

ALGONQUIN  
MIDDLE SCHOOL



2010-2011  
Student Handbook

# Algonquin Middle School

9185 Marsh Road, Algonac, Michigan 48001  
810-794-9317

2010-2011

## MUSKRATS

### **Algonquin Middle School Mission Statement**

The staff at Algonquin Middle School, with the support of families and our community, will provide quality education in a positive, safe and caring environment. We will provide students with opportunities to develop academically, emotionally, physically and socially in order to become productive citizens.

### *Statement of Compliance*

The Algonac Community School District complies with all federal laws and regulations of the U.S. Department of Education. No person shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subject to discrimination in any program or activity on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief. Auxiliary aids and services are available upon request to individuals with disabilities.

# Policies & Information

## **Absence Call-In System**

Algonquin provides a call service for the protection of its students. Each time a student is going to be absent from school for the entire day, or part of the day, a parent must call school anytime between **7:30 am and 9:00 am** to inform the office of the absence. The telephone number to call is **(810) 794-9317, press 5 to report a student absence**. Please state the student's name, grade, a description of the symptoms of the illness (vomiting, fever, rash, etc.), the type of illness, if known, and who identified the illness, your telephone number (if no phone, give address), and name of person calling student in. If no phone is available, a note from the parent must accompany the student upon his or her return to school. Michigan law requires that schools report the possible occurrence of any communicable disease to the local health department on a weekly basis. To assist in this process and prevent possible outbreaks, please include the following when calling our absence line.

Excused absences are for:

- **Personal Illness**
- **Prearranged absences**
- **Death in the family or funeral of relative**
- **Doctor or dental appointments**

## **Athletic Eligibility**

To participate as an Algonquin Middle School athlete, students must be passing **all classes** and receiving acceptable (V,W,X) **citizenship marks**. Algonquin Middle School will follow the Algonac Community Schools Athletic Department procedure for defining and identifying eligible and ineligible student-athletes. In addition, students must also:

- 1) Have a signed **sports physical card** on file in the office.

- 2) Meet academic standards the previous semester of the athletic activity (7th and 8th grade students only).
- 3) Must qualify within established MHSAA age limitations.
- 4) Maintain academic standards throughout the season.
- 5) Demonstrate appropriate citizenship. Exhibitions of behavior unbecoming an athlete will not be tolerated.

### **After School Activity Policy**

An adult must accompany elementary and middle school students in order to gain admittance to after school activities, including activities at Algonac High School. Students must leave school at end of day and return for event. The administration reserves the right to cancel any activity during or after school including, but not limited to, assemblies, concerts and dances if student behavior is not acceptable. Activities cancelled as a result of this circumstance will not be rescheduled or subject to refunds.

### **Bicycles / Skateboards / Roller-Blades / “Heelys”**

Bikes and skateboards should be locked in the security racks in front of the school. Skateboards, “Heelys”, and roller-blades are **not allowed to be used in the school building**. Bikes are not to be used at any point during the school day and must be walked or carried in the school bus loading zone. If usage of bicycles, skateboards, “Heelys”, or rollerblades becomes a safety concern, the school shall have the right to change the policy and not allow students to bring them to school.

### **Breakfast Program**

Algonquin students may purchase foods including milk, juice, cereal, muffins and fresh fruits in season in the cafeteria each morning from 7:25 am - 7:40 am. **Free or reduced breakfasts** are available to those who qualify. Application forms are available in the main office. Students receiving free or reduced breakfasts may not sell, trade or share the breakfast. Students eating breakfast at school are expected to arrive on time for their first hour class. Food or beverage must stay inside the cafeteria.

### **Cameras/Inappropriate Items:**

Cameras, as well as any inappropriate items that distract from the educational process, are prohibited.

### **Closed Campus**

Middle school students must stay in school during their scheduled hours. They are not permitted to leave school property for any reason without written parental permission. Lunch hour is considered part of the students' day.

### **Citizenship**

Citizenship at Algonquin is defined as the quality of an individual's responsibility and attitude. Responsibility includes being on time to class, being prepared for class with all assignments and materials, not disrupting the classroom lesson, and not preventing others from learning. Attitude includes being courteous, cooperative and respectful.

