and parents/guardians) need to understand that whenever they are on the network, they leave "electronic footprints" that can reveal where they have been on the internet and what they have been accessing. Network monitoring software is in place that allows all activity to be seen and recorded, and in the case of violation, to be used against a student. Network administrators and building principals may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Students are prohibited from using artificial intelligence (AI) tools to complete school work without express permission/consent from a teacher. This policy is in place to uphold the fairness and equality of educational opportunities for all students. The use of AI tools without proper authorization undermines the development of essential learning and problem-solving skills, which are crucial for academic success. Unauthorized use of AI tools is considered a form of plagiarism and will be subject to disciplinary action in accordance with the Student Code of Conduct. Any student found using AI tools without permission or other inappropriate use will face consequences.

TELEPHONE If students need to call home they must stop into the office and use the office phone. They may not call out using a non-school phone unless it is approved by school personnel.

UNACCEPTABLE ITEMS Squirt guns, rubber bands, thumb tacks, matches, lighters, inappropriate reading materials, BB guns, stuffed animals/toys, hacky sacks, toys, yo-yo's, fidget spinners, fidget cubes, and other similar items are not allowed in the school, on school grounds, on the buses, or at bus stops. These items may be confiscated and the student may be subject to disciplinary measures.

VIDEO MONITORING SYSTEMS A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If discipline is required, the recording will only be shared with impacted students, parents and law enforcement personnel.

VISITORS Parents/guardians are welcome at the school and encouraged to make appointments to see a teacher, the principal, or guidance counselor. 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. Any visitor found in the building without a pass shall be directed to the office. If a person wishes to meet with a member of the staff, he/she should call for an appointment prior to coming to the school. Students may **NOT** bring visitors to school without the prior permission of the building principal.

WASHINGTON DC Each spring our eighth-grade students have the opportunity to travel to Washington DC. There are several opportunities to raise funds beginning in sixth grade. There are eligibility standards based on

students' behavior and attendance. Students will receive a written update at the end of each marking period regarding their eligibility to participate in the trip based on meeting the published behavior and attendance expectations.

SECTION TWO: ATTENDANCE

ABSENCES It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Active participation in the classroom and other school activities cannot be replaced by individual study.

If a student is absent from school, a parent/guardian should notify the school of the absence by calling our 24-hour attendance line at 921-2611 or emailing our attendance secretary before 7:30 am. If we are not notified, the office will make an effort to contact you to notify you of your child's absence.

If the school was not informed of your child's absence, your child will be considered unexcused until a written note from the parent/guardian is presented to the office stating the day and the reason for absence.

Students with excused absences will be allowed to make up work as directed by the teachers. With the exception of long-term assignments, specific tests, quizzes, etc., one day of make-up time will be allowed for each day of excused absence. If a student is absent for more than three consecutive days, a doctor's note may be required. Once a student reaches 10 absences, we ask that a parent still keep the school informed, however all absences will be marked unexcused unless a doctor's note is provided.

Any student absent from school a half day or more will not be allowed to participate in any extra-curricular activity or practice that day. Funerals and doctor appointments are an exception.

Parents will be notified in writing after 5, 8, 10, and 15 excused and/or unexcused absences from school. Please understand that this is a procedural requirement regardless of the reasons for your child's absence. After a careful review of the circumstances, the school may be obligated to contact authorities under the County Truancy Abatement Initiative. Students may be asked to participate in a mediation program.

Regular school attendance is important for student success. If a student is failing two or more classes, we strongly discourage any form of prolonged or pre-arranged absences. 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.

District Wide Attendance Policy

In accordance with the Saginaw Intermediate School District's County Wide Attendance Policy (5/20/19), Swan Valley School District has adopted the following attendance policy:

- a. Verification of an absence will be accepted up to two (2) days upon the student's return.
- b. Students absent four (4) or more consecutive days may require verification; (ie - doctor notes on letterhead; obituary/funeral information; evidence of long-term vacations).
- c. Absences documented after ten (10) days are marked as Unexcused pending interventions and communication with administration.
- d. After absences number 5 and 10, the school will send a notification letter home to parents/family no matter if the absence is excused or unexcused.
- e. Absences in excess of ten (10) days are subject to parent notification and interventions by administration. Interventions may include meetings, improvement plans, attendance agreements, support plans, etc.
- f. The County Truancy Officer will be notified of excessive unexcused absences (ten (10) or more days cumulative for the entire year) only AFTER interventions have occurred at school level and the Unexcused absence code is used no less than ten (10) times.

APPOINTMENTS Please make every attempt to schedule appointments outside of the school day. Medical appointments verified with submission of a medical note will count as an excused absence.

EARLY DISMISSAL A student requesting early dismissal from school for an appointment should present a note from a parent/guardian to the office before school begins. The student will receive a slip to be dismissed from class at a specified time. A parent/guardian must sign out the student from the office. Students must report to the office before leaving and upon returning to school.

ARRIVING LATE The parent should call the attendance line in the morning and state that the student has an appointment and will be arriving late to school. The student can sign in at the office and get a pass to go to class. The parent does not need to sign the student in, if they called the attendance line.

TARDINESS It is imperative for students to be in every class on time. Tardiness causes unnecessary disruption and leads to a loss of valuable instructional time for all students. Tardiness, as well as absenteeism, becomes a part of each student's permanent school record. A tardy occurs when a student is late for class up to ten minutes after the class begins. After ten minutes, the student is considered absent. Tardies accumulate throughout the marking period and are converted to absences for the semester (three tardies equal one absence).

1. Students are expected to be on time for school and in their assigned rooms throughout the day.
2. Students reporting to school after the beginning of first hour must report to the office.
3. If tardiness should occur, staff will determine whether it is to be excused or not.

Consequences for tardiness are:

- By the fifth tardy, in each class beyond the 1st hour, the teacher will attempt contact with the parent to address the attendance issue.
- The 6th tardy and beyond will result in a referral to the office, detention will be assigned and parent contact will be made by the administration. A parent meeting will be requested to happen with the attendance team to render a solution and discuss further action. Repeated infractions may result in suspension.
- 1st hour tardies are the responsibility of the parent to assure they arrive at school on time. If excessive tardies occur, a parent meeting will be requested to happen with the attendance team to render a solution and discuss further action. Repeated infractions may result in disciplinary action up to and including suspension.

If tardiness significantly impacts the student's performance in school it is considered excessive and will result in further disciplinary action. Excessive tardiness may also be reported to the Saginaw County Truancy Officer.

TRUANCY POLICY If a student leaves the building without permission:

- the student shall receive no credit for classes and assignments missed.
- the student shall be considered an unexcused absence.
- A parent meeting may be required for the student to return to his/her classes.
- Outside agencies will be contacted when deemed necessary.

