



# MHS

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*“YOU CAN’T HIDE THAT  
CARDINAL PRIDE!”*

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## MILLINGTON HIGH SCHOOL

### 2025-2026

Millington High School  
Handbook Revisions

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8780 Dean Drive  
Millington, Michigan 48746

[www.mcsdistrict.net](http://www.mcsdistrict.net)

(989) 660-2407

### MISSION STATEMENT

Millington High School staff is dedicated to creating a school environment that provides all students with the opportunities to achieve personal success and to become productive, goal-oriented, self-respecting, and caring members of our global society. Students will take ownership of their education and will develop the skills to become lifelong learners.

#### SCHOOL SONG

OH HERE WE ARE TOGETHER  
FIGHTING FOR YOU  
BACK THROUGH THE AGES  
YOU HAVE FOUND US TRUE.  
RAH, RAH, RAH  
JOIN IN OUR CHEERING  
WE'RE OUT TO WIN  
HAIL TO OUR COLORS  
FOR M.H.S

#### FIGHT SONG

FIGHT, FIGHT, FIGHT, YOU CARDINALS FIGHT  
GO ON TO VICTORY  
FOR WIN OR LOSE WE SHALL STANDBY  
SO FIGHT YOU CARDINALS FIGHT  
  
WIN, WIN, WIN, YOU CARDINALS WIN  
GO ON TO VICTORY  
FOR WIN OR LOSE WE SHALL SURVIVE SO  
FIGHT ALL YOU CARDINALS FIGHT

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DAILY SCHEDULES  
MILLINGTON HIGH SCHOOL  
2024-2025

Full-Day Schedule

First Hour	7:50 am – 8:50 am
Second Hour	8:55 am – 9:55 am
Third Hour	10:00 am – 11:00 am
Fourth Hour	
A Lunch	11:00 am – 11:30 am
Class	11:35 am – 12:35 pm
Class	11:05 am – 11:35 am
B Lunch	11:35 am – 12:05 pm
Class	12:10 pm – 12:35 pm
Class	11:05 am – 12:05 pm
C Lunch	12:05 pm – 12:35 pm
Fifth Hour	12:40 pm – 1:40 pm
Sixth Hour	1:45 pm – 2:45 pm

Half-Day Schedule

First Hour	7:50 am – 8:20 am
Second Hour	8:25 am – 8:55 am
Third Hour	9:00 am – 9:30 am
Fourth Hour	9:35 am – 10:05 am
Fifth Hour	10:10 am – 10:40 am
Sixth Hour	10:45 am – 11:15 am

Two-Hour Delay Schedule

First Hour	9:50 am – 10:26 am
Second Hour	10:31 am – 11:07 am
Fourth Hour	
A Lunch	11:07 am – 11:37 am
Class	11:42 am – 12:42 pm
Class	11:12 am – 11:42 am
B Lunch	11:42 am – 12:12 pm
Class	12:17 pm – 12:42 pm
Class	11:12 am – 12:12 pm
C Lunch	12:12 pm – 12:42 pm
Third Hour	12:47 pm – 1:23 pm
Fifth Hour	1:28 pm – 2:04 pm
Sixth Hour	2:11 pm – 2:47 pm

EXAM SCHEDULE – HIGH SCHOOL

**Day 1**

SS1	7:50 am – 8:15 am
SS2	8:20 am – 8:45 am
SS3	8:50 am – 9:15 am
Third Hour	9:20 am – 11:00 am
HS LUNCH (ALL)	11:00 to 11:30 am
SS 4	11:35 pm – 12:00 pm
Fourth Hour	12:05 pm – 1:45 pm
SS5	1:50 pm – 2:15 pm
SS6	2:20 pm – 2:45 pm

**AM and PM Tech Center**

**Day 2**

First Hour	7:50 am – 9:30 am
Second Hour	9:35 am – 11:15 am

**No PM Tech Center (AM Only)**

**Day 3**

Fifth Hour	7:50 am – 9:30 am
Sixth Hour	9:35 am – 11:15 am

**No Tech Center**

## **SEMESTER EXAMS**

The semester exam schedule is subject to change at administrative discretion. The tentative exam schedule is listed below:

Final exams are given at the end of each semester (18 weeks). **Classes may offer an exam or other culminating project or activity.** Exams will count 20% toward final grades. Students who meet the all criteria of the Exam Exemption Incentive are exempt from having to take their exams, but may elect to take an exam to improve their grade.

In the event of an EMERGENCY, a student absent from a final exam must have their parent or legal guardian call the high school by 10:00 a.m. the day of the exam and upon returning to school shall provide documentation, in writing, from proper emergency personnel. A student's parent or legal guardian who fails to notify the office about being absent shall receive a 0% for the final exam. A list of those students who will be permitted to make-up their exam(s) will be made available to teachers.

In the event of a school cancellation, an alternate exam schedule will be made available on the school website by noon of that day. However, please note this alternative schedule may push the exam schedule to the next day. **Please plan accordingly, mark down in your calendar not to have events or activities scheduled around the last day of the semester or end of school year that would take you away from completing your exams. No exceptions shall be made unless it is an emergency.**

## **INTRODUCTION**

### **MILLINGTON HIGH SCHOOL STUDENTS...**

- Are expected to realize that homework is a daily process whether it is completion of work due the next day, review of on-going materials, or continued work on long-term assignments.
- Should show pride in their work by turning in legible and neat assignments.
- Are expected to complete and hand in all assignments on due dates.
- Should hand in all final assignments, showing evidence of proofreading and editing. Grammar, spelling, and usage should be at the level appropriate for each student.
- Should do their own work. Plagiarism, whether from published works or another student's work, is unacceptable.
- Will be responsible for asking teachers for help and assistance when needed.
- Will respect the rights, worth, and dignity of others.

### **RIGHTS AND RESPONSIBILITIES**

The Constitution of the United States, through the Bill of Rights and subsequent amendments, gives all persons certain rights. The United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. Students are protected by the Constitution, and the responsibility for this protection applies to Boards of Education as it does other individuals and agencies. As the State Legislature has given School Boards rule-making authority regarding student's behavior, that authority is balanced by the Constitution and courts.

Each person is responsible not only for their own education, but also for their own behavior. You have the responsibility to be sure you are not infringing on someone else's right to learn.

### **MILLINGTON STUDENTS HAVE THE RIGHT TO:**

- Through study and self-application, a quality education at public expense and to attain personal goals through participation in the entire school program.
- Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
- Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- Participate in patriotic exercises or refrain from participating.
- Be secure in their persons, papers, and effects against unreasonable searches and seizures and privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by the law.

## **MILLINGTON STUDENTS HAVE THE RESPONSIBILITY TO:**

- Attend classes daily, be on time to all classes, and obey school rules.
- Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and with members of the school staff. Respect the dignity and worth of other individuals.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Develop tolerances of the viewpoints and opinions of others. Recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
- Respect the rights of classmates who do wish to participate.
- Respect the rights, property, and privacy of those students and school personnel. Carry only those materials which are acceptable under the law and which are not hazardous to any person or property. Accept the consequence for the articles stored in their lockers.
- Observe the basic standards of cleanliness, modesty, and good grooming. Wear clothing which contributes to your own health and safety as well as that of others. (see dress code)

## **ACADEMIC CONCERNS**

### **ACADEMIC PHILOSOPHY OF MILLINGTON HIGH SCHOOL**

The academic program at Millington High School prepares students and extra-curricular participants for active intellectual work in a changing world. The curriculum pursues broad and deep exposure across disciplines, and is designed to create a rich academic environment, instill a love of learning, and prepare students to become contributing citizens and moral leaders. The Millington High School faculty is dedicated and passionate about helping students explore their limits and reach their full potential as individuals and as scholars. Teachers are keenly aware of each student's strengths and gifts, and they strive to balance the demands of intellectually demanding course work with the appropriate amount of personal support.

### **GRADUATION REQUIREMENTS**

Credit will be awarded on a semester basis. During our transition to the Personal Finance requirement (starting with the Class of 2028), students in the following grade levels need to earn the following number of credits:

Classes of 2025 through 2027 – 21 Credits

Class of 2028 and Beyond – 21.5 Credits

Class of 2028 and beyond:  $\frac{1}{2}$  additional credit requirement is in Social Studies (3.5 credits). Economics is a 1.0 credit requirement with  $\frac{1}{2}$  credit of Personal Finance embedded.

### **Graduation Requirements**

4 credits of Language Arts	3 credits of Social Studies	$\frac{1}{2}$ credit of Health
4 credits of Mathematics	1 credit of US History/Geography	$\frac{1}{2}$ credit of Physical Education
1 credit Algebra I	1 credit of World History/Geography	3 credits of Science
1 credit Geometry	$\frac{1}{2}$ credit of Civics	1 credit Biological Science
1 credit Algebra II	$\frac{1}{2}$ credit of Economics	1 credit of Science
1 credit Senior Year Math	1 credit Visual, Performing, and Applied Arts	1 credit of Physics or Chemistry
2 credits of Foreign Language or 1 credit Foreign Language and one credit in Visual Performing Arts.		
1 credit Online Learning Experience		

**In order to participate in graduation ceremonies (including walking), it is expected that all course work will be successfully completed and the student will have met the required credits, as specified in this handbook, for graduation. Any student who fails a class that is needed as part of the credits required for graduation during the second semester will not be allowed to participate in graduation ceremonies. Students must finish all credit recovery classes by Monday the week of graduation in order to walk in the graduation ceremony.**

1. All basic requirements may be taken at any grade level, but guidance will be given to the student concerning the recommended sequence.
2. Students transferring from other state approved high schools from anywhere in the United States will be allowed full credit up to the time of enrollment here providing they have satisfactorily passed all courses to be counted.

Any student transferring in at mid-semester will be allowed credit from a combination of courses from his/her sending high school and courses offered here. Testing-out procedures and state testing may be utilized to ensure proper placement. Students who transfer from outside of Michigan may request a personal curriculum.

3. Only grades awarded for courses taken at Millington High School or a school approved by a state education agency may be considered in class and for entering on the transcript. A minimum of two consecutive years of attendance at Millington High School will be needed to qualify for valedictorian or salutatorian.
4. Classes of 2025-2027: At the end of the third marking period each year, the high school principal will determine the valedictorian, salutatorian, and the top ten for the senior class. The top ten will be determined by a blend of the following rankings:

Student ranking according to Grade Point Average  
 Student ranking according to the TVC Formula:  $(GPA * 250) + (SAT / 1.6)$

Scores will be used from the College Board SAT School Day Testing to calculate the Top 10. If a student wishes to use an SAT Score from another testing date, scores must be submitted to the counseling center by the end of the first semester senior year. This is the responsibility of the student.

Beginning with the Class of 2028 and beyond: At the end of the third marking period each year, the high school principal will determine the valedictorian, salutatorian, and the top ten for the senior class. The top ten will be determined according to Student Rank by Grade Point Average. In case of a tie, the Student's SAT Score from the College Board SAT School Day testing will be used to determine which student will be ranked higher. If a student wishes to use an SAT Score from another testing date, scores must be submitted to the counseling center by the end of the first semester senior year. This is the responsibility of the student.

5. **All course work shall be graded on an A-E grading scale and shall be given equal weight in the determination of the grade point average (G.P.A.) with the following exceptions:**

- a. **Credit and No Credit Classes**
- b. **AP Classes (5.0 Scale)**
- c. **Pre-Calculus (4.3 Scale)**
- d. **Anatomy and Physiology (4.3 Scale)**
- e. **Dual Enrollment Courses**

<b>A = 4.0</b>	<b>B+ = 3.3</b>	<b>C+ = 2.3</b>	<b>D+ = 1.3</b>
<b>A- = 3.7</b>	<b>B = 3.0</b>	<b>C = 2.0</b>	<b>D = 1.0</b>
	<b>B- = 2.7</b>	<b>C- = 1.7</b>	<b>D- = 0.7</b>

6. Advanced Placement classes will not be graded on a 5.0 scale if student does not take the Advanced Placement exam.
7. All students shall be enrolled in a six-hour day throughout their senior high career depending on financial conditions of the district with the exceptions of special education students and students enrolled in the Tuscola Technology Center. Tuscola Technology Center students will enroll in a six-hour day to fulfill the clock-hour requirement of the state depending on financial conditions.
8. Students may be encouraged to enroll in area colleges or universities if the student has met dual-enrollment prerequisites.
9. Special Education guidelines are determined in a separate document on file with the Millington Community Schools.
10. DE courses will not count toward GPA or class rank. However, if a student fails to earn credit in the DE course, then it will be calculated toward GPA and class rank.