### **Citizenship marks on report cards and progress reports are as follows:**

**V – Excellent          W– Good          X – Fair          Y– Poor          Z – Failure**

### **Dance Policy**

Only students attending Algonquin Middle School may attend dances. ***In order to attend dances, students must not have received in-school suspension or out-of-school suspension since the date of the last dance.***

### **Dress Code**

Students are required to dress in an appropriate manner not to interfere with the health, welfare, or safety of either themselves or the other students. Dress that disrupts the instructional and learning process will not be allowed. Algonac has an official dress code policy. Please comply with the following:

1. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines on brief clothing are examples and do not cover all situations. Students shall not wear

tank tops, halter tops, garments with spaghetti straps, or strapless garments. Garments that are “see-through,” cut low, or expose one’s midriff are not acceptable. Sleeveless garments must extend to the end of the shoulders and fit closely under the arms. Skirts and shorts must not be shorter than three inches above the knee. **Undergarments must not be visible.**

2. Shorts must be loose fitting (no form fitting spandex).
3. Students shall not wear pants that, when fastened, sag or fit below the waist. All pants must fit around the waist and be properly fastened.
4. Students shall not wear clothing items that contain messages that are vulgar, offensive, obscene, or libelous; that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation, or disability; that promote alcohol or drug use or violence or that are otherwise contrary to the school’s educational mission.
5. All students are required to wear shoes.
6. No boxer shorts, pajama pants, shorts or pants with rips or cutouts.
7. Hats, coats, and outerwear are not to be worn in the school building. They are to be placed in the student’s locker. A hat is defined as, “a covering for the head”.

The following measures may be taken in regard to inappropriate clothing:

1. The student will be given the opportunity to correct the problem.
2. If no proper clothing is available, the student will call his/her parent and request that proper attire be brought to the student.
3. Students who choose not to comply will be viewed as insubordinate.

### **Elective Tier Policy**

All students will receive one semester of rotating elective classes in no particular order for one hour of their day. After MEAP scores are released, students will enter our new PLUS tier of academic programming for the second semester. Students will transition into an additional hour or PLUS Hour to receive focused instruction in the subject area of the MEAP in which they show the greatest need. These targeted areas are math, writing and reading. Students that receive a score of one (1) or two (2) in math, reading, and/or writing will have the option to jump to an elective tier for the second semester. Any changes to this policy are up to administrative discretion.

### **Electronic Communication Devices - Personal**

A student may possess a cellular telephone or other electronic communication device (ECD), in school, on school property, at after school activities, and at school-related functions, provided that during school hours (from arrival to dismissal) the phone and/or ECD is off and stored in their locker. ECD’s include, but are not limited to, iPods, MP3 players, game consoles, PSP, and/or Game Boys. On school vehicles, cell phones and other ECDs must remain off and stored away, out of sight. On school vehicles for extracurricular activities, students may use a cell phone to call for a ride with permission from the coach/sponsor.

Exceptions may be granted to individual classroom teachers/staff for educational purposes with prior approval from administration. Only students in those approved classrooms will be allowed to possess an ECD during class time.

Possession of a cellular telephone and/or an ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy. At no time shall the District be responsible for preventing theft, loss or damage to cell phones/ECDs brought onto its property.

### **Emergency Card**

Parents will be asked at the beginning of the year to fill out 1 emergency card in case of an illness or injury at school. It is important to have on file information such as the home phone number, parent’s place of employment, work phone number, and names of neighbors or friends who could pick up a child from school if the parents were not available. Keeping this information current is also very important. Please contact the office if names, addresses or phone numbers change. We ***must*** be able to reach parents in the event of emergency. ***Remember, only individuals listed on the emergency card may pick up a child unless parent permission is given.***

## Emergency Transportation

In the event of an emergency (illness, injury, or family concern) students can be released only to individuals listed on the emergency card or to EMS personnel. Parents should make sure an emergency card is filled out for their child and that the information is current.

## Emergency Procedures

Algonquin has well-rehearsed plans for fire, severe weather and other emergencies. Periodic drills are conducted to train all personnel and student body. Parents can be a valuable help by observing the following:

- **Do not attempt to call school.**
- **Do not come to school for children. We will be caring for every child. Students will be dismissed to waiting parents when it is considered safe. Please listen to local radio for information.**

The signal for a **fire drill** at Algonquin Middle School is the sounding of intermittent horn blasts on the fire alarm system. All students and school personnel will evacuate the building quickly and quietly. Each room has instructions posted near the door giving the evacuation route and exits. Students will be under the control and supervision of the classroom instructors. The all clear will be signaled by ringing the school bells. The signal of the **tornado alert drill** at Algonquin Middle School is the sounding of an announcement over the PA system. All students will proceed quickly and quietly to their assigned shelter areas under the direction of the teaching staff. The all clear is given by short rings of the school bell. In the event that normal school operations are altered for any reason, an announcement will be made on the 7:00AM news on radio stations WJR, WHLS, WPHM and WSMA. In the event of power failure, office personnel will provide each classroom with verbal instructions.