Students who are habitually truant may:

- be reported as truant to the Saginaw Intermediate School District Truancy Officer.
- be obligated to attend a hearing in the Juvenile Probation Court.
- be retained at his/her grade level for the following school year.
- be excluded from all extra-curricular activities.

The school also reserves the right to report the name of the parent/guardian to the Saginaw County Court System for potential court action that may involve civil fines and court costs (note: this is a county wide truancy initiative).

SECTION THREE: CODE OF CONDUCT

The Swan Valley School District is dedicated to creating and maintaining a positive learning environment for all students. All members of our learning community—including students, educators (including teachers, secretaries, custodians, aides, paraprofessionals, and other school personnel), parents, and engaged service providers—must assume a responsible role in promoting behavior that enhances academic and social success. Courteous, respectful, and responsible behavior fosters a positive climate for the learning community. Those responsibilities include, but are not limited to, the following:

STUDENT RESPONSIBILITIES Students are expected to adhere to the following individual responsibilities:

- know and comply with the rules and regulations of the school
- be regular and punctual in attendance
- come to class on time and fully prepared
- respect the authority of teachers and other school personnel
- conduct themselves properly in class, in the halls, on the buses, or during any school-related activity
- be courteous and respectful at all times
- take pride in themselves, their school, and their community
- be an active participant in class and school activities

The Code of Student Conduct applies before, during, and after school and whenever student is engaged in a school related activity. Each student is expected to follow this code of conduct:

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

PARENT RESPONSIBILITIES Parents have the responsibility:

- for your child(ren)’s development providing a home environment suited for learning and development of good study habits
- to see that your child(ren) attends school regularly and on time
- provide for the general health and welfare for your child(ren) as much as possible
- to teach and model respect for yourself, your child(ren) and all members of our school community
- to support the school’s efforts to provide a safe and orderly learning environment
- to learn and support the school and district rules and policies and to work within the existing structure of the school to address concerns
- to advocate for your child(ren) and take an active role in the school community
- to attend your child(ren) fall conferences
- Posting for Parents:
 - From the Michigan Constitution (Section 1 for Article VIII): “Religion, morality and knowledge being necessary to good government and the happiness of mankind, schools and the means of education shall forever be encouraged.”
 - From the Revised School Code (MCL 380.10): “It is the natural, fundamental right of parents and legal guardians to determine and direct the care, teaching, and education of their children. The public schools of this state serve the needs of the pupils by cooperating with the pupil’s parents and legal guardians to develop the pupil’s intellectual capabilities and vocational skills in a safe and positive environment.”

EDUCATOR RESPONSIBILITIES Educators have the responsibility:

- to take responsibility for students’ development as learners, including their academic success and positive social-emotional development, recognizing that children should be subject to behavior management and discipline policies appropriate to their ages and levels of understanding
- of modeling and providing a mutually respectful atmosphere for learning that includes all members of the school community

- to cooperate and schedule conferences with students, parents, and other school personnel in an effort to understand and resolve academic and behavioral problems.
- to keep parents informed of their students' challenges, efforts and success
- to encourage students to participate in classroom, extracurricular and other school-related activities
- to know and enforce the rules and policies consistently, fairly and equitably
- to participate in formulating rules and procedures and other learning and developmental opportunities in the school

The Student Handbook sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules. It defines behaviors that undermine the safety and learning opportunities for all members of the school community and favors actions that encourage positive behavior and learning over actions designed to punish.

SECTION FOUR: DISCIPLINE

PHILOSOPHY OF DISCIPLINE A primary objective of the Swan Valley system is to develop each student's potential for learning in a wholesome learning environment free of disruptions. It is expected that students will be responsible for their own behavior- good or bad. Schools cannot discharge their primary responsibility to students, parents or the community without good discipline. Further, in maintaining good discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the principal, superintendent, school board and parents. Various types of student misconduct are defined below. These definitions of misconduct are not all-inclusive, but representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary actions. Students have the constitutional protection of due process of law. With this in mind, the administration of discipline in the Swan Valley Middle School was developed. Every effort shall be made in cooperation with students and their parents/guardians to resolve discipline problems through available and effective school district resources. Discipline will be cumulative and progressive over a student's middle school career. The disciplinary code which applies during the school day shall also apply to any school sponsored or related activity.

Disciplinary measures may include:

- Disciplinary conference.
- Notifying parents/guardians.
- Temporary removal from the classroom.
- Withholding of privileges.
- Seizure of contraband.
- In-school detention for a period.
- Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
- Suspension of bus riding privileges.
- Expulsion from school and all school-sponsored activities and events for a definite time period. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity

The principal has the authority to suspend students for behavioral problems for up to 10 days. A referral to the superintendent or his/her designee may be made for a long-term suspension or expulsion if a problem merits it.

The principal, social worker, and school counselor also have the authority to contact outside agencies if deemed necessary.

PROGRESSIVE DISCIPLINE POLICY As a student's behavior becomes more severe or as the behavior resulting in a suspension continues or increases, the penalties will also increase. The following guideline is used to determine the appropriate consequence depending on the severity of the infraction and the number of prior referrals for a similar infraction:

- 1st violation -** 1 - 3 school day(s)
- 2nd violation -** 3 - 5 school days
- 3rd violation -** 6 - 9 school days
- 4th violation -** 10 school days, or recommendation for long-term suspension / expulsion

Depending on the severity of a specific offense, the student's disciplinary record and in consideration of the safety and well-being of all students and staff, the principal may make a recommendation for an extended suspension and/or expulsion at any time if warranted.

BEHAVIOR RESULTING IN DETENTIONS Various types of student misconduct are defined below. These definitions are not all-inclusive, but only representative and illustrative. A student who commits an act of misconduct not listed herein is nonetheless subject to disciplinary action.