### GRADING GUIDELINES

A	93% - 100%	B-	80%-82%	D+	67% - 69%
A-	92% - 90%	C+	77% - 79%	D	63% - 66%
B+	87% - 89%	C	73% - 76%	D-	60% - 62%
B	83% - 86%	C-	70% - 72%	E	59% or below

### SEMESTER GRADES

Marking Period 1.....	40% of Semester Grade
Marking Period 2.....	40% of Semester Grade
Semester Exam .....	20% of Semester Grade

## **CREDIT RECOVERY**

Students who fail courses will have the opportunity to take advantage of the Millington High School Credit Recovery Program. Credit recovery classes will be graded on the student's transcript as Credit (CR) or No Credit (NC) and will not count towards the calculation of GPA. Millington High School reserves the right to charge students a course fee to cover the costs of the program. Should a student elect to not take advantage of the credit recovery opportunities, the student understands that he or she may be at risk of not graduating with his or her class.

If it becomes in the best interest of the student, enrollment in the Millington Alternative Learning Center may be suggested.

If a student fails a core class during the first semester of his or her senior year, he or she may be placed in credit recovery during the school day if the situation allows for this to happen. If a senior fails a second semester course that is required for graduation, he or she will not be allowed to participate in the graduation ceremony.

## **SCHEDULE CHANGES**

A student **MAY NOT** drop classes without the permission of their parent/guardian and the guidance department. All schedule changes must be done prior to the start of the semester. Exception: Changes after the start of the semester must be completed within the first week each semester and will only be made for the following reasons:

1. Inappropriate academic placement; or
2. Improper grade-level placement.

## **HONOR ROLL**

Honor Roll status is determined at the end of each marking period. Students earning all grades of "B" or better will qualify for the Honor Roll. Students earning all grades of "A" will be listed separately. Students must carry a full schedule in order to be considered for the Honor Roll. Classes that are marked Credit/No Credit will not be part of the grade point average. The "All A" Honor Roll is made up of only A's. The "B or Better" Honor Roll is figured on grades that are B's and above (including B-). The "B Average" Honor Roll will include students who have a 3.0 average (with no grade lower than a "D"). Honor Roll names will be submitted for print in the area newspapers at the end of each marking period.

## **CONFERENCES WITH TEACHERS**

- Parents may contact teachers via the MCS website ([www.mcsdistrict.net](http://www.mcsdistrict.net))
- E-mail may possibly be rejected or thought of as junk mail by the MCS web server. If a response is not received within 24 hours, please call.
- Students and parents are encouraged to consult with teachers pertaining to any phase of the learning process.
- Each teacher is assigned a conference period and is available at that time for a conference.
- Parents are requested to call the school, 660-2407, for a conference with a teacher if they feel such a need exists.
- Parents should report to the office upon arrival for a conference.

## **STUDENT PLACEMENT**

Students are required to make continuous progress towards the graduation requirements. Students who fall behind will be referred to the Student Assistance Team. Students will be referred to the Millington Alternative Learning Center (MALC) if they do not have a reasonable chance of graduating on-time, with their class.

### **Tenth Graders**

Will be referred to MALC when they are seven credits behind. This is the equivalent of failing every class freshman year.

### **Eleventh Graders**

Will be referred to MALC when they are five credits behind.

### **Twelfth Graders**

Will be referred to MALC when they are three credits behind.

Exceptions to the rule will be made for students who have an Individualized Educational Plan (IEP) or students who earn credit through summer school.

### **STUDENT ASSISTANCE TEAM (SAT)**

Millington High School has a Student Assistance Team (SAT). This team meets monthly to evaluate students who have been referred to by teachers for inadequate academic performance, social concerns, and/or behavioral issues. The purpose of this team is to collect information for CA-60 record filings and ultimately assist students with their academic and/or behavioral performance.

Level One includes identifying student needs and a plan of action for improvement. A mentor is assigned to monitor student progress toward achievement of goals established during a meeting involving the student and the SAT Team. A Level One contract includes meeting weekly with a mentor teacher to monitor grades for the current marking period. In addition, the student may have to attend National Honor Society (NHS) tutoring once or twice a week until grades reach a passing level. If a student fails to achieve these goals in the established time frame, he or she will progress to Level Two, consisting of a meeting with the Pupil Services Director and his or her parent(s)/guardian(s) to discuss a plan for improvement to prevent further low academic performance or misbehavior. Should the student fail to achieve goals established at Level Two, he or she will progress to Level Three and be required to meet with the High School Administrator and parent(s)/guardian(s) to discuss his or her future with Millington Community Schools.

### **SOCIAL WORK/COUNSELING SERVICES**

MCS employs a full-time social worker. The social worker works with students in groups, as well as individually, who are experiencing social/emotional needs that may impact academic progress. Students who are experiencing difficulty with school adjustment, friendship, divorce, and/or grief can access counseling services. The social worker is available to students and parents/guardians during regular school hours and can be contacted through the school office. The school social worker collaborates with teachers, presents lessons in character education or other areas of concern, and may intervene in cases of discipline at the request of the administration. If you do not want your child(ren) to receive counseling/social work services, please inform the school in writing.

### **COLLEGE VISITATION**

Juniors and Seniors can go for college visitation provided they have filled out a pre-arranged absence form in the main office and picked up a college visitation form from the Counseling Center. A maximum of two days per semester may be granted for conducting college visitations. Exceptions may include military physicals or college pre-testing. These visitations must be prearranged **two days in advance to be considered school business.**

## **HIGH SCHOOL INFORMATION**

### **ASSEMBLIES**

Assemblies are held periodically throughout the year. Students are required to attend. Students are expected to appropriately participate. Anyone leaving must have turned in a pre-arranged absence form one day prior to assembly. **Students will not be allowed to call home nor leave the building without administrator permission. Without a pre-arranged absence, the parents MUST come into the office to sign their student out. Tech Center students will only be excused from their program at the Tech Center for the Homecoming and Snowcoming assemblies.**

### **CAFETERIA AND LUNCH HOURS**

1. **Breakfast will end at 7:45 am.** Doors will be closed at that time and no other food will be served. Tardies are not excused due to students eating breakfast.
2. During lunch, students are to be in designated hallways only. These are the halls adjacent to the cafeteria only. If hallway problems occur, students may be confined to the cafeteria.
3. Student behavior in the lunch room will be based on courtesy and cleanliness.
4. Respect the rights and property of others.
5. Walking and quiet conversation is expected.
6. Stay seated (except to throw away your trash).
7. When asked, pick up your area (even if you didn't leave a mess).
8. The only students authorized to leave are those students that have the permission of the administration.
9. **MILLINGTON HIGH SCHOOL IS A CLOSED CAMPUS.** Students are not to be in the parking lots or to leave

**the high school grounds. There is no leaving the building to run errands or get lunch. This includes all testing days.**

10. Any violation of cafeteria rules will result in a disciplinary action fitting the offense. Violations may be reported by school staff, faculty, or administration.
11. Food and beverages are to remain in the cafeteria during school hours except for water.
12. Panhandling/soliciting is not allowed. Any form of intimidation will result in disciplinary action.
13. All students will pick up their trash and return chairs to their proper location.
14. Students may be given an assigned seat if their behavior warrants one.

### **HALL PASSES**

Teachers are responsible for knowing where students are at all times when under their supervision. Hall passes are a privilege. They may be taken away from students when misused. Passes are to be kept to a minimum (**NOT TO EXCEED TWO PER CLASS PER MARKING PERIOD**). Students in the hall without a pass will be considered **truant** and dealt with as such.

### **ILLNESS/SICK ROOM**

Students who become ill during the day **must secure a pass from their classroom teacher** and go to the office. The extent of the illness and what action shall be taken will be determined by office personnel. No medication will be administered by the school without written directions from a parent and/or doctor. The sick room is available on a short-term basis to those students who need it. Any student needing to use the sick room will remain for the hour and be marked absent from class. Any student needing to remain for more than an hour will be encouraged to call home.

### **PRE-ARRANGED ABSENCES**

When a student-athlete, or a student with an extended medical leave, knows ahead of time that he or she will be absent, a "Pre-Arranged Absence Form" which is to be signed by the parent and each teacher needs to be picked up from the office. The form is then turned in to the office. Pre-arranged absences **will count towards the students total accrued absences**. Pre-arranged absences used for athletes on the day of an event must have the reason pre-approved by administration and proof of attendance of that event and/or meeting must be submitted upon return to school. **Note: The pre-arranged form must be signed by the parent before being submitted for school signatures.**

### **STUDENT SIGN OUT/IN**

Students must have their parents sign them out in the office before leaving school during school hours. Students that drive must bring a note from their parent or have a telephone call placed to the parents by a secretary for permission to leave. Students who fail to sign out properly shall come under the truancy section of the Student Code. Students leaving the building to go to other school buildings will check in and out of both offices.

All students must sign in if they arrive late to school or are returning from an appointment. It is important that this is done to keep our attendance records accurate.

Students will only be allowed to sign in and out on the same day if they have an appointment and can show evidence upon return. If a student leaves because of illness, it is in the best interest of all that they do not return for any remaining function that day. Students who sign out for lunch may not return.

### **TELEPHONES**

Telephones in the office are for business use--students may use the office phone for emergencies and illnesses. Parents should not expect to have students called to the phone during school hours. Messages will be delivered through the school office in cases of real emergencies.

**Video cameras are used in surveillance and may be used in documenting inappropriate behavior.**

### **DRESS CODE**

Proper student dress and grooming is a responsibility of the students, their parents, and school personnel. A student's dress must be in the best interest of the school with respect to the health, welfare, and safety of each individual and must not interrupt the orderly process of education at any time. Administrative decision is final.

- *Shorts may be worn if they are no shorter than your finger-tips with the student's shoulders relaxed and arms extended at the student's side or they must have an inseam of at least three inches. Skirts and dresses must have a length that extends past the finger-tips.*
- *Shirts, sweaters, and blouses must cover all undergarments and the back cannot be exposed. Midriff and cleavage should not be visible. Tube tops, halters, mesh tops, shirts with spaghetti straps, and muscle shirts are not acceptable. Shirts without sleeves should have straps measuring at least two fingers in width.*
- *Apparel displaying profanity, gambling, suggestive language, weapons, or promoting substances or activities illegal for a minor are absolutely prohibited.*
- *Head coverings such as hats and hoods are not to be worn during school hours. Hats that are brought into the classroom or worn in the hallway after the start of the school day will be taken to the office where the student may retrieve them at the end of the school day.*
- *Sunglasses are not to be worn during school hours unless the student has a doctor's note.*
- *Students must wear shoes or sandals that stay on their feet and have a hard sole. No house slippers.*
- *No coats, backpacks, duffel bags, or purses in the classroom or cafeteria during school hours.*
- *Tattoos that are derogatory in nature shall be covered up.*
- *Pants are expected to fit at the waist so as to prevent them from sagging.*
- *No chains are to hang from the body. Wallet chains are not allowed.*
- *No spiked, studded, or hooped facial piercings that could become a distraction to the educational environment or pose a threat to student safety.*
- *Clothing shall be clean and free from holes or tears. Holes above the knee where skin is showing are not allowed, but may have a patch that is adhered directly to the pant fabric. A layer of clothing under the pants with holes is acceptable. Shorts shall not have holes.*
- *See-through yoga pants, tights, and leggings are appropriate as undergarments if the shirt worn covers the apparel past the finger tips.*
- *Loaner clothing will be available in the office for violators of the dress code. Major violations will result in a call home, detention, and the student will remain in the RTC until alternate clothing is brought by their parent/guardian.*

The staff will conduct school-wide dress code checks throughout the school year on a regular basis.

### **CASUAL DAY DRESS CODE DURING SPIRIT WEEK**

During Spirit Week, students may dress according to that day's theme. These clothes should still be appropriate in nature within the theme for that day. Our body and facial piercing policy still applies during this time.

### **PHYSICAL EDUCATION, ADVANCED PHYSICAL EDUCATION, AND ADVANCED FITNESS**

All students enrolled in any Physical Education class shall dress with proper Physical Education uniform attire. An excuse from home and approval of an administrator is needed to be exempt from activity for the day.

### **GENERAL GUIDELINES FOR PHYSICAL EDUCATION**

Line up ready to go two minutes after the tardy bell. After two minutes, a student may be considered tardy.

Locks for lockers will be provided by the school. Physical Education teachers will assign a padlock with a designated locker to each student. The student will be given a confidential combination. Students must put items in their locker and lock up lockers. (Simply placing the lock on the closed locker properly, closing the lock, then spinning the combination will prevent most thievery.) Students must not give their combination out to other students if they wish to have items secure. If a student loses their lock, the student will be required to purchase another lock from the school office, at the cost of \$7.00. Two minutes after the tardy bell, the teacher will blow his/her whistle and expect students to be ready to engage in activity. Once this is done, the teacher will lock up the locker room. No one will be allowed to enter the locker room without teacher approval.

If a student is ill and cannot participate in class, they must have a written note from home. A written alternative assignment will be given to the student in exchange for participation. On the third consecutive day, the student will be required to show a doctor's excuse. For extended periods of time in which a student may not dress due to injury or illness, the teacher may assign a project in exchange for participation. Note: All injuries do not require a student to miss out on all activity – teachers will use discretion with individual students should this arise.