## Field Trips

School rules and regulations apply during a field trip. Students are expected to use the transportation provided by the school district. Parental permission slips must be completed for each student who attends.

## First Aid

Should any injury occur while at school, designated personnel will administer first aid. Clay Township Rescue will then be called if deemed necessary. Parents will be notified in all instances; therefore, it is important that the school have a correct emergency card on file. Transportation of a student by ambulance will require parental approval, except in the case of life threatening injury. Parents are responsible for these transportation costs.

## Hall Passes

Students are required to have a certified school pass or a hand written note from their teacher with them when they leave the classroom at any point throughout the school day (except lunch time). Hand written notes need to have a teacher signature, the time, and the date. Students found in the hallways without a certified pass or hand written note from a teacher will be sent back to their classrooms and/or denied hall pass privileges.

## Harsens Island Students & Emergency Cards

Every child living on Harsens Island will be given a form to take home for parents/guardians to complete in the event that the Harsens Island Ferry is unable to transport students to the island. This form will ask parents/guardians to provide a mainland shelter address and a daytime contact phone number. Every attempt will be made to contact parents/guardians when this situation occurs. **Students will be sent to the address on the Harsens Island Emergency Card if the Harsens Island Ferry is unable to transport students.** In the event that the Harsens island students are dismissed early from school due to inclement weather conditions and there is the possibility that the ferry service may close, students will be sent home.

## Homebound Teachers

Students who are forced to miss school for an extended period of time due to illness should have their parents contact the principal or counselor for the services of a homebound teacher. Students who qualify and are receiving the services of a homebound teacher are not marked "absent" from school, and are not subject to the penalties in the attendance policy.

## Homework

Homework is an essential part of a student's education. Homework reinforces and extends skills and knowledge that are taught in class. ***It is expected that students will complete and turn in homework on time.***

## Homework Policy for Absent Students

In order to standardize our homework policy so that everyone knows and understands it, we have established the following school wide homework policy.

- A. Once they return, absent students have as many days to make up work as the number of days they were absent.
- B. Students who are absent may contact another classmate to obtain the work assigned during the day(s) of their absence. Students also have the option of obtaining the work from the teacher when they return.
- C. It is the responsibility of the student to request make-up work.
- D. If a student is absent, parents may request assignments by calling the main office at (810-794-9317). **Please speak directly to a secretary, rather than leave a request for homework on the attendance line.**
- E. Students who participate in Winning Warrior activities and other school related trips must make up work assigned during their absence.

## Honor Roll

The honor roll consists of students who have achieved all A's and B's in a marking period. Students making the honor roll are recognized at the conclusion of the school year.

## Immunization Requirements

Children entering a Michigan school, whether kindergarten or out of district transfer, must show proof of up to date immunization. This is in accordance with Sections 9208 and 9211 of Act 368 of Public Acts of 1978. The following is a complete list of current immunization requirements:

- Four doses of DTP, DT or Td (three doses if the first dose was given after the seventh birthday)
- Td booster is required if the dose has not been received in the past 10 years
- Three doses of OPV
- Two doses of MMR vaccine received after the first birthday and at least one month apart with one at/or after fifteen months of age.
- 3 Hepatitis B immunizations
- Varicella immunization or verification that child has had chicken pox.

A waiver can be obtained for medical, religious or other reasons. Religious or other exemption requests require a written statement signed by the parents of the child which certifies that the immunization is in conflict with religious or other convictions of the signer and contains the name and date of birth of the child. Medical exemptions require a written statement from a physician that a vaccination is not advised medically for a particular child for a specified period of time.

## Internet / On-Line Services

Algonac Community Schools has an Acceptable Use Policy that must be signed by the student and parent for technology use and Internet access. The intent of this document is for educational use of technology and the Internet. This form may be picked up in the middle school computer lab or the office.