- **CHEATING:** The act of fraudulently using the work/answers of another person to enhance or receive credit for a school assignment. Students who are caught cheating will receive appropriate disciplinary consequences and their parents will be notified.
- **DISRESPECTFUL BEHAVIOR:** Failure to respect staff, fellow classmates as well as school property.
- **DISRUPTIVE BEHAVIOR:** Any act of disruptive behavior on school grounds (classroom, hallway, gymnasium, multi-purpose room, etc.) leading to the interruption of the educational process
- **DRESS AND APPEARANCE:** Not adhering to the dress code established by the school after an effort has been made to resolve the situation
- **ELECTRONIC DEVICES:** the possession and/or use of electronic devices that may be potentially harmful to others (e.g. laser pointers, shocking devices, etc.).
- **FAILURE TO FOLLOW HANDBOOK POLICIES:** Willful violation of school policy
- **HALLWAY MISBEHAVIOR:** Running in the hallways, making undue noise during class time, disorderly conduct, throwing items, or acts of a similar nature
- **INAPPROPRIATE LANGUAGE:** The use of offensive language on school grounds (excludes the use of "obscene or vulgar language;")
- **OBSCENITY/PROFANITY:** the use of obscene and profane language by pupils, in verbal, written or electronic form.
- **PUBLIC DISPLAY OF AFFECTION:** The act of physical touching in an affectionate manner such as holding hands, kissing, caressing, etc.
- **CAFETERIA EXPECTATIONS:** The cafeteria is a shared space where all students should feel comfortable eating and socializing. Students are expected to demonstrate respectful and responsible behavior during lunch and breakfast. This includes keeping food and drinks on trays and tables, cleaning up personal areas, and following directions from staff. Intentionally throwing food, spraying liquids, smashing food, or deliberately creating a mess—including actions meant to get food or drinks on others—will not be tolerated. These behaviors disrupt the lunch environment and show a lack of respect for peers, staff, and school property. Students who engage in these behaviors will receive disciplinary consequences up to and including suspension and may be required to assist in cleaning the cafeteria area.

Depending on the severity of the offense or in case of repeated infractions, the behavior may result in a suspension.

BEHAVIOR RESULTING IN DISCIPLINARY ACTION - UP TO AND INCLUDING OUT-OF-SCHOOL SUSPENSION OR RECOMMENDATION FOR EXPULSION FROM SCHOOL:

Appropriate conduct is expected whenever a student is on school property or at a district - sponsored event. The categories of infractions listed below are not all-inclusive, and the principal reserves the right to utilize alternative penalties other than those stated below the list. School officials will consider the following seven factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2) or 1311a (except for students being expelled for possession of a firearm in a weapon free zone: 1. The student's age; 2. Disciplinary history; 3. Disability; 4. The seriousness of the behavior; 5. Whether the behavior posed a security risk; 6. Restorative practices; and 7. Whether a lesser intervention would properly address the behavior.

- **ALCOHOL/DRUGS:** possession, use, or transfer of drugs, alcoholic beverages, "look alike drugs," or other substances which produce abnormal behavior.
 - **First Offense:** A 10 day suspension or 5 day suspension plus a class at Prevention and Youth Services (989.755.0937) or another district approved program.
 - **Second Offense:** Mandatory 10-day suspension and a class at the Saginaw County Substance Abuse Office.
 - **Third Offense:** Recommendation for expulsion.

****NOTE:** Alcohol, tobacco and drug offenses are subject to cumulative penalties. ADDITIONAL PENALTIES WILL BE ASSESSED FOR STUDENT ATHLETES. SEE THE ATHLETIC HANDBOOK.
- **DRUGS / NARCOTICS:** If a student is involved in the sale, transfer or intent to transfer drugs or alcohol, he/she may be suspended with a recommendation for expulsion. **It is against school policy to deliver, attempt to deliver, or cause to be delivered a non-controlled substance which the person represents to be a controlled substance represents to be of a nature, appearance or effect which will allow the recipient to display, sell, distribute or use the substance as a controlled substance.** The possession, use or delivery of look-a-like drugs will be treated according to the same guidelines (see above)
- **ARSON (Starting a Fire):** A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building or on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5) [MCL 380.1311(2)]. "Arson" means a felony violation as set forth in Chapter X of the Michigan Penal Code [MCL 750.71 to MCL 750.80].
- **BODILY CONDITIONS:** Conditions under which any pupil is suspected of having a communicable disease or who has persistently neglected personal hygiene to the extent that it disrupts the educational process.
- **BOMB THREATS OR SIMILAR THREATS:** If a student makes a bomb threat, or similar threat, directed at a school building, or other school property, or a school-related event, then the school board or the designee on behalf of the school board, as described in MCL 380.1311(1), shall suspend or expel the pupil from the school district for a period of time as determined at the discretion of the school board or its designee. **The student shall be expelled and may be recommended for expulsion.**
- **BULLYING / HAZING:** "Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e., cyberbullying, through the use of internet, cell phone, computer, or wireless handheld device, currently in use or later developed and used by students) that is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and may be motivated either by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon

association with another person who has or is perceived to have any distinguishing characteristic. Bullying or harassment also include forms of retaliation against individuals who report or cooperate in an investigation under this policy. Such behaviors are considered to be bullying or harassment whether they take place on or off school property, at any school sponsored function, or in a school vehicle or at any time or place where a child's imminent safety or over-all wellbeing may be at issue.

"Bullying" is conduct that meets **ALL** of the following criteria:

- is perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students.
- adversely affects the ability of a student to participate in or benefit from the school district's or public school's educational programs or activities by placing the student in fear of physical harm or by causing emotional distress.
- is based on a student's actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Since bystander support of bullying can encourage these behaviors, the district prohibits both active and passive support for acts of bullying. Students **SHOULD NOT** be part of the problem; not pass on the rumor or derogatory message. Students **SHOULD** constructively attempt to stop this type of behavior; report them to the designated authority; and to reach out in friendship to the student who is being bullied.

Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

Falsely accusing another person of bullying is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of bullying or harassment may range from positive behavioral interventions up to and including suspension or expulsion.

- **CHEATING/ACADEMIC MISCONDUCT:** A student will not plagiarize, cheat, gain unauthorized access to, or tamper with educational materials. The act of fraudulently using the work of another person, or answers to enhance or receive credit for a school assignment. Discipline under this section may result in academic sanctions in addition to other discipline. Cheating can occur both inside or outside the classroom; cheating can also be the giving of answers. If it is a habitual occurrence, more serious action will be taken including a parent conference and/or suspension from school.
- **CONFLICT/CONFRONTATIONS/THREATENING:** Acts of engaging in hostile or threatening behavior creating a disturbance to the educational setting.
- **DISRUPTIVE BEHAVIOR:** Any excessive act of disruptive behavior that infringes or interferes with another student or daily operation of the school that leads to the interruption of the educational process.
- **ELECTRONIC COMMUNICATION DEVICES/EQUIPMENT: Purpose:** In compliance with Michigan Public Act 2 of 2026, Swan Valley Middle School is committed to reclaiming instructional time, improving student mental health, and reducing digital distractions.
- Students shall not be in possession of or use any personal electronic communication device (cell phones, iPad, smart watches, wireless ear buds / headphones, laptops, or other devices that have wireless communication capability) on school property during the school day without the express consent of the teacher or administration. ~~The use of ECDs must be for educational purposes.~~ Swan Valley Middle School is a "Phone-Free Zone." All devices must be powered off (or silenced) and must remain stored from the first bell until the final bell, including lunch and passing periods. The use of cell phones and other ECDs in locker rooms and restrooms is strictly prohibited and punishable by both the school and law enforcement. Possession of a cellular device or other ECD by a student is a privilege, which may be

forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Cell Phone/ECD Violations:

- 1st Offense: Confiscation of the device to the office, Student signs written warning.
- 2nd Offense: Confiscation of the device to the office, detention issued, parent/guardian must pick it up from the office and sign a written warning.
- 3rd Offense: Confiscation of the device to the office, progressive suspension issued for insubordination and failure to follow the cell phone/ECD policy and loss of privilege to have a device on school property.
- Refusal to Surrender: Treated as "Gross Insubordination" per the Student Code of Conduct, potentially resulting in suspension.
- **EXPLOSIVES/FIRECRACKERS and POSSESSION OF DANGEROUS WEAPONS:** the act of possessing, using, or transferring any type of explosives (including firecrackers) on school property or any school sponsored event. When it is determined that a student has in his/her possession a dangerous weapon on school property, at a school-sponsored activity, or in a school locker, **that student shall be subject to permanent expulsion from school.** Dangerous weapons will include, but are not limited to: firearms, switchblade knives (3 inches or longer), straight knives, chains, clubs, piano wires, brass knuckles, or any similar article. This also includes articles designed for other purposes, but which could easily be used to inflict bodily harm and/or intimidate. Examples are belts, combs, pencils, compasses, scissors and lasers.

Any person carrying a firearm within 1,000 feet of a school shall be subject to criminal prosecution under the Gun-Free School Zone Act. Any student possessing a firearm on school property or at a school-sponsored activity or in a school locker shall be recommended for permanent expulsion.

Students in possession of a dangerous weapon/firearm or who commit arson on school district grounds, in a school district building, or at school district or a school-sponsored event **shall be permanently expelled** from school and referred to the criminal justice or juvenile delinquency system and the appropriate court department of social services or community mental health agency. A parent or legal guardian and/or students shall also be notified of this referral. Each student subject to expulsion shall have his/her situation reviewed by the superintendent on a case-by-case basis. This policy statement is the school board's assurance that the school district is in compliance with both federal and state law.

- **EXTORTION/BLACKMAIL:** 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.
- **FAILURE TO SERVE ASSIGNED DETENTION:** A student will not fail to serve an assigned detention of which students and/or parents/guardians have been notified. Notification needs to be confirmed.
- **FALSE ALARMS:** issuing a false or misleading report of fire by word or act.
- **FIGHTING/ PHYSICAL ASSAULT:** physical violence or threats of violence to persons; the act of quarreling involving bodily contact in or on school property, going to or from school, or at any activity under school sponsorship.
 - Physical Assault - Student to Employee, Contractor or Volunteer: A student who commits a physical assault against an employee, contractor, or a volunteer of a district, at school or on school grounds, shall be expelled permanently, subject to possible reinstatement. The term "physical assault" means "intentionally causing or attempting to cause physical harm to another through force or violence" [MCL 380.1311a]. A student expelled for committing physical assault against an employee, contractor, or volunteer of a district at school or on school grounds is expelled from all Michigan public schools unless the school district operates or participates in an alternative education program appropriate for expelled students. At the school district's discretion, the district may admit the student to that program. SVBOE Policy 8300
 - Physical Assault - Student to Student: A student who commits physical assault against another student shall be suspended or expelled for up to 180 school days by the school board or its

designee if the physical assault is reported to the school board, superintendent, or principal. The term “physical assault” means “intentionally causing or attempting to cause physical harm to another through force or violence” [MCL 380.1310]. SVBOE Policy 8300

- **FORGERY:** the act of fraudulently using in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms.
- **GAMBLING:** any game of chance which involves the exchange of money and/or personal property.
- **HARASSMENT:** the act of making unwelcome remarks, gestures, comments or jokes or any offensive act that impedes on the dignity of another person. This includes, but is not limited to, sexually suggestive remarks, racial slurs, distasteful jokes, offensive gestures, etc. This also includes unwanted advances towards individuals. “No means no,” is our policy at Swan Valley Middle School. Students are strongly encouraged to report these unwanted behaviors to school staff.

“Harassment” is conduct that meets **ALL** of the following criteria:

- Repeated or continuing unwanted contact perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress.
- is directed at one or more students or staff.
- is conveyed through physical, verbal, technological or emotional means.
- substantially interferes with educational opportunities, benefits, or programs of one or more students or staff.
- adversely affects the ability of a student to participate in or benefit from the school district’s or public school’s educational programs or activities because the conduct, as perceived by the student, is so severe, pervasive, and objectively offensive as to have this effect.
- is based on a student or staff’s actual or perceived distinguishing characteristic (see above) or is based on an association with another person who has or is perceived to have any of these characteristics.

Since bystander support of harassment can encourage these behaviors, the district prohibits both active and passive support for acts of harassment. Students **SHOULD NOT** be part of the problem; not pass on the rumor or derogatory message. Students **SHOULD** constructively attempt to stop this type of behavior; report them to the designated authority; and to reach out in friendship to the student who is being harassed.

Consequences and appropriate remedial actions for a student who engages in one or more acts of harassment may range from positive behavioral interventions up to and including suspension or expulsion. Consequences shall vary in method and severity according to the nature of the behavior, the developmental age of the student, and the student’s history of problem behaviors and performance. Remedial measures shall be designed to: correct the problem behavior; prevent another occurrence of the behavior; and protect the victim of the act.

Falsely accusing another person of harassment is prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another as a means of harassment may range from positive behavioral interventions up to and including suspension or expulsion.

- **INDECENCY:** offensive acts, which include acts of immoral conduct, against commonly recognized standards of propriety or good taste as interpreted by the administration and teaching staff.
- **INSUBORDINATION:** repeated or severe form of non-compliance with the rules and regulations of the school and specific instructions by the staff.
- **INTERFERENCE WITH THE SCHOOL ENVIRONMENT:** any form of threat or act that infringes on the daily operation of the school
- **LIGHTERS/MATCHES:** the possession or distribution of lighters and/or matches
- **STEALING:** the act of taking or possessing school district or personal property without consent; taking from an individual by force or threat of force
- **THREATENING OR INTERFERING WITH SCHOOL PERSONNEL:** intimidating, menacing, hindering, obstructing, impeding any school personnel such as administrators, teachers, secretaries, aides and custodians

- **TOBACCO/VAPE:** A student is not allowed to be in possession of tobacco products, electronic cigarettes and/or smoking on school property or while attending a school-sponsored activity. Students possessing, using or selling any e-cigarette labeled as “vapor” is considered a look-a-like and NOT allowed on campus. Matches or any other devices used to light tobacco are also prohibited. Use of tobacco is a choice that students sometimes make without adequate knowledge as to the consequences of that choice. The alternative to a suspension program will give the student an opportunity to increase awareness of the consequences (through education) of his/her choices and to hopefully motivate the student to quit. In compliance with the Tobacco-Free Schools Law, the use of tobacco products by any person is in violation of this policy. Violation will result in disciplinary action.