If a student-athlete is enrolled in class and is too ill or injured to participate in P.E. class, then they are too ill or injured to participate in practices and/or games in which they are involved.

### **SCHOOL DANCES, ATHLETIC EVENTS, AND EVENING FUNCTIONS**

1. All dances and athletic events must be scheduled with the building principal, through the group sponsor, by filling out the appropriate form.
2. Basic high school rules, as well as handbook stipulations, are in effect at all after-school functions (on- and off-campus). If not followed, you may be asked to leave and not be reimbursed.
3. Any student involved in fighting, attempting to provoke a fight, creating other disturbances, or being under the influence of alcohol or drugs at any school activities or dances will forfeit their right to attend all future school dance and activities for a length of time to be determined by the building administration. This penalty is in addition to any penalties resulting from breaking the student code.
4. The doors will close one-half hour after a dance begins and no other students will be admitted unless a late arrival has been cleared by the building administration.
5. Once you leave a dance or other activity, you may not return that evening.
6. All senior high dances will end by 11:00 p.m. Exceptions may be considered by the Superintendent.
7. All senior high school dances are open **only** to Millington Senior High School students. Junior high school students are prohibited from senior high school dances and may only attend junior high dances. A Millington High School student **may** request to sponsor one guest for Homecoming, Snowcoming, and/or Prom. **A guest dance form shall be obtained from the office and turned in to the office at least five days prior to the dance.** Prom guest may need to turn in this form up to two weeks prior to the event in order to get an accurate food count. All guests must be in good standing as determined by MCS Administration. A list of students who are granted a visitor will be posted in the office at least one day prior to the dance. Guests attending must provide a photo ID at the door. All students attending the dance must be under 20 years of age. It is suggested you not buy your ticket until your guest is approved by administration.
8. Any student wishing to participate in school dances or evening functions will not be allowed to participate if they are absent for any part of the day of the activity. Any exceptions must be pre-arranged and approved by the principal in advance.
9. Students who give the staff reason to believe that they may be under the influence of drugs or alcohol may be asked to submit to a breathalyzer test. The police may also be called.

**FORMAL** ~ When going to formal dances, consider the following guidelines for apparel:

1. Appropriate length (minimum of finger-tip length)
2. Appropriate coverage of body
3. General good taste

You must be a junior or senior in order to go to Prom. Underclassmen may attend Prom with an upperclassmen as long as they are on track to graduate. All students who attend Prom must be in good academic standing and on track to graduate. Also, any guest that attends shall adhere to the Millington High School dress code.

### **VISITORS MUST CHECK IN AT OFFICE**

ALL visitors **MUST** sign in at the office and sign out when leaving. Student visitors are not allowed. Any non-student in the building without authorization is considered to be trespassing. Visitors will receive a name tag that must be worn in plain sight.

### **AGE OF MAJORITY**

Parents have a right to be informed of all school matters provided the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. This means that students living at home may not exercise their age of majority rights including excuses, sign in/out, and the above.

### **18-YEAR OLD STUDENTS**

All students, regardless of age, are expected to abide by the policies and guidelines of the school, whether on- or off-campus, while at school events. Students that have reached the age of majority and are independent (as described above), must follow the rules as stated in the student handbook with the following exceptions.

- May represent themselves at any discipline step that requires a parent conference.
- May request that correspondence be mailed to them as well as their parents.
- May request access to their records and must give approval before access to records can be given to anyone except a school official.

## **ANNOUNCEMENTS**

Keeping students informed of special upcoming and important items of interest has a definite place in the daily school program.

- Announcements will be read daily.
- All announcements must be written on announcement forms and have the approval of a teacher or administration and be in the office before the beginning of first hour.
- If there are any activity cancellations, they will be made during the end-of-the-day announcements.

## **COMPUTER USAGE**

The following rules are the basic rules for computer usage. For more complete rules and discipline policies, see the Technology Use Policy.

1. All students will check in with computer lab desk with appropriate pass (one pass per student) which states the purpose for being there.
2. Students cannot leave the computer lab without a pass to another destination or to return to class.
3. Students in the computer lab are under the direct supervision of computer lab personnel or classroom teacher.
4. Students are not permitted to eat or drink in the computer lab.
5. Students will be responsible for restitution for any misuse or destruction of materials and equipment in the computer lab.
6. Specific computer lab rules as presented by teachers and staff must be adhered to.
7. All other basic high school rules are in effect in the computer lab.
8. Students are not to use the computer for personal uses (printing invitations and cards).
9. Students will not make copies of software from school computers or networks.
10. Students will not give computer software to others without written permission from the technology administrator and/or copyright owner.
11. Students will only use school-installed software or CD's, unless given permission from the instructor and/or technology administrator.
12. Students understand and respect that the district upholds the copyright laws of the United States as it applies to computer programs or licenses owned by the district.
13. Students will not try to obtain other user's passwords or will not attempt to read or alter other user's files.
14. Students will not modify, delete, or change data that is not theirs.
15. Students will respect the privacy of other computer users.
16. Students will respect the integrity of computing systems.

## **MEDIA CENTER**

The following are some basic rules for the media center:

1. All students will check in with the media center desk with appropriate pass (one student per pass) which states their purpose for being there.
2. Students cannot leave the media center without a pass to another destination or to return to class.
3. Students in the media center are under the direct supervision of media center personnel or classroom teacher.
4. Students are not permitted to eat or drink in the media center.
5. Students will be responsible for restitution for any misuse or destruction of materials and equipment in the media center.
6. All other basic high school rules are in effect in the media center.

## **SALE OF MERCHANDISE**

The sale of merchandise in a public school must be approved by the building principal in advance. **Selling merchandise must be scheduled through club and activity advisors.** Other items may not be sold on school property.

## **SUBSTITUTE TEACHERS**

Substitute teachers deserve respect! Students should always be on their best behavior and particularly during the difficult time when the regular teacher is absent. To assist substitutes in the job of teaching, the following rules will be in effect:

1. Any student creating a disruption or not carrying out a reasonable request from a substitute teacher will receive a minimum 30-minute detention.
2. If the student's name is left by a substitute after a conference with the regular teacher, he may receive additional punishments ranging from detention to Saturday School or in-house suspension.
3. Substitute teachers should be treated as guests in your school. Students should act especially courteous and well-behaved toward them.

These are minimum penalties. Progressive penalties may occur if student behavior warrants it.

## **SEARCHES**

Random searches may be conducted by school personnel at any time. These may include the use of trained canines to assist in the search of school property. This includes vehicles in the lot, student lockers, and students. Anything on school property may be searched at any time. Cell phones may be searched if reasonable suspicion of cheating, inappropriate images, or suspicious behavior is present.

Students are informed by the district that they have the authority to search student vehicles. If you are asked to unlock your vehicle and refuse, you will be informed that the school/police may be entering the vehicle anyway, and that, due to your refusal, property damage may occur.

## **BREATHALYZER POLICY**

The Millington School handbook states that Millington students shall not possess or use alcohol in any amount on school premises, or be under the influence of alcohol at school activities or at extracurricular activities.

A student who is suspected of alcohol use in any amount will be subject to a breathalyzer test. Refusal to take the breathalyzer will be construed as an admission of alcohol use. Besides using the breathalyzer to determine alcohol use, traditional observable behaviors such as impaired speech, impaired physical coordination, glazed eyes, and/or alcohol on the breath will continue to be used as criteria for determining alcohol use. A breathalyzer test is not necessary for the district to find that a student has used alcohol.

The breathalyzer test will be administered by individuals trained in the use of the instrument, in a private area.

Parents/guardians will be contacted to inform them of the infraction.

Discipline for alcohol use will be administered according to the Millington Senior High School Handbook. Police may be contacted if a student is under the influence.

## **SIGNS AND POSTERS**

Bulletins, signs, posters, or announcements to be posted in the halls shall have a teacher's or administrator's signature. Only glass and unfinished brick surfaces may be used for posting.

## **WORK PERMIT (AGES 14-17)**

- Step 1- Acquire application for a working permit from the high school office. Fill in the applicant's portion and have your employer complete the form.
- Step 2- Return this application with birth certificate or driver's license to the high school office to receive a work permit.

## **BEFORE- AND AFTER-SCHOOL SUPERVISION**

Any student who is in the building before and/or after school should be involved in athletics, a co-curricular activity, or working with a faculty member.

**Students should not be in the halls or causing disturbances.** No student is to be in the building unless they are under the direct supervision of a faculty member, advisor, coach, or administrator. Students will not arrive more than 30 minutes

before school begins and will have 30 minutes to leave the building after school unless they are supervised. Custodians will ask violators to leave.

## **ACADEMIC "M"**

Requirements for membership:

1. All students in grades 9 through 12 are eligible.
2. Three of the credits shall be in the areas of English, Mathematics, Science, or Social Studies.
3. Each eligible student shall carry an overall grade point average per year of 3.5 or above.
4. Students will be recognized with a certificate. Students may bring this certificate to the Guidance Office to receive their applicable "M" patch, gold, silver, or bronze medals, if desired.

## **CLUBS AND ORGANIZATIONS**

Clubs and organizations exist to benefit the special interests of students. While we all recognize the academic school day program as being the heart of our educational system, we also believe it is important to provide students with co-curricular programs. Millington Junior/Senior High School encourages students to contact members or advisors for information and membership. Any student with a specific interest is encouraged to determine if an opportunity presently exists that correlates with his or her interest. If a group does not currently exist, the student is encouraged to explore the creation of that group with the understanding that the group will operate within the framework and policies of Millington Junior/Senior High School, and that it should provide a meaningful and worthwhile educational opportunity.

## **NHS**

Students are invited to join the National Honor Society based upon four criteria: **Scholarship, Leadership, Character, and Service**

### **1. Scholarship**

At the beginning of the year, a list of all students with a cumulative GPA of 3.20 or higher is obtained from the Counseling Office. These students fulfill the scholarship requirement for NHS induction. Each qualifying junior or senior receives an invitation to complete the selection process. School schedules must have a minimum of three core classes, one of which must be college prep/advanced placement.

### **2. Leadership, Character, and Service**

Students who fulfill the scholarship requirement are given a form on which to report their activities in and out of school. Any activities in which the student has demonstrated leadership, acceptance of responsibility, service to their community, involvement in school, or volunteerism are appropriate for fulfilling this requirement. A well-rounded variety of activities are preferred, but activities are considered on an individual basis, not by comparison. At least five accumulated activities or services are needed, with at least two school related and no more than two in any one area of activity (sports, band, cheerleading, skill center, etc.). Activities will count one time only, not once a year.

### **3. Faculty Council**

The faculty council consists of five faculty members representing a cross-section of the content areas. Each candidate's materials are reviewed and voted upon. The NHS advisor votes only in the case of a tie. The decision of the faculty council may be recommendation for induction into NHS recommendation that the candidate be re-evaluated after a one-year "growth period" has passed, provided that the candidate continues to qualify by GPA.

### **4. Notification**

A letter of the results of the selection meeting notifies the candidates. Candidates that are not selected are advised of the selection criteria and that which they need to strengthen. This is not a personal judgment of the candidate, merely a reflection of the candidate's perceived strengths and weaknesses as reported by the evaluators. Questions regarding non-selection should be addressed to the high school principal. The faculty council and staff evaluators are not made available in these matters.

Once selected for NHS, you must maintain the criteria used in that selection. If the criteria is not maintained, then a

student may be put on probation or dismissed from the society. If a student is on probation, they may not wear any NHS insignia. If you choose to join NHS, after induction there will be dues collected of an amount to be determined by the NHS advisor.

## **DISCIPLINE CODE**

**Students who continually disregard our school handbook may be considered habitual offenders. The Millington Community School District is committed to giving all students a first-class educational experience. However, some students who continually choose not to follow rules may be brought on persistent-disobedience charges.**

This list is not exhaustive. Inappropriate behavior not listed will be appropriately penalized by the building administrator.

**Discipline may be based on the severity of the offense. A severe offense, even a first offense, may result in an indefinite suspension and a recommendation for expulsion.**

**Saturday School may be substituted for in-house suspension at the administration's discretion.**

**An in-house suspension may not be substituted with an out-of-school suspension. If a student stays home, they will serve their in-house suspension upon their return to school.**

**These rules apply to any student who is on school premises, in a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.**

Students who fail to attend a 30-minute detention within one week of their infraction will be issued a day of Saturday School or in-house suspension, at the administration's discretion. *Example: a student earning a detention on Tuesday will have until the next Tuesday to serve the detention without earning a greater punishment.* The detention period begins five minutes after the end of the school day. Two detentions in one day will result in a Saturday School or in-house suspension, at the administration's discretion.