## Law Enforcement

All Algonac Community Schools will cooperate with the police and law enforcement agencies to maintain law and order in the schools and community. Officers wishing to see a student regarding a *criminal investigation* are requested, by agreement, to report to the appropriate school office. Only authorized personnel will release a student from class for questioning. An administrator or counselor will be present during the questioning and efforts will be made to notify parents before students are removed from class.

## **Lockers**

Student lockers are the property of the school district and may be searched at any time. The use of a school locker is a privilege not a right. Misuse may result in loss of locker privileges. A student may lose use of a locker if deemed necessary by the principal or principal's designee. Changes are only made with the teacher that assigned your locker to you. Students must report defective lockers to the office immediately. Students should not share their locker combinations with anyone other than their locker partner. Students are not allowed to use their own locks on the lockers. Lockers are intended to be a safe and convenient place for students to keep classroom materials and appropriate personal belongings. Students are responsible for the contents in their locker. All items left in the lockers at the end of the school year will be discarded immediately.

**Lockers are to remain locked when not in use.**

## **Lost and Found**

To prevent the permanent loss of possessions, ***students should have their names clearly marked on their belongings.*** All articles found in and around the school should be taken to the cafeteria where there is a container for lost and found items. Articles will be kept for a reasonable period of time and then discarded or donated to charity.

## **Lunchroom Procedures**

Algonquin students may purchase hot lunches, salads, a la carte items, and milk daily. Hot lunch menus are available each month. Students may also bring lunches from home. Parents/guardians are asked to review the lunch procedures with their children in order to make the lunch period a safe, clean and pleasant environment for everyone.

### **Expected student behavior includes:**

- Respect and obey lunch supervisors.
- No bathroom use during lunch.
- Students may use bathroom on way to/from lunch with teacher.
- Students need to be supervised by teacher at all times to and from lunch.
- Assigned seats by teacher – teacher that picks them up
- Students will be escorted down through Home Economics Hallway and released to teachers down the Office hallway.
- Respect school property and the property of others.
- Walking, not running, to and from lunch.
- Standing in single file lines, neither taking nor giving cuts.
- Prompt seating once food is obtained and remaining seated until food is consumed.
- Using good table manners.
- Refrain from throwing or tossing food.
- Using proper language and volume.
- Dispose of garbage properly.
- Remain in designated seating area.
- Refrain from disrupting any classroom in session.
- Students that violate rules will be placed in an alternative setting for lunch.
- All food and beverage must remain in the cafeteria. ***All beverage machines are located in the cafeteria.***

**\*Non-essential lunch items (French Fries, Snack Bar) may be unavailable.**

## **Medical / Dental Appointments**

For a medical or dentist appointment, please report to the office when picking up your child. Office personnel will contact your child's teacher and have him/her come to the office. Parent will sign the student out in the office before leaving. When returning to the building, the student and parent must report to the office and sign in before attending class.

## **Medication at School**

School personnel are prohibited from dispensing medication or treatment other than first aid unless the required forms and procedures are on file in the school office. Any parent requesting this service should contact the office. Students are not to have any form of medication in their possession, or to take medication

unsupervised at any time unless ordered by a physician. **This includes over the counter as well as prescription medication.** Arrangements for taking medication at school are made with the principal. Any parent who wishes to have their child keep an asthma inhaler in their possession must file a written request in the school office.

### **Movie Policy**

Algonquin Middle School's policy on showing movies in schools is as follows:

- All G-Rated movies may be shown without prior notification.
- For movies that are PG-rated, a note will be sent home with the students in advance so that the parents are aware of the movie being shown. Parents may respond to the letter requesting that their child have an alternative assignment in place of viewing the movie.

### **Parent Connection**

We encourage parents to take an active part in their child's education. The Parent Advisory group meets once a month for the purpose of assisting and considering various programs and events within the school. This committee also helps the district by communicating the opinions and wishes of the public. Please contact the school for more information.

### **Playground Usage**

The Algonquin playground is for the exclusive use of the school and school-approved groups and individuals during school hours and for the middle school team members during specified athletic practice hours. Beyond this, it is open for general community use at the users' own risk until darkness. After dark, those seen on the playground will be reported to the police for trespassing. Each citizen can help keep the equipment and facilities in good working order by reporting suspicious individuals to the authorities. It is the intention of the school administration to prosecute any individual causing damage to this property. Policy prohibits certain activities on school grounds during school hours. These include:

- Use of remote control vehicles.
- Food or beverages on school grounds.
- Playing on the ponds or ice rinks.
- Contact sports/ tackle football.
- Throwing snowballs, rocks or other projectiles.