Students in the possession of smoking tobacco products will be offered the following options:

- **First offense:** Five-day suspension from school, REDUCED to a two-day suspension if the student completes the preventing tobacco cessation program through Swan Valley Community Education, taught by our SRO and HRA.
- **Second offense:** A ten-day suspension from school or a mandatory five-day suspension from school plus attendance at tobacco cessation program through Prevention and Youth Services 989.755.0937.
- **Third offense:** Mandatory ten-day suspension from school.

****NOTE:** Alcohol, tobacco and drug offenses are subject to cumulative penalties. ADDITIONAL PENALTIES WILL BE ASSESSED FOR STUDENT ATHLETES. SEE THE ATHLETIC HANDBOOK.

- **UNAUTHORIZED DEMONSTRATIONS:** any mass group activity (such as walk-outs, sit-ins, unauthorized petitions, etc.) which is not sponsored by the school or authorized by the administration.
- **UNAUTHORIZED SOLICITATION OF FUNDS:** the act of selling goods without prior consent of the building principal
- **VANDALISM/MALICIOUS MISCHIEF:** the act of willful destruction of school property and property belonging to another or others; defacing school property

Depending on the severity of the offense, the police department or alternate outside agencies may be contacted and a recommendation for a long-term suspension or expulsion may be made.

Disciplinary & Corrective Measures

The school employs a range of disciplinary actions to maintain a safe, respectful learning environment. Measures are selected based on the severity and frequency of the behavior.

1. Corrective Support & Intervention

- **Conferences:** Formal meetings with the student and/or parents to address concerns.
- **Behavioral Planning:** Development of Behavior Contracts or Behavioral Intervention Plans (BIP).
- **Professional Consultation:** Coordination with school personnel, behavioral specialists, or counseling services.
- **Schedule Adjustments:** Changes to a student's class schedule to improve behavioral outcomes.

2. Immediate Disciplinary Actions

- **Classroom Removal:** Temporary removal from the learning environment.
- **Loss of Privileges:** Withholding of extracurricular activities or specific school benefits.
- **Detention:** Required attendance at supervised in-school detention.
- **Confiscation:** Seizure of contraband or prohibited items.

3. Restorative & External Measures

- Restitution: Requirement to repair, replace, or compensate for damages or offenses.
- Transportation Sanctions: Suspension of bus riding privileges.
- Legal Coordination: Notification of juvenile authorities or law enforcement for conduct involving criminal activity.

4. Exclusionary Discipline

- Suspension: Temporary removal from school and all school-sponsored activities. Suspended students are prohibited from entering school grounds.
- Expulsion: Long-term removal from school for a definite period. Expelled students lose access to all school events and are prohibited from school grounds.

***Note:** All disciplinary measures are applied in accordance with school board policy to ensure a safe and orderly campus for everyone.*

The principal has the authority to suspend students for behavioral problems for up to 10 days. A referral to the superintendent or his/her designee may be made for a long-term suspension or expulsion if a problem merits it.

The principal, social worker, and school counselor also have the authority to contact outside agencies if deemed necessary.

CONSEQUENCES FOR UNACCEPTABLE STUDENT BEHAVIOR

After / Before School Detention: This is a penalty for minor infractions of school policies in which the student must serve time before/ after school for a designated time period. After / before school detention is usually assigned for the day of or immediately following the infraction. Transportation to/from a detention is the student's responsibility. Students may be assigned detention for more than one day, depending on the infraction. Failure to serve a detention, or make other arrangements for an assigned detention, will result in the detention being doubled or the student being assigned a 1 day out of school suspension.

In-School Suspension: Students will report to the school office for the hour(s) or day(s). Work may be provided to the student and the absence will be regarded as unexcused.

Sent Home: This is used in an instance where a students' behavior necessitates that they be sent home for the remainder of the day.

Office Referral: If a student is asked to leave class for any reason, they are to report directly to the office. Refusal to leave class or failure to report to the office in a timely manner will result in a more severe course of action.

Out-of-School Suspension: This is the exclusion of a student from school for a specific amount of time (one to ten days depending on the severity of the rule infraction). This exclusion extends to all school-related activities whether they are held in or out of the school district.

Expulsion: The removal of a student for any length of time from school beyond ten days. This requires board of education action taken as a result of the principal and superintendent's recommendation. A written explanation of the expulsion procedures will be made available at the high school office.

Community Service: A student may be given the option of completing volunteer service for an approved community agency in lieu of, or in conjunction with, other discipline actions.

Social Suspension/Probation: A student may be placed on a probationary status or may be prohibited from attending any or all social functions such as dances, athletic events, class picnics, assemblies, etc. Social suspension/probation will be used when a student displays inappropriate behavior during social functions including lunch hour and athletic events.

SUSPENSIONS

OUT-OF-SCHOOL SUSPENSION: This is the exclusion of a student from school for a specific amount of time (one to ten days depending on the severity of the rule infraction). This exclusion extends to all school-related activities whether they are held in or out of the school district.

EXTENDED SUSPENSION: Extended suspension is the separation of a student from school for a period of more than 10 days, not exceeding 90 days. The principal shall refer cases for extended suspensions to the superintendent or his/her designee. All cases of extended suspensions will be presented to the board of education for approval.

EXPULSION: Expulsion is the long-term separation of a student from the school district. The superintendent or his/her designee shall make recommendations for expulsion to the board of education for action. The authority to expel rests solely with the board of education.

EXCLUSION FROM EXTRA-CURRICULAR ACTIVITIES: Students may be excluded from participation in extra-curricular activities, dances, activity nights, field trips, athletic or special events at the principal's discretion.

SUSPENSION PROCEDURES The following procedural guidelines will govern the suspension process.