### **RTC Consequences/Removal from Class**

<b>Occurrence 1-4</b>	<b>Complete behavioral sheet and additional disciplinary consequences as listed below.</b>
<b>Occurrence 5-9</b>	<b>Complete behavioral sheet and additional disciplinary consequences as listed below. The student will earn Saturday School or in-house suspension.</b>
<b>Occurrence 10+</b>	<b>Complete behavioral sheet and suspension.</b>

**Once a student has served five detentions in a semester, each subsequent detention offense will result in a day of Saturday School or in-house suspension**

**Millington High School believes in a progressive discipline program. The following discipline will be followed unless otherwise stated.**

- 1st Offense: Detention**
- 2nd Offense: In-house suspension**
- 3rd Offense: Three-day out-of-school suspension**

**\*Administration reserves the right to alter this policy at their discretion.**

#### **1. Campus Curfew**

Students are not allowed on campus from 11:00 pm until 6:00 am without a legitimate reason. Any student caught on school grounds during this time will receive an automatic 10-day suspension from school. (This harsh penalty is due to the vandalism that the school has suffered during these hours.)

#### **2. Inappropriate, vulgar, obscene language, obscene gestures, rowdy behavior, and/or disruption of the educational process.**

#### **3. Inappropriate display of affection**

"Inappropriate" will be determined by the individual staff member making observation. Holding hands is acceptable. The staff member will inform students of inappropriateness of their actions. Students may be written up for insubordination if they fail to follow a reasonable request or for repeated offenses. Contact between junior high school students and high school students is not allowed.

#### 4. Classroom Rule Violation

Teachers will give written notice to students of their class rules at the beginning of the school year. All classroom rules shall be posted in the classroom. Violations of classroom rules will be handled by individual classroom teachers. Teachers may call home on classroom violations.

#### 5. Cheating/Academic Dishonesty

Cheating is taking credit for others' work, including assignments, tests, quizzes, homework, and all other work which must be completed on an individual basis, unless otherwise directed by the instructor. If an assignment is handed in and contains approximately or the same answers copied word-for-word as another student's, both students will receive disciplinary measures as listed below. Cheating could also be plagiarizing a paper from an electronic or print source or having no citations, a paper not in the student's handwriting, looking at someone else's paper, having a cheat sheet, being in possession of another student's work, or using AI Technology. There may be other inventive cheating ideas, but the teacher's opinion and professionalism will make each individual call. Cheating should be reported to the administration. The offenses will be cumulative per semester in each class. It is imperative that students display academic honesty in order to achieve their potential.

**Level 1 Offense**—Occurs when the student has plagiarized or cheated, in any way.

1. Teacher/student conference
2. Parent notification
3. No credit for assignment
4. Notification to NHS advisor (if applicable)

**Level 2 Offense**—Academic dishonesty that is more serious than Level 1 Academic Dishonesty. It involves the student's use of multiple paragraphs of someone else's work, the use of someone else's ideas without the proper attribution (including AI Technology), and/or repeated paraphrasing without proper attribution. While some of the work is the student's own, it is clear that significant portions of the student's work are not his/her own. Level 2 Academic Dishonesty also includes any degree of cheating on quizzes, test, or other graded assessments. With respect to acts of plagiarism, it shall be the teacher's discretion, in consultation with the principal, to determine whether the act of plagiarism constitutes a Level 1 or Level 2 violation.

1. Teacher/student conference
2. Parent notification
3. Notice is sent to NHS Advisor (if applicable)
4. No credit for assignment
5. Discipline form may be submitted by the teacher.

*In addition to the consequences set forth in the Level 1 and Level 2 Offenses:*

\*A second occurrence will result in the loss of credit for the marking period and a maximum grade of 50% in the affected class.

\*A third occurrence would result in the loss of credit for the semester in the affected class.

#### 6. Lying to Staff Member

#### 7. Forgery

The act of fraudulently using the name of another person or falsifying time, dates, grades, addresses, or other data on school forms. Making a false telephone call for the purpose of attendance, discipline, or unauthorized dismissal from class or school. Signing someone else's name.

#### 8. Insubordination

The failure to respond to or carry out a reasonable request by a staff member.

#### 9. Disrespect Toward Staff Members

##### a. Inappropriate language or gestures in or out of school

Saturday School or in-house suspension, up to a three-day out-of-school suspension.

**b. Threat to person or property in or out of school**

1<sup>st</sup> Offense: 5 - 10-day suspension, long-term suspension, or possible recommendation for expulsion (referral to law enforcement)

2<sup>nd</sup> Offense: Recommended expulsion (referral to law enforcement)

**c. Assault of a staff member or damage to a staff member's property**

1<sup>st</sup> Offense: 5 - 10-day suspension, long-term suspension, and possible recommended expulsion (referral to law enforcement)

**10. Theft**

Possession of property belonging to others. Law enforcement may be notified.

1<sup>st</sup> Offense: 1 – 3-day suspension

2<sup>nd</sup> Offense: 3 – 5-day suspension

3<sup>rd</sup> Offense: 5 – 10-day suspension, long-term suspension, or possible recommendation for expulsion.

**11. Assault / Fighting**

Physical contact between two or more participants which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, or spitting. Students who violate this policy will be referred to law enforcement through the police department.

**Hitting/Spitting or Physical Contact**

1<sup>st</sup> Offense: 1 – 10-day suspension, long-term suspension, or possible recommended expulsion

2<sup>nd</sup> Offense: 5 – 10-day suspension, long-term suspension, or possible recommended expulsion

**Students involved in fighting with another student will not attend classes for the remainder of the day. After an investigation, administration will contact parents by the end of the day to inform them of disciplinary action. Suspensions will begin on the next scheduled school day. Every effort will be made to contact parents so the student can be picked up.**

**Fight Instigator (Verbal or Physical)**

**\*This violation can be in addition to violation consequences in above item.**

Per Offense: 1 – 10-day suspension, long-term suspension, or recommended expulsion

**Students involved in provoking or instigating a fight are subject to disciplinary action after an investigation is conducted by administration.**

**12. Intimidation**

We believe a congenial, non-threatening atmosphere is conducive to good education. Intimidation of any kind threatens the victims and cannot be condoned. It is the duty of school employees to be alert to these situations and to intervene promptly. All persons in the school community, employees, and students must understand that intimidation is an unacceptable behavior.

Intimidation refers to a type of harassment which is based on a personal gender, occupation, ethnic origin, race, religion, disability, height, weight, or physical appearance of a person, sexual preference, intellectual ability or handicapping condition of a person, or any other scenario, which creates a hostile, intimidating, or offensive environment.

Intimidation and threats may include but are not limited to the following:

- a. The making of written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, race, religious beliefs, sexual preference, or other speech that is slanderous or libelous.
- b. The placing of objects, pictures, or graphic commentaries in the school environment, or making insulting or

threatening gestures toward a fellow individual.

- c. Any intimidating or disparaging action such as: hitting, hissing, or spitting on a fellow individual.
- d. The making of insulting noises such as barking or animal barnyard noises or other speech that invades the rights of other persons.

1st offense: Detention to three-day suspension  
2nd offense: 3 – 5-day suspension  
3rd offense: 5 – 10-day suspension

### 13. Tardiness

A tardy is defined as coming to class up to five minutes late after the bell has stopped ringing. A student who is more than five minutes late will be credited with an absence.

Three tardies in the same class: Detention  
Four tardies in the same class: Detention  
Five tardies in the same class: Saturday School  
Six or more tardies in the same class: Out-of-school suspension for each occurrence.

Excused tardies do not fall under this policy. These include passes from teachers, counselors, or administrators. This policy is per marking period.

### 14. Truancy

The act of unauthorized absence from school, or individual class, including skipping school. This includes students leaving campus after arriving to school in the morning.

1st Offense: 1-day Saturday School or in-house suspension  
2nd Offense: 3 – 5-day suspension  
3rd Offense: 5 – 10-day suspension

### 15. Parking Lot

Students who meet the eligibility requirements for driving may use one of the designated student parking spots. Students are **not** allowed to park in the staff parking lot or visitor's parking lot. **Students are notified that their vehicle may be searched while on school property.** Students are to respect and follow directions of any school personnel, in the parking lot or while driving on school grounds, at all times. Students may lose driving privileges for unsafe driving, not having a valid parking permit on display, inappropriate parking, or other inappropriate behavior. If a student uses their vehicle in a truancy, the student will be suspended **one day for every truant student in their vehicle**, as well as loss of driving privileges, at the administrator's discretion, up to the remainder of the school year.

Students in the parking lot without permission may receive the following:

1<sup>st</sup> offense: 1-day Saturday School and/or loss of driving privileges on school grounds.  
2<sup>nd</sup> offense: 1 – 3-day suspension and/or loss of driving privileges on school grounds.  
3<sup>rd</sup> offense: 3 – 5-day suspension and/or loss of driving privileges on school grounds.

### 16. Vehicle Registration

**Every vehicle on school property must be registered in the high school office each year.** A student driver identification card must be completed by the student for each registered vehicle. Unregistered vehicles will be issued one warning. Vehicle parking pass must be purchased in the office. The registration charge is a **ONE-TIME** fee of \$15.00, if the parking pass is lost another one will need to be purchased.

Parking without a permit will result in the following:

1<sup>st</sup> offense: Warning  
2<sup>nd</sup> offense: Saturday School  
3<sup>rd</sup> offense: Vehicle may be towed at the owner's expense and loss of driving privilege for 5-10 days

- No student shall disrupt the school program with a vehicle.
- Student drivers are to observe all safe driving procedures as defined by school officials and the Michigan Vehicle Code when on school property.
- Student drivers are not to interfere with the busses in any manner. Busses have the right-of-way on school property.
- **Students are not permitted to go to any vehicle during school without administrative permission.**
- Students are not to loiter in the parking lot before school, at lunch hour, or during the school day. (No tobacco or other products illegal for minors are allowed on school property or in cars.)
- Speed limit on all school property is 20 mph.

***No person has the right to endanger the lives and property of others.***

If school personnel believe any of the above rules have been broken, the following penalties are in effect:

- 1st offense: Minimum two-week driving privilege suspension (10 school days)
- 2nd offense: Minimum semester driving privilege suspension (90 school days) and possible referral to local police.
- 3rd offense: Minimum driving privilege suspension of one school year (180 days) and possible referral to local police.

### **17. Skipping Saturday School = Automatic 2-day Suspension**

- 1st offense: 2-day suspension the two days immediately following Saturday School.
- 2nd offense: 5-day suspension the five days immediately following Saturday School.
- 3rd offense: 10-day suspension the ten days immediately following Saturday School.

### **18. Possession of controlled substances**

Possession, use, or under the influence of controlled substances, alcoholic beverages, look-alike drugs, or other non-controlled substances, which produce abnormal behavior, such as over-the-counter medications. (This includes the huffing, sniffing, or inhaling of any substance with the appearance of or purpose of “getting high”). Law enforcement may be contacted and a police report may be made.

- 1st offense: 5 – 10-day suspension, long-term suspension, or recommendation for expulsion.
- 2nd offense: Long-term suspension or recommended expulsion

### **19. Transfer of controlled substances.**

Transfer of controlled substances, alcoholic beverages, look-alike drugs, or other non-controlled substances, which produce abnormal behavior. Law enforcement may be contacted and a police report may be made.

- 1st offense: 5 – 10-day suspension, long-term suspension, or recommendation for expulsion.
- 2nd offense: Long-term suspension or recommended expulsion

### **20. Possession or transfer of a non-controlled substance**

Possession, transfer, or use of a non-controlled substance or paraphernalia on campus (e.g., marijuana, cocaine, or other non-controlled drug)

- 1st offense: 10-day suspension, long-term suspension, or recommendation for expulsion

### **21. Selling or distributing a non-controlled substance on school grounds or providing a non-controlled substance to be sold to students on school ground or at a school function.**

- 1st offense: Indefinite suspension and recommendation for expulsion.

### **22. Illegal Substance Odor**

Smell of alcohol, marijuana, tobacco, etc. This violation may result in a search.

- 1st offense: 1 – 3-day suspension, at the administrator’s discretion
- 2nd offense: 5 – 10-day suspension, at the administrator’s discretion
- 3rd offense: Long-term suspension or recommendation for expulsion, at the administrator’s discretion.

### 23. Possession of Lighter/Matches

The possession of any lighter and/or matches at school is prohibited.

- 1st offense: 5-day suspension
- 2nd offense: 5 – 10-day suspension
- 3rd offense: Possible long-term suspension

### 24. Tobacco Products

The use or possession of tobacco at school, on school grounds, on a school bus, or at any school-sponsored event is prohibited. This includes vaporizers whether they contain nicotine or not as well as any other tobacco product paraphernalia. In all cases, law enforcement may be contacted and a police report may be made.

- 1st offense: 3 – 5 day suspension
- 2nd offense: 3 – 10 day suspension
- 3rd offense: 10 day suspension, long term suspension, expulsion

Note: Cooperation through an investigation and participation in a vape cessation class will be taken into consideration when administering consequences.