1. A student shall be informed of the specific charge(s) causing disciplinary action to be taken against him/her.
2. A student shall have the right to present to the appropriate school administrator any relevant information that will support his/her defense.
3. If a student is suspended from school, the principal will...
 - a. notify the parents in writing and by telephone, if possible, of the suspension, the reason(s) for it, and the steps necessary to facilitate the student's return.
 - b. meet with the parent/guardian and the student to plan the satisfactory return of the student if a conference is deemed necessary by the principal and/or requested by the parents or guardian.
4. The length of time of disciplinary action shall be measured from the time of being sent home from school until the day the student returns to classes.
5. If the parent/guardian is dissatisfied with the action taken by the principal, he/she may appeal to the superintendent or his/her designee to review the decision within 2 business days. The decision of the superintendent or his/her designee in cases of suspension shall be final.
6. If the principal feels an extended suspension should be considered, the matter will be referred to the superintendent or his/her designee, who, in turn, may recommend a special meeting of the board of education.
7. In cases of extended suspension, if the parent/guardian is dissatisfied with the action taken by the superintendent or his/her designee, an appeal to review the decision can be made to the board of education. Any decision by the board of education shall be conducted in executive session.
8. School officials will consider the following seven factors before suspending or expelling a student under Sections 1310, 1311(1), 1311(2) or 1311a (except for students being expelled for possession of a firearm in a weapon free zone): 1. The student's age; 2. Disciplinary history; 3. Disability; 4. The seriousness of the behavior; 5. Whether the behavior posed a security risk; 6. Restorative practices, and 7. Whether a lesser intervention would properly address the behavior.

During the time of suspension, the student is not permitted to participate in any extra-curricular activities or be present on school district property before or after school except for a pre-arranged principal conference. Students are expected to complete all of the assignments during the time of suspension whenever possible. Parents/guardians are responsible for collecting all of the student's class work from the school. They are encouraged to email or communicate with teachers directly. All assignments given, long-term projects, reports, etc., which are due during the time of the out-of-school suspension must be turned in on the first day of return from suspension. Tests and quizzes missed during the time of suspension must be made up upon the first day returning from suspension.

EXPELLABLE OFFENSES

- **ALCOHOL/DRUGS:** Repeated offenses as outlined above
- **ARSON:** the intentional setting of fire to school property for the purpose of doing damage or injury
- **WEAPONS:** the act of possessing, using, or threatening to use of any weapon as defined by law
- **VIOLENCE/THREATS OF VIOLENCE:** the act of threatening, verbally or in writing, to commit any act that may lead to the death or injury of other students or school personnel (e.g. bomb threats)

School districts are required to permanently expel a student who possesses a dangerous weapon or commits arson.

EXPULSION PROCEDURES The purpose of expulsion is to completely remove the student from the school setting due to violation of school rules and regulations or statutory law. The recommendation for expulsion must come from the building principal involved, through the superintendent or his/her designee, to the board of education.

The following procedural guidelines will govern the expulsion process:

1. Recommendation of expulsion to the superintendent must be in writing and include alleged grounds for expulsion.
2. Written notice of charges against a student shall be supplied to the student and his/her parent/guardian. Included in this notice shall be a statement of the date, time and place for a hearing.
3. A parent or guardian is expected to be present at the hearing.
4. The student and his/her parent/guardian may have representation by an attorney if they so desire.
5. An expulsion hearing is not a court procedure. A student shall be given an opportunity to give his/her version of the facts and their implications. The student shall be allowed to offer the testimony of other witnesses and other evidence.
6. The hearing shall be conducted by the board of education which shall make its determination solely upon the evidence presented at the hearing. The board of education may evaluate, review, and question all evidence. It may support or reject the recommendation according to the school laws of Michigan. A record shall be kept of the hearing.
7. The board of education shall determine whether the pupil be expelled or reinstated.
8. The findings of the board of education shall be put in writing and sent to the student and his/her parent/guardian within 5 days.

SEARCH OF LOCKERS, DESKS and PERSONS

Search and Seizure: 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 the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. **A student's person and/or personal effects (e.g., purse, book bag, and athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.** If a properly conducted search yields illegal or contraband material, such finding shall be turned over to the proper legal authorities for ultimate disposition.

Search of a Person: When it has been determined by the building Principal that there is reason to suspect that a student is in possession of an object which can jeopardize the health, welfare or safety of other students, that student shall be escorted to the building Principal's office. This determination may be based on any information received by the building Principal or by a member of the faculty or staff.

The student shall be advised of the reason why he/she reported to the Principal's office. The student shall then be requested to empty items such as, but not limited to, pockets, backpacks, purses, shoulder bags, and briefcases. Items that the building Principal believes may be connected with illegal / inappropriate activity may remain in the custody of the building Principal. Failure to consent to a search will be considered an admission of guilt and appropriate consequences will be issued.

Lockers: Lockers are school property Each student is assigned an individual locker and combination. Students are expected to keep their lockers secured at all times and should not share their combination with others. Students are responsible for all items stored in their assigned locker, and the school is not responsible for any lost or stolen personal or school belongings. Any locker or lock malfunction should be reported to the office immediately. Students are not permitted to share, trade, or change lockers. Damage to lockers caused by misuse or negligence will be the responsibility of the student and/or parent/guardian. Only school-approved locks may be used; non-school locks will be removed. Backpacks and book bags must fit inside lockers; oversized or rolling bags are not permitted.

Lockers are the property of the school district, and the school maintains exclusive control over them at all times. The principal or designee retains access to all locker combinations. Students may not place additional locks on lockers without prior approval.

To ensure safety, proper maintenance of school property, and adherence to school rules, the principal or designee is authorized to conduct locker searches at any time, without prior notice or consent from students or parents/guardians. These searches may be conducted independently or with the assistance of law enforcement if necessary. While conducting searches, school officials will respect student privacy regarding items that are not illegal or in violation of school policies.

Seizure: When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the public school principal or his/her designee to be a potential threat to the safety or security of others. Such items include, but are not limited to, the following items: firearms, explosives, dangerous weapons, flammable material, illegal controlled substances or controlled substance analogues or other intoxicants, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor pupil, or a pupil (18) eighteen years of age or older, shall be notified by the principal or his/her designee of items removed from the locker.

Use of metal detector: Middle school faculty and administration reserve the right to utilize a metal detector when reasonable suspicion is present that a student is in possession of contraband or an illegal item (i.e. e-cigarette / vape, knife or other weapon, etc...). In the event that the use of a metal detector is deemed necessary, the following protocol will be utilized:

1. There is reasonable suspicion that the student is in possession of a vape, e-cigarette, weapon, or other prohibited item on school grounds.
374126360. The student will be escorted to the office and questioned in a private area. The student will be asked if they have any contraband in their possession. If the response is "no" the preliminary search will begin.
374126248. Two adults will be present to conduct a preliminary search of the student's pockets / book bag / shoes, by emptying pockets, taking off shoes, etc. Students will also be asked to remove jewelry, watches, belts, or any other metal at that time.
374126416. If no vape, e-cigarette, weapon or other prohibited items are located during this preliminary search, the metal detector will be utilized while both adults remain present. The metal detector will be

used to swipe the body on the student's front side and back side. Students will stand in a star formation, by holding arms outstretched and spreading feet one foot apart so that the detector is able to correctly identify specific areas where an object may be hidden.