### 25. Possession of Pornographic Material

The possessing and/or displaying of any pornographic material or paraphernalia is prohibited. Referral to counselors may be required.

- 1st offense: 1 - 10-day suspension, long-term suspension, or recommendation for expulsion.
- 2nd offense: Long-term suspension or recommendation for expulsion.

### 26. Electronic Devices

Students are not to use electronic devices in the classroom. All students are required to place their electronic devices in a “holder system” immediately upon entering the classroom. The school will not be responsible in the event of damage or theft of any of these devices. Students may not have bodily possession of laser pointers during school hours.

Every offense: Device will be confiscated and sent to the office where the student can pick it up at the end of the school day. Failure of a student to surrender a device in violation of this rule will result in Saturday School.

- 1<sup>st</sup> Offense: Detention, excluded from eligibility from the exam exemption policy
- 2<sup>nd</sup> Offense: Detention
- 3<sup>rd</sup> Offense: Saturday School
- 4<sup>th</sup> or more Offense: Out-of-school suspension

Note: Violation of School Board Policy 5805 may result in more severe consequences based on the severity of the incident. As a reminder, no recordings may be taken or made in restrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

### 27. Technology Infractions

- a. Logging on or attempting to log on as a different student (Saturday School and/or suspension from computers)
- b. Loading software onto the school computer system (1–10-day suspension)
- c. Attempting to log on as a teacher or administrator (3–5-day suspension)
- d. Copying school’s software (3–10-day suspension and/or suspension from computers)
- e. Unauthorized use of software (Saturday School and/or 1–10-day suspension)
- f. Altering others files (Saturday School and/or 1–10-day suspension)
- g. Altering software (Saturday School and/or 1–10-day suspension)
- h. Damaging computer and peripherals (Saturday School and/or 1–10-day suspension and restitution)
- i. Use of proxy web sites to access blocked web sites (Saturday School and/or 1-10-day suspension)
- j. Inappropriate material, acquired or created, in any way, on the computer or sent to the printer. This includes, but is not limited to, pornographic material, inappropriate language, and or controlled-substance graphics.
  - 1<sup>st</sup> offense: Saturday School and/or 1-10-day suspension
  - 2<sup>nd</sup> offense: 1-10-day suspension
  - 3<sup>rd</sup> offense: Long-term suspension with the possibility of expulsion

**Note: Students may be suspended from computer usage for any technology infraction.**

## **28. Arson**

The setting of fire to school property.

1<sup>st</sup> offense: Expulsion recommendation and restitution will be sought

## **29. Burglary/Larceny/Robbery/Extortion**

Stealing of school or personal property, including items from cafeteria. Stealing from an individual by force or threat of force. Restitution will be sought.

1<sup>st</sup> offense: 1-10-day suspension, long-term suspension, or expulsion

2<sup>nd</sup> offense: Long-term suspension or recommendation for expulsion

3<sup>rd</sup> offense: Expulsion recommendation

## **30. Possession of Explosive**

The possessing, using, or transferring of explosives, such as firecrackers or smoke bombs or other explosive devices.

1<sup>st</sup> offense: Long-term suspension or expulsion recommendation

## **31. False Alarms**

The issuing of words (either spoken or written) that reports a false or misleading report of a fire or a bomb threat. This includes the setting off of the school's fire alarm or burglar alarm system.

1<sup>st</sup> offense: 10-day suspension, long-term suspension, or possible expulsion recommendation  
Restitution may be sought.

## **32. Firearms/Weapons**

Causing bodily injury or property damage or threatening to cause bodily injury or property damage through the use of any firearm, weapon, or instrument capable of inflicting bodily injury or property damage.

a. Exhibiting weapons – consistent with Board policy (expulsion recommendation)

b. Possession of firearms – consistent with Board policy (expulsion recommendation)

## **33. Gambling**

Any game of chance which involves the exchange of money and/or personal property.

1<sup>st</sup> offense: 1-day suspension or Saturday School

2<sup>nd</sup> offense: 3-day suspension

3<sup>rd</sup> offense: 5-day suspension

## **34. Snap Suspension (Severe Clause)**

We believe that everyone has the right to learn in a positive learning environment. Students have the right to learn and teachers have the right to teach without abusive or disruptive interruptions. Students are expected to be prepared to participate positively in each class during the school day. If a teacher feels that a student's behavior in class is interfering with other students' opportunities to learn, or they are unwilling to work, the teacher may make a referral to the office or RTC where students will be assigned for the remainder of the period. This would include any behavior deemed so inappropriate that the student cannot remain in the classroom. All teachers are responsible for all students while they are in this building. Any teacher may correct your behavior at any time. Failure to cooperate will result in disciplinary action.

1<sup>st</sup> offense: 1-day or Saturday School and teacher will make parent contact

2<sup>nd</sup> offense: 1-3-day suspension and teacher will make parent contact

3<sup>rd</sup> offense: 3-5-day suspension and teacher will make parent contact

### 35. Vandalism

Defacing school property or equipment, including destruction of school or personal property. Student will make restitution by payment or working on site.

- 1<sup>st</sup> offense: Saturday School and/or 1-10-day suspension, long-term suspension, or expulsion.  
2<sup>nd</sup> offense: 1-10-day suspension, long-term suspension, or expulsion

### 36. Bullying

Bullying is a form of harassment. For the purposes of this policy, "bullying" is defined as: *"The repeated intimidation of others by the real or threatened infliction of physical, verbal, written, electronically transmitted, or emotional abuse, or through attacks on the property of another. It may include, but not be limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender-based verbal put-downs, extortion of money or possessions, and exclusion from peer groups within school."* Such conduct is disruptive to the educational process and, therefore, bullying is not an acceptable behavior in this district, and is prohibited.

Students who engage in any act of bullying while at school, at any school function, in connection to or with any district-sponsored activity or event, or while en route to or from school, are subject to disciplinary action, up to and including suspension, long-term suspension, or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

- 1<sup>st</sup> offense: 1-10-day suspension, long-term suspension, or the possibility of expulsion  
2<sup>nd</sup> offense: Long-term suspension or possibility of expulsion  
3<sup>rd</sup> offense: Possibility of expulsion

### 37. Non-Discrimination/Sexual Harassment

#### Title IX Coordinator

Stephen Bouvy, Superintendent  
Kirk Building  
8664 Dean Drive  
Millington, MI 48746

steve.bouvy@mcsdistrict.net  
Phone (989) 660-2451

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Discrimination is a criminal act and may result in involvement of law enforcement agencies.

*"It is the policy of the Millington Community Schools to provide all students a learning environment free from sexual harassment which interferes with learning. Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct or communications of a sexual nature may create an intimidating, hostile, or offensive learning environment."*

"Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of a sexual nature) which makes another person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment."

Sexual harassment takes many forms. Here are a few:

- a. Displaying gender-offensive items, photos, posters, etc.
- b. Inappropriate gestures, touching, or grabbing
- c. Sexual remarks, suggestions, or spreading rumors.
- d. Pressure for unwanted activities or encounters.
- e. Offensive jokes, language, or teasing, whistles, or catcalls.

#### What can you do?

- a. Say "STOP". Tell the harasser you do not like the behavior and you want it to stop.
- b. Tell someone: a teacher, counselor, or principal

- c. Keep records: if the behavior continues, write it down. Be sure to include dates, times, name, places, and witnesses.
  - d. Take action: file a written complaint with the principal.
    - What to put in a written complaint:
      - 1. The name of the person harassing you
      - 2. Witnesses who can verify the harassment
      - 3. Documentation of the nature of the harassment
        - a. What was said or done
        - b. When the harassment took place
        - c. How often it has occurred
        - d. Adults you have notified
- 1<sup>st</sup> offense: 1-10-day suspension, long-term suspension, or the possibility of expulsion  
 2<sup>nd</sup> offense: 1-10-day suspension, long-term suspension or the possibility of expulsion  
 3<sup>rd</sup> offense: Long-term suspension or possibility of expulsion

### 38. Criminal Sexual Conduct and Rape

These are criminal acts and will result in involvement of law enforcement agencies.

1<sup>st</sup> offense: Consistent with Board Policy (expulsion recommendation)

### 39. Cafeteria Rule Violation: See Page 9

### 40. Lockers

- a. Students will be assigned a locker.
  - b. Students are to use only the locker that they are assigned.**
  - c. Students are advised not to share their locker combinations with others.
  - d. Due to the high frequency of changes, there will be a \$2.00 fee if a combination is changed by student request.
  - e. Students are responsible for items left in their lockers.
  - f. Nothing is to be permanently attached to the inside or outside of lockers.
  - g. The lockers are on loan to the students and are the property of Millington Community Schools. As such, they are subject to periodic, unannounced inspections.**
  - h. There is to be no profanity, nudity, or other suggestive or offensive materials displayed in or on the lockers.
  - i. There will be supervised cleaning out of lockers.
  - j. Fines will be assessed by the monitoring teacher or maintenance personnel for any violations of the above.
- 1<sup>st</sup> Offense: Using a locker not assigned to you — one-day Saturday School or in-house suspension  
 2<sup>nd</sup> Offense: 1-3-day suspension

### 41. Bus Conduct Code

The purpose of this code is:

- To ensure the safe, orderly transporting of children in our school district.
- To provide specific rules and enforcement procedures concerning bus transport in our district.
- To assign particular responsibilities to all those involved in or concerned with bus transport.

Student Responsibilities

- To remember that their right to ride a bus is contingent on their ability to conduct themselves properly and satisfactorily while on the bus.
- To obey the bus driver while riding on the bus.
- To obey the rules and regulations set forth in this code and those posted on the bus.
- To conduct themselves in a proper manner while on the bus in regard to behavior, language, and cooperation.

Rules for Riding the Bus

- Be at your designated stop at the scheduled time.
- Cross in front of the bus only after all traffic has stopped.
- Respect and follow directions the first time they are given.
- Stay in your seat, with your feet on the floor.
- Speak in a quiet and respectful tone.
- Don't litter, write on, or damage the bus in any way.

#### Consequences for Violating Bus Conduct Code

- 1<sup>st</sup> incident: Verbal warning.  
 2<sup>nd</sup> incident: Second warning and parent contact.  
 3<sup>rd</sup> incident: Misconduct Report & conference with principal.  
 4<sup>th</sup> incident: Loss of bus-riding privileges for five (5) school days.  
 5<sup>th</sup> incident: Loss of bus-riding privileges for a minimum of ten (10) school days, up to the remainder of the school year.

#### Severe Clause

The above stated consequences are "minimum." The district may take more severe disciplinary measures necessary to ensure the safe, orderly operation of the bus. **Students who violate any part of the discipline code while on a bus or to/from the bus will be subject to further disciplinary consequences.**

### CODES AND POLICIES

#### ATTENDANCE POLICY

Regular attendance in school is paramount to achieving one's potential. Every student must strive to be in attendance for every class period, every day. Regular attendance is a joint responsibility of the parent, student, and school.

Michigan General School Law 380-1561 (1): "Every parent, guardian, or other person in this state, having control and charge of any child between the ages of 6 and 16 years, shall send such child, equipped with the proper textbooks necessary to pursue his school work, to the public schools during the entire school year, and such attendance shall be continuous and consecutive for the school year fixed by the district in which such child is enrolled."

#### **Parental Responsibility**

1. Providing an attitude at home that school attendance is important and valuable to the student.
2. Ensure their children will be in school every day that is possible.
3. Cooperating with the schools by making contact when absence is a must.
4. Providing a united front with the school in correcting any problem dealing with attendance.
5. Making appointments for their children outside of the school day if at all possible.

#### **Student Responsibility**

1. Attend every day and every period possible.
2. Providing reasons for absences immediately upon return to school, if it has not been done already.
3. Being an example to friends and others that regular attendance in school is necessary.

#### **School Responsibility**

1. Implement a plan that assures parents we are partners with them by ensuring a system of regular checks and follow-ups occur.
2. Counseling of parent and student as to the consequences of non-attendance.
3. Obeying all legal requirements regarding the students' rights regarding due process.
4. Consistent, regular attendance will be recognized by the district as a worthy achievement.

#### **Teacher Responsibility**

1. Record absences and tardies in the computer during the first 15 minutes of class.
2. Develop a routine that shall provide maximum accountability of student-attendance records. This would include make-up work and assigning grades.

## Implementation

### 1. Parent Contact

- a. If a student is absent from school, the parent or guardian is to notify the school either by phone between 7:00 am to 3:00 pm the day of the absence or by note on the student's return to school. If at all possible, the school would prefer notification by phone, (989) 660-2407, preferably by 9:00 a.m.
- b. The Board of Education believes that early awareness of a student's non-attendance and the parents being informed can be effective deterrents. The school sends families attendance letters after 5, 8, 10, 12, 15, and 20 absences in any given class. The district also sends out automated attendance messages at the end of each school day to inform families when a student is absent. Even when the procedures for each absence have been accounted for, it is still possible for student to miss too much school.
- c. After ten absences in any class in a single semester, the student may be referred for truancy.

### 2. Make-Up Work

- a. A student shall have the opportunity to make up school work missed due to an absence. However, it shall be the responsibility of the student to initiate a make-up procedure and schedule with the teacher.
- b. The student will be given one day to get the assignments, plus one day for each day missed, to make up the work to receive full credit. (e.g., a student misses school on Monday, so the student is given Tuesday to gather the assignments missed and Wednesday to complete them. The assignments would be due back to the teacher on Thursday. If a student missed Monday and Tuesday, then Wednesday would be used for gathering the assignments missed and Thursday and Friday would be given for making up the assignments, the assignments would be due on Monday.) Each student is expected to make up all assigned work for the time missed.
- c. Students who are suspended are responsible for any work assigned for the period of suspension and shall obtain assignments prior to the beginning of suspension or from classmates. Assignments must be turned into the teacher upon returning to class. Test make-up dates will be at the discretion of the teacher.
- d. Students who are absent are still responsible for any work assigned in class. For an absence of one or two days, students can and should obtain assignments from classmates or by calling the teacher during their preparation time. Homework assignments for extended illnesses of three or more days can be handled through the counseling center or through teachers' e-mail. Please allow 24-hour notice for staff members to prepare materials.

### 3. Student Illness

Students who get sick in school will only be sent home after the parent or guardian has been contacted. No student is allowed to leave without permission from the office. Students who leave without permission from the office will be truant. Once a student has signed out for illness, they will not be able to return for that day.

### 4. Pre-Arranged Absences

- a. When a student knows ahead of time they will be absent, the school office is to be notified by the parents or guardians. Arrangements will be made for the absence, then the student will be given a "Pre-Arranged Absence Form" which is to be signed by each teacher. Students shall obtain an admission slip from the office.
- b. Pre-Arranged Absences will count toward the student's total absences, but parents are encouraged to pre-arrange absences when possible to help the student get the material to be completed. Pre-arranged absences shall be made 24 hours in advance.
- c. The parent should make the request at least five days (24-hour minimum) before the absence occurs, if possible. The responsibility for seeing the work is done and turned in lies solely with the student.

### 5. Grade Reductions

Unexcused Absences beyond eight (8) days per semester are considered excessive. At nine (9), eleven (11), thirteen (13), and fifteen (15) unexcused absences, the student's grade will drop one full letter grade (10%) for each of these unexcused absences.

### 6. Make-Up Time

Students who exceed eight (8) Unexcused Absences in a semester shall have the opportunity to make-up time during Saturday School or during NHS Tutoring Hours before or after school on Tuesdays and Thursdays. All make-up time must be arranged with administration before the end of the current semester.

### 7. Attendance Appeals

Appeals of this policy will be heard by an attendance committee comprised of an administrator and teachers. Any grade reduction may be appealed to school administration in writing within two weeks of the end of each semester. If the appeal is upheld, the student may receive a lesser grade reduction or no reduction at all.

## **8. Excused Absences**

Doctor's notes, court dates, funerals, and dentist's notes must be turned into the office upon the student's return to school. These will be entered by the office into Skyward so that these absences are immediately removed from possible grade-reduction penalties. Quarantine-Related absences will also be coded as excused, depending on current MDHHS and Health Department Guidelines.

## **9. Busing-Related Absences**

- a. If a school bus cannot complete its run on any given route due to hazardous roads, the parents will be encouraged to bring their students to school. If that is impossible, the student will not be penalized with an absence.
- b. If any student misses the bus for any reason, it is the responsibility of the parents to get the student to school.

## **10. School Business Absences**

No student will be credited with an absence if he or she is out of a class on any school-related or extra-curricular activity supervised by school personnel/designee.

## **11. Unexcused Absences and Extracurricular Activities**

It is the expectation that students will be in school the entire school day in order to participate in athletic/extracurricular activities that day. Any exceptions must be approved by the principal through the prearranged procedure. Rare and unique exceptions will be considered by the principal.

## **12. High School Tardies**

A tardy is defined as coming to class less than five minutes late, but after the bell has stopped ringing. A student who is more than five minutes late will be credited with an absence. The fifth tardy will result in a Saturday School being assigned. Tardies over five will result in an out-of-school suspension. EXCUSED TARDIES (with a pass) do not fall under this policy.

## **13. Home-Bound Services**

Students who are absent for an extended length of time for medical purposes are eligible for a homebound tutor. Contact the high school counseling center for procedure. Medical verification will be necessary to start the process.

## **EXAM EXEMPTION INCENTIVE**

Regular attendance in class directly affects learning and teaching. In order to encourage regular attendance, the following incentive for being a responsible student will be instituted:

1. Any student who has achieved ALL of the following requirements in a class during the current semester may elect to not take the exam for that class:
  - a. Has three (3) or fewer unexcused absences during the semester. Funeral, medical, and court absences do not count against the attendance incentive. All excuses must be turned into the office within one week from the day the student returns to school.
  - b. Has improved PSAT/SAT Composite Score or scored proficient since the last screening.
  - c. Has no In-House or Out-of-School Suspensions.
  - d. Has not been tardy more than two (2) times in the affected class.
  - e. Has attained a B- or better both marking periods.
2. It is to be understood that this is an incentive program which includes privileges and rewards, not rights. No exceptions are to be made for not meeting the required criteria.
3. Students wishing to take an exam to improve their grade may do so without negative consequences. (Course grade will not lower due to a poor exam grade.)
4. Any student in the building during an exam for which they are exempt will be required to be in class and take the exam. There will be no students in the hallways during exams.

## **Homework Policy**

Homework activities relate material that is an integral part of the overall objective. They will extend the classroom learning or prepare students for upcoming assignments.

### Purpose of homework

- To reinforce skills and material learned in class.
- To prepare students for upcoming class topics.
- To apply and enrich concepts already learned.

### Student's Responsibilities

- To assume primary responsibility for completion of homework.
- To complete homework neatly and on time.
- To complete assignments according to directions.

### Parent's Responsibilities

- To establish homework as a priority for their children (provide place, time and materials).
- To provide positive reinforcement when homework is completed.
- To contact teacher if children have a problem with homework 660-2407

### Teacher's Responsibilities

- To review, evaluate and/or discuss homework assignments.
- To determine the amount of homework based upon class needs.
- To give positive reinforcement for completed homework.
- To contact parents if problems arise or to share positive experiences.

### Staff Guidelines

- Students must be told precisely what they need to do to be successful with a homework assignment.
- Teachers will relate the specific purpose of the homework assignment to the students.
- Students must have the resources to do the assignment.
- Homework should never be given as a punishment.
- Homework, which requires parent participation, should be requested, not mandated.
- Positive reinforcement for completing homework is encouraged.
- Homework should involve various levels of higher thinking.

### Late Work Policies

- Teachers will include guidelines for handling late work in the course syllabus for each class they teach.
- Teachers will flag late work in Skyward in order to communicate with families.
- Late work may be turned in no later than one day past the due date.
- Grades on late work will be reduced by 50%.
- Exceptions to this policy will be made when a student has exigent circumstances when prior notice has been given to the teacher. Exceptions to this policy will be at the discretion of the teacher.
- Please refer to Attendance Policy regarding work that is turned in late due to a student absence from school.

## **DISCIPLINE POLICIES**

The Millington Community School District endeavors through its educational environment and programs to provide opportunities and experiences which assist each student in becoming a responsible, self-controlled individual capable of and willing to assume and fulfill his or her role as a participating citizen. An aspect of this growing-up process is to respect rules and regulations of conduct in the school community. One of the major responsibilities of both home and school is to help each student to learn the art of self-discipline, an art that leads to self-respect, an ingredient essential for a successful and happy adult life. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. The school in itself is a miniature community and the rules and regulations are established for the protection of the rights of all members of that community. Violations of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated.

The discipline policy that follows is based on humanitarian principles and ideals and recognizes the dignity and worth of each student. The primary purpose of these rules, policies, and procedures is to provide a school atmosphere where everyone can participate in the process of learning in an environment that is reasonable, orderly, safe, and conducive to teaching and learning. The purpose of the policies and procedures contained in this policy are to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies which may arise in the school setting. The immediate objective of school discipline is to provide for student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

Every effort has been made to insure the retention of each student in the school setting as long as he/she can contribute to his/her growth and development. When the individual demonstrates that he/she is unable or unwilling to contribute to this development, and/or his/her actions are detrimental to the growth of others, it may become necessary to separate that individual from the group. If the facts indicate that a student is clearly a distracting or corrupting influence, suspension or expulsion is in order.

## 1. **FACULTY AUTHORITY**

The disciplinary authority of the faculty shall include:

- a. Classroom **snap suspension** of a student by a teacher following the misbehavior of that student in the classroom.
  1. Such temporary exclusion will require written notice to the Principal or Assistant Principal within two days of suspension/occurrence.
  2. Students penalized with temporary classroom exclusion must go directly to the principal's office.
  3. Teachers shall contact parents and explain the reason for the snap suspension.

## 2. **FACULTY PROCEDURES FOR STUDENT REFERRAL**

**Teachers are encouraged to talk to students on an individual basis to see if problems can be worked out without initial administrative involvement.**

When teachers wish to refer a student to the principal or the assistant principal for disciplinary action:

- a. The teacher must notify the parent of the incident. Administrative action can be taken at any time.
- b. A disciplinary referral form must be completed.
  1. The referral form must contain an explanation of the problem or concern
  2. The referral form must contain the steps initiated by the teacher to resolve the situation or problem.
  3. The teacher will contact the administrator for a conference to determine what course of action needs to be taken to resolve the situation or problem.

## 3. **ADMINISTRATIVE AUTHORITY AND RESPONSIBILITIES**

The authority and responsibilities of the administration in regard to student discipline are:

- a. to suspend a student, (temporarily exclude from class and school for not more than ten ((10)) days) or to place in Saturday School.
- b. to promptly notify the parent or guardian of a suspension with a written statement of the reason for the suspension or Saturday School.
- c. to supply the Superintendent of Schools with a copy of the written notification of suspension.
- d. to receive and evaluate information presented by the parent or guardian which demonstrates that progress is being made in resolving the problem which led to the suspension or Saturday School.
- e. to consider exceeding MINIMUM RECOURSE on first offense but not to exceed ten (10) days unless expulsion is recommended.
- f. to consider exceeding MINIMUM RECOURSE on second offense but not to exceed ten (10) days unless expulsion is recommended.
- g. to assign detentions or Saturday School in addition to or in place of suspension.
- h. to assign detention, to place a student in Saturday School, to suspend a student (not more than 10 days) shall be, in extenuating circumstances, at the discretion of the building administrator.

## 4. **DUE PROCESS**

The procedural guidelines which will govern the suspension process provide that:

- a. The student shall be informed of the specific charges against him/her.
- b. The student shall have the right to present to the school administrator any relevant information to support his/her defense.
- c. If a student is suspended from school, the administrator will follow specific procedures.
  1. The administrator will notify the parent or guardian.
    - a. Such notification will be in writing, and, if possible, by telephone.
    - b. Such notification will include the reasons for suspension and the steps necessary for the student to return to school.
  2. The administrator may request the parent or guardian and student to have a meeting before the student's satisfactory return.

## 5. **BOARD OF EDUCATION AUTHORITY AND RESPONSIBILITIES**

The authority and responsibilities of the Board of Education in regard to student discipline are:

- a. To expel a student, which means to exclude the student from attending school in the district.
  1. Authority to expel rests only with the Board of Education.
  2. The Board will expel only after receiving a recommendation to do so by the Superintendent of Schools.
- b. To notify the student in writing of his right to request a hearing on the recommendation.
  1. The student and guardian will be informed in writing of the specific charges.
  2. The hearing may be public or private.
  3. The student has the right to be represented by counsel at the hearing.

## **EXTRACURRICULAR ACADEMIC ELIGIBILITY POLICY**

Extracurricular programs are defined as programs beyond the normal school day which are not an integral part of a class for which credit is given. This includes, but is not limited to; athletic teams, school-sponsored clubs, and dances.

The objective of this eligibility policy is to provide an incentive for all students to maintain or improve academic performance and to enable proactive steps to be taken, as necessary, to help achieve this. While the policy imposes appropriate penalties for unacceptable academic performance, it also seeks to implement early intervention to head-off problem situations. In addition, it seeks to provide positive incentives to regain eligibility in a timely manner (i.e., within a season), when appropriate. By linking out-of-season academic performance to the ability to compete in-season, the aim is to provide a strong incentive to maintain or improve academics throughout the school year.

### **Attendance**

It is the expectation that students will be in school the entire school day in order to participate in athletic/extracurricular activities that day. Any exceptions must be approved by the principal through the prearranged procedure. Rare and unique exceptions will be considered by the principal. It should be noted the handbook policy for student's attendance and tardiness shall be reflective in the grade of a student.