374126808. If any beeping or alarm/lights are activated on the metal detector, the student will be asked if they have any metal in the area indicated. At that time, if a student willingly surrenders the object to the adult, the search will end and appropriate consequences will be administered.

374126920. If the student does not willingly surrender the object to the adult, the student will remain in the presence of an adult until a parent can be contacted and report to the school to help retrieve the object from their child. If this occurs, in addition to the consequences for being in possession of a prohibited item, an insubordination consequence will also be added for refusing to comply with a reasonable request and surrender the item to the adult when questioned.

374126921. Failure to consent to a search will be considered an admission of guilt and appropriate consequences will be issued.

SECTION FIVE: ACADEMICS

ACADEMIC AWARDS Student academic performance is recognized at the end of the school year at the Middle School Awards Assembly. The following academic awards will be recognized.

1. 4.0 - Students who maintain a 4.0 for the entirety of their middle school career will receive an engraved medal on a ribbon drape.
2. HONOR ROLL - Students make the honor roll with a grade point average of 3.5 or higher in a given marking period. Honor roll students receive acknowledgement in the newsletter and a certificate during the awards ceremony.
3. MERIT ROLL - Students with a grade point average between 3.00 and 3.49 make the Merit Roll. Merit Roll students receive acknowledgement in the newsletter. A certificate is given to them at the awards ceremony.

GRADES Students shall be evaluated in terms of letter grades A, B, C, D, or E, including the use of appropriate plus and minus grades. Students will be graded upon their achievement as specified in the grading procedure and course requirements of the course. Grades given to students should be based upon factors such as unit tests, daily quizzes, oral and written reports, class participation, projects, homework, and student effort. The teacher will make every effort to inform parents/guardians if a student is achieving below a "D" at the mid-marking point.

A = 4.0	A- = 3.7	B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7	D+ = 1.3	D = 1.0
D- = 0.7	E = 0.0	CR = Credit	NC = No Credit	

GRADE APPEALS

Should a request to change for a marking period or semester be received, the following procedures will be followed:

Step 1 - Informing the Teacher: If a student/parent(s)/guardian(s) is/are dissatisfied with the letter grade received, the teacher is informed by the student/parent(s)/guardian(s), within 10 calendar days, the reason(s) for wanting the grade changed.

Step 2 – Teacher Response: The teacher who gave the original grade agrees with the student's request, within 10 calendar days, the grade shall be changed and the procedure ends; or the teacher who gave the grade does not agree, (see step 5) or does not respond to the student's request within 10 calendar days, the student proceeds to the next step

Step 3 - Principal Receives Request: Within 30 calendar days after the student receives the grade and the teacher does not agree to change the grade, the Principal, or person designated by the Principal, must receive a written request from the student stating the reasons for wanting the grade changed

- **Meeting with Principal:** The Principal shall consult with the teacher who assigned the grade and the student within 20 calendar days after receiving the written request from the student. The student, parent(s)/guardian(s) may attend this meeting or may make a presentation, orally or in writing, to the Principal.
- **Rational Basis Guideline:** The Principal cannot change the grade unless he/she finds that the student requesting the change has established there was not a "rational basis" for the challenged grade under the teacher's established grading procedures. If the student has established a "rational basis," the Principal may recommend a change in the grade.
- **Principal's Decision:** The Principal shall make his/her decision within 10 calendar days after the meeting with the teacher and student/parent(s)/guardian(s).

Step 4: - Timely Appeals: The teacher or the student/ parent(s) /guardian(s) may appeal the Principal's decision to the Superintendent's Office within 20 calendar days after receiving the Principal's decision. Failure to make a timely appeal means the Principal's decision is final. The Superintendent's Office shall render a decision within 30 calendar days.

Step 5: A grade may be changed if the teacher is informed and concurs in the change. If the teacher is informed and does not concur, the grade cannot be changed unless the change is approved by a review panel. The review panel must be composed of the following members: 1 principal, 1 - 2 -board member, the superintendent or designee, 3 teachers selected by the SVEA.

Step 6: The teacher involved may appeal the Review Panel's decision to the Board of Education. The School Board must comply with the Family Educational Rights and Privacy Act when considering an appeal and must review the reasons for changing the grade at a meeting of the Board. The decision of the Board of Education is final. The pupil must be informed of a grade change.

Step 7 - The Student's Record: If a student's grade is changed, a notation shall be made in the student's record that the grade was changed by the teacher, the review panel with concurrence of the teacher, or by the review panel.

PROMOTION AND RETENTION The yearly average grades determine whether a student will be promoted or retained. The yearly average grade for a subject is determined by the average of the first and second semester grades of that subject. Students may be retained if they fail 2 or more academic subjects (math, science, social studies, English) for the school year. Students may also be retained for excessive non-attendance and overall poor grades in all subjects. Students in grades 6 and 7 that fail one course in an academic school year may be required to repeat that course the following year in the event they fail the course 2 or more marking periods.

REPORT CARDS AND ONLINE GRADE VIEWING Report cards are available in Skyward every marking period to notify parents/guardians of the student's progress. The final report card of the year is sent by mail to the parents/guardians, provided all responsibilities to the school have been met.

Parents/guardians are strongly encouraged to use *Skyward Family Access* on a regular basis to monitor their child's progress. Any information in regards to this option is available from the office at 921-2601.

SECTION SIX: GUIDANCE AND COUNSELING

GUIDANCE AND COUNSELING PROGRAM The Swan Valley School District believes that a quality comprehensive guidance and counseling program is an integral part of the educational package offered to all students. The Swan Valley Guidance and Counseling Program will promote academic, personal, social, and physical development of each student by providing opportunities that contribute to the growth of the individual. This will be accomplished through classroom presentations, individual and/or group counseling.

Confidentiality means that the privacy of information that you share with your counselor belongs to you. The Counseling Department will guard that privacy as much as is permitted by the law, ethics, and school rules. There are exceptions where school personnel are obligated to break confidentiality, including potential harm to the student or someone else. State laws that mandate reporting of child abuse, or a court of law that requires testimony or student records.

Important note: You may choose to have your child excluded from the Swan Valley Comprehensive Guidance and Counseling Program. If you so choose, you must inform your building principal in writing by the beginning of the school year. The exclusion is for all components of the guidance program. No exceptions can be made.