### **Academic Performance**

High school students are expected to be passing four of their six classes to be eligible for extracurricular activities. If after a student's probationary period for a given season he or she does not meet the criteria, they will be considered ineligible until they have met the standard. In an instance where an athlete regains eligible status after using their probationary period, but then slips below the standard, the athlete would be ineligible as of that eligibility check.

### **Millington High School Previous Semester**

The academic eligibility policy for extracurricular activities will follow students from the spring to the fall. Meaning if a student were to not meet MHS standards with their second-semester grades, they would begin the following school year on probation (counting as their probationary period for the fall season). If students are unsure where they stand, they are encouraged to obtain a progress report sheet from the district athletic director and obtain written confirmation from each teacher.

### **Eligibility Checks**

Academic eligibility will be checked every seven days. These checks will be done on Monday morning by 8:30 of each week. Teachers will submit current grades to the office through the online grade program for all students on Monday by 8:30 am of each week to determine the eligibility status for each student for the next seven-day eligibility period. The eligibility period for eligible, probationary, or ineligible students will commence on the Monday of the eligibility check and will last for seven days. This process will be repeated every seven days. The athletic director shall inform the coaches, the Jr. / Sr. High Principal, and the Superintendent of athletes who are ineligible or on probation for the week no later than 1:00 pm of that Monday. Athletes shall be informed of ineligibility by the athletic director no later than 3:00 pm that Monday.

### **MHSAA Previous Semester**

Millington Jr. / Sr. High follows Michigan High School Athletic Association (MHSAA) requirements. Anyone who does not meet these standards will be ineligible to participate. (MHSAA Handbook) This in no way should be construed to mean that an athlete who passes weekly eligibility checks can return to full eligibility status in the affected semester.

**"THE MILLINGTON COMMUNITY SCHOOLS ARE IN COMPLIANCE WITH THE ELLIOT-LARSEN CIVIL RIGHTS ACT, THE RIGHTS ACTS OF 1964 AND 1968. THE SCHOOL DISTRICT IS AN ADVOCATE OF EQUAL OPPORTUNITIES AND RESPECTS DIVERSITY. ALL STUDENTS ARE ENCOURAGED TO PARTICIPATE IN THOSE ACTIVITIES."**

## **ATHLETIC CODE**

Competition is an integral part of our democratic society. It creates allegiance, pride and spirit within the athlete, student body, and community. Athletic competition in our public school system provides a means for the development of leadership and self-discipline for our students and is a unifying force for our community and district.

Students who accept the privilege of becoming a member of one of our teams do so with the realization that rules and regulations must be followed to remain on the team. There are standards of conduct that must be adhered to by every athlete who wears a Millington uniform.

Every behavioral expectation of athletes cannot and should not be written because each athlete must have an inner sense of what is right and wrong to remain part of the team. There are basic rules and regulations that need to be outlined and are so done here. Pride, respect and attitudes are behavioral factors which must be considered.

To accept the role of athlete, the student places on themselves an additional set of behavioral expectations that are to be followed year-round.

Student athletes are able to dual enroll, but will not be allowed to miss practices and games to go to classes. Dual enrollment is a choice by the student athlete just like playing on the team. When you play on an athletic team you make a commitment to your team and coach that you will be there, and that they can count on you.

When an athlete goes out for a sport, they are making a commitment to the team that they will remain on the team for the whole season. Millington takes quitting a sport very seriously. If a student quits a sport before the season has ended, they must meet with the Athletic Director and High School Principal to determine if they are eligible to play the next sport they wish to go out for. If deemed not to be a valid reason to quit, the student may not be able to play the next sport or they may have to sit out some of the scheduled games of the next sport.

## **Regulations**

**All incidents listed below must be reported and/or substantiated by a member of the Millington teaching, coaching or administrative staff, or any law enforcement agency.**

### **CONDUCT UNBECOMING OF AN ATHLETE**

**If an athlete displays behavior that is inappropriate or beyond the coverage of the class I, class II or class III violations, a committee will convene to send a recommendation of discipline to the superintendent. This committee will consist of the following: Athletic Director, High School Principal, & 2 Head Coaches (not including involved coach)**

#### **1. CLASS I**

- a. Prohibits the selling of any controlled substance.**
- b. Prohibits the possession or use of weapons in an unlawful manner.**
- c. Prohibits the citation of a DUI, OWI, and other comparable infractions.**

#### **VIOLATIONS OF CLASS I**

**This will result in a forfeiture of eligibility for one calendar year.**

#### **2. CLASS II**

- a. Prohibits the possession or use of alcohol, tobacco, or any controlled substance, except under physician's direction.**
- b. Prohibits any behavior that would result in a suspension from school for more than three days with the exception of tobacco, which is covered in Class II-1**

#### **VIOLATION OF CLASS II**

**First offense:** Suspension from participation in consecutive contests. Please refer to below chart to determine number of contests. If an athlete is not participating in a sport at the time of the infraction, the consequence will extend to the next sport in which the athlete participates.

**Second offense:** Suspension from participation in consecutive contest equaling. Please refer to below chart to determine number of contests. If an athlete is not participating in a sport at the time of the infraction, the consequence will extend to the next sport in which the athlete participates.

**Third offense:** Forfeiture of eligibility for the next 180 school days.

*Note: If the season ends with the sport while an athlete is on suspension, the loss of letter and awards are automatic.*

**Consequences for first, second, and third offenses by sport:**

**Fall Sports**

	<b>Football</b>	<b>Volleyball, Cross Country</b>
<b>First Offense</b>	1 Game	1 Date
<b>Second Offense</b>	3 Games	3 Dates
<b>Third Offense</b>	180 Days	180 Days

**Winter Sports**

	<b>Basketball</b>	<b>Wrestling</b>
<b>First Offense</b>	2 Games	1 Date
<b>Second Offense</b>	5 Games	3 Dates
<b>Third Offense</b>	180 Days	180 Days

**Spring Sports**

	<b>Golf</b>	<b>Softball, Baseball, Track, Soccer</b>
<b>First Offense</b>	1 Date	2 Dates
<b>Second Offense</b>	3 Dates	5 Dates
<b>Third Offense</b>	180 Days	180 Days

**3. CLASS III**

- a. Any team member must demonstrate respect for the officials at any event in which the team participates.
- b. Each athlete must display fairness to other teams and their respective coach, regardless of what the other individuals or teams portray.
- c. Each athlete must not display any misconduct including profane language, loss of temper, fighting and other irresponsible acts.
- d. Each athlete will travel to and from the athletic contest on the mode of transportation authorized by the school, unless previous arrangements have been made with the building principal in writing by the parent or guardian.
- e. No athlete can participate in any practice or contest if they are not in attendance the entire day of said practice or contest. Any exceptions to this must be approved by a building administrator in advance.

**VIOLATION OF CLASS III**

This will be handled at the discretion of the building administration and the coach.

**DUE PROCESS PROCEDURE**

This conduct code assumes that the individual coach will establish reasonable rules and regulations to govern his or her team. Any discipline resulting from violation of training and conditioning rules is the direct responsibility of the coach. But, even so, every athlete must be assured that they have an opportunity for due process.

Therefore, the following steps are established to promote a fair and equitable due process. Only hours from 8:00 am Monday to 8:00 pm Friday will be considered in the 48-hour window for appeal an unjust decision.

1. A player who believes that a decision was unjust and fair may appeal that decision by notifying the building principal, in writing, within 48 hours of said decision. Such an appeal must be delivered during normal office hours.
2. The building principal must call the review committee together to meet about the problem within 48 hours of being notified by the player, or player's parent or guardian.  
The committee shall consist of:  
    **Building Principal (or designee)**  
    **Athletic Director**  
    **Two Head Coaches (not including involved coach)**
3. The committee shall notify the athletes and the athlete's parents or guardian of its decision in writing within

**48 hours of the close of the committee review meeting.**

- 4. The athlete or athlete's parents (or guardian) may appeal the review committee's decision to the superintendent (or designee), and then if dissatisfied to the Board of Education.**
- 5. Note: The coach's decision will remain in force during the due process steps.**

## **FUNDAMENTALS OF SPORTSMANSHIP**

- Gain an understanding and appreciation for the rules of the contest.
- Exercise Representative Behavior at All Times.
- Recognize and appreciate skilled performance regardless of team affiliation.
- Exhibit respect for officials.
- Display openly a respect for opponents.
- Display pride in your actions at every opportunity.

## **SUGGESTIONS FOR SPORTSMANSHIP**

### ACCEPTABLE BEHAVIOR

- Applause during introduction of players, coaches and officials.
- Shaking hands with an opponent who fouls out while both sets of fans recognize the individual's performance with applause.
- Accept all decisions of the officials.
- Cheerleaders lead fans in positive cheers.
- Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- Treat competition as a game, understanding its role within the educational experience.
- Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- Applause at the end of the contest for performance of all participants.
- Everyone showing concern for an injured player, regardless of the team.
- Encourage surrounding people to display only the best sportsman-like conduct.

### UNACCEPTABLE BEHAVIOR

- Taunting, trash talk and other intimidating actions.
- Not admonishing those sitting around you who engage in the practice of poor sportsmanship.
- Yelling or waving arms during an opponent's free-throw attempt.
- Disrespectful or derogatory yells, chants, songs, or gestures.
- Booing or heckling an official's decision.
- Criticizing officials in any way; display of temper with an official's call.
- Yells that antagonize opponents or single out players.
- Refusing to shake hands or give recognition for good performances.
- Blaming loss of a game on officials, coaches or participants.
- Laughing or name calling to distract an opponent.
- Use of profanity or displays of anger that draw attention away from the game.
- Entering the playing field/court without permission of the officials.

**MILLINGTON COMMUNITY SCHOOL DISTRICT NETWORK (MCSNET)**  
**Network and Internet Safety and Use Policy**

The use of Millington Community School District's Network (MCSNET) is to promote the exchange of information to further education and research and is consistent with the mission of Millington Community School District. MCSNET is not for private or commercial business use, political or religious purposes. Any use of MCSNET for illegal activity is prohibited.

*NETWORK ETIQUETTE*

- Be polite. Avoid being abusive in your messages to others. Treat others fairly. Using programs that harass MCSNET users or infiltrate a computing system and/or damage the software components is prohibited.
- Use of MCSNET to access obscene or pornographic material is prohibited. Sending material likely to be offensive or objectionable to recipients is prohibited.
- Make the most efficient use of network resources to minimize interference with others.
- Any use of MCSNET that accesses outside resources must conform to our "Network and Internet Safety and Use Policy".
- Subscriptions to Listservs, bulletin boards and on-line services must be pre-approved by the district
- You are expected to abide by the generally accepted rules of network etiquette.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

*SECURITY*

- Respect the rights and property of others. Do not improperly access, misappropriate or misuse the files, data, or information of others.
- Do not share your account with anyone or leave the account open or unattended.
- Keep all accounts and passwords confidential and not accessible to others.
- Change passwords regularly, using combinations of letters and numbers and avoiding Standard English words and names.
- You are responsible for making back-up copies of the documents critical to you.

*SOFTWARE*

- You are responsible to take precautions to prevent viruses on your own equipment and Millington Community Schools' equipment.
- The illegal installation of copyrighted software or files for use on district computers is prohibited. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.
- Please see your school's Technology Director to install any software on district computers.
- E-Mail is provided for the purpose to exchange information consistent with the mission of Millington Community School District.
- MCSNET's E-Mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
- E-Mail cannot be used for political or religious purposes.
- E-Mail messages are subject to District review at any time.
- Mail should be deleted regularly from our E-Mail directory to conserve the file space.

*CHILDREN'S INTERNET PROTECTION ACT ("CIPA")*

Certification for schools.---To be eligible to receive universal service assistance under subsection (h)(1)(B), an elementary or secondary school (or the school board or other authority with responsibility for administration of that school) shall certify to the Commission that it has---

"(A) selected a technology for computers with Internet access to filter or block material deemed to be harmful to minors; and

"(B) installed, or will install, and uses or will use, as soon as it obtains computers with Internet access, technology to filter or block such material

The Millington Community School District has Installed WebBlocker Internet filtering software that will block access of many resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

I understand that MCSNET will filter or block access to visual depictions of obscenity and child pornography when the system is in use by adults.

I understand that MCSNET will filter or block access to visual depictions of obscenity, child pornography, and material harmful to minors when MCSNET is in use by minors.

The use of MCSNET/Internet is a privilege, not a right, and inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Network and Internet Safety and Use Policy is within the sole discretion of Millington Community School District. Any questions or issues regarding this policy should be directed to Millington Community School District Administration.

Violation of any conditions of use described here, and in the District's Technology Ethics Regulation may be cause for disciplinary action.