SECTION SEVEN: DISTRICT POLICIES

SCHOOL NURSE

The Swan Valley School District employs a school nurse to assist with routine medical issues and emergencies. This individual contacts families with a variety of medical needs or concerns – ranging from medications, health plans, medical issues, etc... In general, the school nurse will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District.

THE SCHOOL AND THE LAW

The Board directs administrators to contact law enforcement any time a student engages in suspected illegal conduct that jeopardizes the health or safety of other students or staff, including any time a student is in possession of a dangerous weapon at school or a school-related activity or enroute to or from school. In addition, the Board directs administrators to notify law enforcement as required by the Statewide School Safety Information Policy.

SCHOOL RESOURCE OFFICER (SRO)

The Swan Valley School District, in collaboration with Thomas Township, employs a school resource officer (SRO). The purpose of this partnership is: to support identified students using the Early Warning Systems on chronic absenteeism and risk-taking behaviors, to ensure students are attending school regularly, and working to decrease risk-taking behaviors on school grounds. In general, the SRO will work with school staff to ensure the safety and well-being of students and staff within the Swan Valley School District. It is understood that this program's goal is also to maintain good public relations between the district stakeholders and the law enforcement community. The SRO shall not be involved in enforcing school discipline.

SEXUAL HARASSMENT

In accordance with (14) in student code of conduct section, the Swan Valley Middle School policy for Sexual Harassment is as follows:

Swan Valley Middle School is committed to providing an educational environment which is free of discrimination, intimidation and sexual harassment. Sexual harassment of students by other students or district

employees is unlawful under both Michigan and federal Law. The district will not tolerate any sexual harassment of students.

Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, and otherwise creating an intimidating, hostile, or offensive educational learning environment. All students are expected to conduct themselves with respect for the dignity of others. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, is personally offensive, fails to respect the rights of others, lowers morale and that, therefore, interferes with work effectiveness. Sexual harassment may take different forms including:

- The demand for sexual favors
- Verbal innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats
- Non-verbal sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures
- Unwelcome physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, and assault

All students will be expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Appropriate disciplinary action will be taken against any students who violate this policy. Based on the seriousness of the offense, disciplinary action may include expulsion from school.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment to any staff member.

Any middle school student reporting an alleged act of harassment will be asked to complete the complaint form, unless help is requested from the principal. All complaints will be handled in a timely and confidential manner. In no event will information concerning a complaint be released by the district to third parties or to anyone who is not involved with the investigation, nor will anyone involved be permitted to discuss the subject outside the investigation except as required by law. (Law requires the reporting of all child abuse to the Department of Social Services.) The purpose of this provision is to protect the confidentiality of the student who files a complaint, to encourage the reporting of any incidents of sexual harassment, and to protect the reputation of any student or employee wrongfully charged with sexual harassment.

All such complaints will be investigated immediately by the district. Anyone found to have violated this policy will be subject to disciplinary action up to and including, expulsion from school if he/she is a student, or termination from employment if he/she is an employee.

Pursuant to MCL 380.1508 (Public Act 57 of 2023), the Michigan Department of Education (MDE) and partners developed age-appropriate informational materials for students in grades 6-12 titled **Sexual Harassment and Sexual Assault Information Guide**. The materials have been reviewed by students and partners in the education, public health, and sexual violence fields to make them clear and accessible.

SWAN VALLEY SCHOOLS NOTICE OF NONDISCRIMINATION

Swan Valley School District does not discriminate on the basis of race, color, religion, sexual orientation, gender and gender identity, disability, age and national origin (Title VI of the Civil Rights Act of 1964), gender (Title IX of the Education Amendments of 1972), disability (Section 504 of the Rehabilitation Act of 1973), age (Age Discrimination Act of 1975) in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Dr. Alison Cicinelli
Superintendent of Schools
Swan Valley School District
8380 O'Hern Road
Saginaw, MI 48609
(989) 921-3701

Special Education Supervisor
Swan Valley School District
8380 O'Hern Road
Saginaw, MI 48609
(989) 921-3701

TITLE IX

The building principal is the Swan Valley Middle School Title IX coordinator. If an individual feels that there is inequity in their educational experience, he/she should report the concern to the building principal. As the coordinator, the building principal will follow established district policy to resolve the equity issue.

TRANSPORTATION

Bus stops and eligible riders are verified through the Community Education Office. Riding the bus is a privilege which is not to be abused.

School Bus Safety & Conduct Code

Riding the school bus is a privilege contingent upon safe and respectful behavior. To ensure student safety and compliance with Michigan Law and Board Policy, all students must adhere to the following expectations.

Failure to comply may result in loss of bus privileges or school suspension.

1. Safety at the Stop & Boarding

- **Stay Clear:** Wait off the roadway; do not approach the bus until it has come to a complete stop.
- **Punctuality:** Be at your designated stop, ready to board, at the time set by the driver.
- **Safe Crossing:** If you must cross the road, wait for the bus to stop and follow the driver's hand signal. Always cross in front of the bus.

2. Respect for Others & Property

- **Neighborhood Courtesy:** Respect the property and rights of homeowners near bus stops.
- **Personal Space:** Keep hands and feet to yourself. Fighting, quarreling, and touching others' property (hats, bags, etc.) are prohibited.
- **Vandalism:** Help keep the bus clean. Riders (or parents) are financially responsible for any damage caused. Report any existing damage to the driver immediately.

3. On-Board Conduct

- **Stay Seated:** Enter orderly, take a seat quickly, and remain seated while the bus is in motion. Keep the aisle clear.
- **Quiet & Calm:** Maintain a reasonable volume. Profanity, shouting, and disruptive behavior are not tolerated.
- **Windows & Objects:** Keep head and hands inside the bus at all times. Never throw objects inside or out of the bus.

4. Health & Prohibited Items

- **Cleanliness:** No eating, drinking, or littering.
- **Illegal Acts:** Smoking, vaping, matches/lighters, drugs, alcohol, and gambling are strictly prohibited.

5. Authority of the Driver

- **Obedience:** Be courteous and follow all driver instructions immediately.
- **Applicability:** These regulations apply to daily routes and all school-sponsored trips.

Note: These rules are designed to protect every student. Unsafe or inappropriate conduct will be reported to school authorities.

VIDEO AND AUDIO MONITORING SYSTEMS

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If discipline is required, the recording will only be shared with impacted student, parent and law enforcement personnel.

Reviewed and Updated by School Improvement Team: 3/2026

Approved by the Swan Valley Board of Education: _6/2026_____