#### MILLINGTON COMMUNITY SCHOOL DISTRICT NETWORK (MCSNET) Access Release and Authorization Form

As a condition of using Millington Community School's network (MCSNET), I understand the use of MCSNET and access to public networks (internet) is a privilege, and agree to the following:

The Millington Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

All information and services available on The Internet and MCSNET are placed there for informational purposes. I use MCSNET at my own risk.

Millington Community School District does not warrant the function of MCSNET or any information accessible through MCSNET to meet any specific requirements I may have, or that MCSNET will be error free or uninterrupted. Millington Community School District staff are not liable for any damages incurred in connection with the use, operation, or inability to use MCSNET.

In consideration for using MCSNET and having access to public networks, I hereby release Millington Community School District and its sponsors, individual board members, employees and agents from any claims and damages arising from my use, or inability to use MCSNET.

I have read and agree to comply with the Network and Internet Safety and Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

The Millington Community School District had installed WebBlocker Internet filtering software that will block access of any resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

As a condition of using Millington Community School District's network (MCSNET), I understand the use of MCSNET and access to public networks (i.e. The Internet) is a privilege, and agree to the following:

The Millington Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

All information and services available on the Internet and MCSNET are placed there for informational purposes. I use MCSNET at my own risk.

Millington Community School District does not warrant the function of MCSNET or any part of it accessible through MCSNET to meet any specific requirements I may have, or that MCSNET will be error free or uninterrupted. Millington

Community School District staff are not liable for any damages incurred in connection with the use, operation, or inability to use MCSNET.

In consideration for using MCSNET and having access to public networks, I hereby release Millington Community School District and its sponsors, individual board members, employees and agents from any claims and damages arising from my use, or inability to use MCSNET.

The Millington Community School District in has installed WebBlocker Internet filtering software that should block access of any resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

I have read and agree to comply with the Network and Internet Safety and Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Network and Internet Safety and Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. Millington Community School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information on this form is correct.

## **SEVERE WEATHER AND TORNADO PROCEDURES**

### **Tornado watch/warning**

- In case of severe weather or a possible tornado, established procedures are posted in each classroom.
- A tornado watch is issued whenever conditions exist for severe weather to develop. The emergency receiver will be constantly monitored for updated information.
- A tornado warning is issued by the local Weather Service Office whenever a tornado or severe thunderstorm has actually been sighted or strongly indicated by radar.

### **Severe Thunderstorm Warning**

Will be treated as a tornado warning. Normally instructions will be communicated through the speaker or with the wailing siren. However, should there be a watch in effect and there also be a power failure, move immediately to the area designated for a tornado warning. We will not be able to communicate with you at this time.

## **FIRE REGULATIONS AND EMERGENCY EXITS**

Classroom teachers and students have the special duty of seeing that drills and emergency action are characterized by safety, order, control and rapidity. Teachers shall always take a class list with them.

## **PANDEMIC INFLUENZA AND YOU**

An influenza pandemic occurs when a new flu virus emerges among humans and spreads easily from person to person. Because the virus is new to humans, people have little or no immunity to it and the virus spreads worldwide. Droplets are spread by coughs and sneezing. These droplets are infectious in people from one day prior to the onset of symptoms to about five days after onset. This means it will spread very easily. It is not possible to predict with certainty when the next flu pandemic will occur or how severe it will be, but the time to plan is now.

### **Flu terms defined:**

Seasonal (or common) flu is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

Avian (or bird) flu (AI) is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. H5N1 is highly pathogenic, deadly to domestic fowl, and can be transmitted from birds to humans. There is no human immunity and no vaccine available.

Pandemic flu is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

## **You can take some simple steps NOW to prepare:**

- Wash your hands often with soap and water, especially after you cough or sneeze.
- If you are not near soap and water, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Immediately throw the tissue away in a closed wastebasket after using it.
- Cough or sneeze into your elbow if you don't have a tissue.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu, stay home from work, school and social gatherings. This will help prevent the spread of the flu.
- Try not to touch your eyes, nose or mouth. Viruses often spread this way.
- In a pandemic, following the instructions of public health officials will be crucial-and in some cases, the law.

## **To plan for a pandemic:**

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

## ***Before an Emergency Happens***

An emergency can occur without warning, leaving little or no time for you and your family to plan. What would you do if basic services-water, gas, electricity or telephones-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. It is necessary for you to learn about the things that you can do to be prepared, before an emergency occurs. Follow the steps listed below to create your family's disaster plan.

**Knowing what to do is your responsibility and your best protection.**

### **4 Steps to Safety**

#### **1. Find out What Could Happen to You**

- Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, terrorism or pandemic influenza.
- Learn about the community's warning signals: what it sounds like and what you should do when you hear it.
- Find out how to help elderly or disabled persons, if needed.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out about the disaster plans in your workplace, your children's school or daycare center, and other places where your family spends time.

#### **2. Create an Emergency Plan**

- Pick two places to meet:
  1. Outside your home in case of a sudden emergency, like a fire.
  2. Outside your neighborhood in case you can't return home.
- All family members must know their address and phone number.
- Choose an out-of-town or out-of-state contact your family or household will call or email to check on each other should an emergency occur. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

### 3. Complete This Checklist

- Post emergency telephone numbers by the phone (fire, police, and ambulance).
- Teach children how and when to call 911 for emergency help.
- Show each family member how and when to turn off the gas and electricity at the main switches.
- Check if you have adequate insurance coverage, with special attention to flood insurance.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Stock emergency supplies and assemble an **Emergency Supply Kit**.
- Take a Red Cross first aid and CPR class.
- Find the safe spots in your home for each type of emergency.
- Determine the best escape routes from your home. Find two ways out of each room.

### 4. Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
- Conduct regular fire and emergency evacuation drills.
- Replace store water and food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries twice each year when you change your clocks in the spring and fall.

By taking these steps, you will be better prepared for some pandemic and other emergencies.

For more information on how to protect yourself and your family, visit [pandemicflu.gov](http://pandemicflu.gov), [cdc.gov](http://cdc.gov), or call 1-800-232-4636 (CDC-INFO). *Information provided by the Tuscola County Health Department* Sources of information: [pandemicflu.gov](http://pandemicflu.gov), [cdc.gov](http://cdc.gov), and the Emergency Management Division-Family Preparedness Guide.

### **ANNUAL ASBESTOS HAZARD NOTIFICATION**

Millington Community Schools are required by 40 CRF 763.80 to have an asbestos management plan for each of our buildings within the school district. This is known as AHERA, and our buildings have been inspected as required and the plans were submitted to the Dept. of Public Health, Asbestos Division.

One (1) copy of the plan is on file in the office of the Maintenance Supervisor at the Maintenance Office. These plans are available for review by any person that has an interest in such, during normal business hours. Personal copies of the plan will be duplicated within seven business days at the cost of (15) cents per page. Please Contact:  
Transportation/Maintenance Supervisor, Millington Community Schools, 8642 Gleason Street, Millington, MI. 48746—  
989.660-6428

Notice to any outside contractors requiring admittance to the boiler room or tunnel areas where hazardous material may be located, you must sign "Notification of Potential Hazard" prior to entry.

Should any questions arise in regard to our AHERA Program, please contact:

Transportation/Maintenance Supervisor  
989-660-6428  
This notice is to be published annually.

### **PEST MANAGEMENT PROGRAM**

State of Michigan law requires that schools and day care centers that may apply pesticides on school or day care property must provide an annual advisory to parents or guardians of students attending the facility.

Please be advised that the Millington schools / day care center utilizes an Integrated Pest Management (IPM) approach to control pests. IPM is a pest management system that utilizes all suitable techniques in a total pest management system with the intent of preventing pests from reaching unacceptable levels or to reduce an existing population to an acceptable level. Pest management techniques emphasize sanitation, pest exclusion, and biological controls. One of the objectives of using an IPM approach is to reduce or eliminate the need for chemical applications of pesticides. However, certain

situations may require the need for pesticides to be utilized.

As required by State of Michigan law, you will receive advance notice regarding the non-emergency application of a pesticide such as an insecticide, fungicide or herbicide, other than a bait or gel formulation, that is made to the school or day care grounds or buildings during this school year. Please note that notification is not given for the use of sanitizers, germicides, disinfectants or anti-microbial cleaners. In certain emergencies, such as an infestation of stinging insects, pesticides may be applied without prior notice to prevent injury to students, but you will be notified following any such application.

Advance notification of pesticide applications, other than a bait or gel formulation, will be given by at least 2 methods. The first method will be by posting at the main entrance to the school / day-care center. The second method will be by the method(s) checked below:

- ✓ Posting in a public, common area of the school or day care center, other than an entrance. We will post in the bulletin board.
- ✓ E-mail.
- ✓ A telephone call by which direct contact is made with a parent or guardian of a student of the school / day-care center or a message is recorded on an answering machine.
- ✓ Providing the students of the school or children of the day-care center with a written notice to be delivered to their parents or guardians.
- ✓ Posting information on the school or day-care center's web site.

Please be advised that parents or guardians of children attending the school or day care center are entitled to receive the advance notice of a pesticide application, other than a bait or gel formulation, by first class United States mail postmarked at least 3 days before the pesticide application, if they so request. If you prefer to receive the notification by first class mail, please complete the attached form and return it to our office.

Please be advised that parents or guardians of children attending the school may review the school's Integrated Pest Management program and records of any pesticide application upon request.

Complete this form **ONLY** if you are requesting advance notification of a pesticide application by United States Postal Service first-class mail.

Please be advised that you **WILL** receive notice via the methods identified in the annual advisory notice and should only complete this form if you are also requesting notification by first-class mail.

If you are requesting prior notification of pesticide treatments conducted at this school or day care center, other than a bait or gel formulation, and you would like the notice to be delivered by United States Postal Service first-class mail, postmarked at least 3 days prior to the planned treatment, please complete the information on the following form and submit it to:

Millington Community Schools,  
 8683 Gleason St.  
 Millington, MI 48746  
 Attn: Director of Operations  
 989-660-2428

\*\*\*\*\*

**I wish to receive a prior notice of any pesticide application to the school or day care center by first-class mail.**

PARENT NAME: \_\_\_\_\_

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

STREET ADDRESS: \_\_\_\_\_

CITY, ZIP \_\_\_\_\_

DAY PHONE # \_\_\_\_\_

## **DIRECTORY INFORMATION**

The Millington Community School District has designated certain information contained in the educational records of our students as directory information for purposes of FERPA (Family Educational Rights of Privacy Act). Information designated as directory information, which includes any and all video images, will be released for publication in yearbooks, sports programs, drama/music programs, honor rolls, and awards programs. If you do not wish to have information available for publication, you must notify the principal of the building your child(ren) attends not later than September of each school year. This information must be in writing. You have the right to obtain a copy of the Millington Community School District's policy for complying with FERPA. The policy explains your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure information, and requesting an amendment of a record. To obtain a copy of our policy, please contact the Office of the Superintendent, 8664 Dean Drive., Millington, MI 48746 (989) 660-2450.

## **MEAL CHARGE GUIDELINES**

The Millington Community School District has a meal charge guideline that applies for students and staff. The District realizes that there are times when staff and students may forget their lunch money. To ensure that staff and students do not go hungry, but also to promote responsible staff, student, and parent behavior and minimize the fiscal burden to the District, the Board of Education will allow staff and students who may forget their lunch money to "charge" the cost of one meal to be paid back at a later date subject to the terms of this guideline.

Food Services is a special revenue fund which means it does not receive general fund support from the district, and thus must generate funds through meal sales, snack sales, and federal and state reimbursement in order to pay operating expenses and fees to the district. Therefore, unpaid charges affect the ability of Food Service to support itself and its employees.

Michigan Department of Education (MDE) and National School Lunch Program (NSLP) have provided schools with administrative guidelines and policy for meal charges. Following the administrative guidelines from MDE and NSLP, Millington Community Schools will adhere to the following meal charge guideline:

1. *A staff or student may charge one meal.*
2. *Schools may offer an alternate meal to students who have used their one meal charge.*
3. *If a student has a charge balance, the school must provide a meal when the student is using money to pay for the current day's meal or future meals.*
4. *It is permissible for schools to serve only one (1) particular set of food items to children whose parents owe the school money, as long as the food items comprise a reimbursable meal.*
5. *A staff or student who has charged a meal may not charge or purchase "ala carte" item(s), including extra main entrees.*
6. *If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building administrator. It could be a sign of abuse or neglect and the proper authorities should be contacted.*
7. *Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal.*
8. *The food service director will coordinate communications with the parent/guardian to resolve the matter of unpaid charges.*
9. *If cafeteria services staff suspects that a student may be abusing this guideline, written notice will be provided to the parent/guardian that if he/she continues to abuse this policy, the privilege of charging meals will be refused.*
10. *All accounts must be settled at the end of a school year.*
  - a. *For Students: Negative balances not paid in full by June 30<sup>th</sup> will be turned over to the principal's office, and the money will be added to the student's obligations.*
  - b. *For Staff: Any negative balance not paid in full by the last day of school will be deducted from the employee's last pay in June.*