### **Pre-Arranged Absences**

Family trips, when accompanied by either or both parents, providing the number of days is not unreasonable, are excused absences from school as long as the school is notified by the parent, in writing and in advance of the absence. A note is to be brought from home to the principal or assistant principal five days prior to the time of the absence. A prearranged absence slip will be issued. Teachers will initial the absence slip if they feel that the student can afford to miss the class sessions. This slip is then brought back to the office for administrative approval. If there is any homework that needs to be made-up, please refer to the Homework Policy.

### **Report Cards & Progress Reports**

Report cards are issued at the end of each marking period. Information contained in the report card includes: Academic grades, Citizenship grades, Comments by teachers, and Attendance. Grades on report cards are as follows:

Academic Grades:

A = Excellent    B = Good    C = Average    D = Poor  
E = Failed

Citizenship Marks:

G = Credit    H = No Credit    I = Incomplete  
S = Satisfactory    U = Unsatisfactory    W = Withdrew

Progress reports are sent during each marking period. Progress reports attempt to identify areas of difficulty as well as academic and/or behavioral decline. They are not intended to be report cards.

## **School Bus**

### **Bus Transportation**

The Algonac Community School District believes all students can behave appropriately and safely while riding on a school bus. The school system will not tolerate students stopping drivers from doing their job or preventing other students from enjoying safe transportation. For additional safety, each school bus is equipped with a video camera. Please review Algonac Schools' bus rules and policies with your children so they will know what is expected of them when they ride the bus.

### **Bus Passes**

Notes from parents for a bus pass must be handed to office staff first thing in the morning. For all students' safety, no student will be allowed to make arrangements for after-school transportation once the school day has begun. Bus notes must be written by the parent and turned into the office or faxed to 810-794-8872 (no bus passes will be written after 1:00 p.m.)

### **Bus Rules**

1. Obey the driver's directions. Help the driver to assure safety at all times.
2. Remain seated while the bus is in motion. Wait until the bus has come to a complete stop before attempting to enter or leave the bus. Enter or leave the bus only through the front door, except in cases of emergency.
3. Occupy seat assigned by the bus driver. Keep feet out of aisle, off seat and back of seats.
4. Musical instruments, back packs and book bags must be kept out of the aisle and away from all emergency doors.
5. Sit with your feet on the floor. Keep head, arms and hands inside the bus at all times.
6. Observe classroom conduct. Avoid unnecessary disturbing noises. The driver should not be distracted while the bus is in motion. Do not shout at passing people or vehicles.
7. PROFANE or VULGAR LANGUAGE in any form will not be tolerated.
8. Help keep the buses clean. No gum chewing, eating, drinking, smoking, spitting or throwing of objects.
9. Be considerate of everyone on the bus.
10. FIGHTING, PUSHING, and SHOVING will not be tolerated.
11. Damage to the interior or exterior of the bus will result in payment for damages and suspension of riding privileges.
12. Bus behavior also includes the bus stop.

### **Safety Policy**

1. Be on time at designated bus stops. Buses cannot wait for tardy pupils. Arrive at the bus stop 5 minutes early.
2. Stay off the road while waiting for the bus. Form a line to get on the bus.
3. Cross 18 feet in front of the bus when crossing the road. **Do Not Cross In Back Of The Bus.**
4. Do not leave the bus without the driver's consent. No unauthorized stops will be made.
5. For the safety of all students, buses will not stop for cars attempting to pull them over for a missed bus.
6. Bus drivers waiting in the line up at either side of the ferry landing or on the ferry will make sure that students are not to get on or off the bus at any time.
7. Sit three in a seat when conditions require it.

**Riding a school bus is a privilege and standards of behavior on a bus are similar to classroom behavior. Misbehavior on a bus or at a bus stop could create hazardous conditions which affect the safety and welfare of students.** If misbehavior occurs, the following steps will be followed:

**Step 1: First Violation Slip:** This is a warning statement and must be signed by a parent and returned to the driver the following morning in order for the student to ride the bus. In this step the driver will make a phone call to a parent/guardian to explain the behavior.

**Step 2: Second Violation Slip:** This will result in a 1-5 day suspension from transportation as determined by a building administrator.

**Step 3: Third Violation Slip:** This will result in a 2-10 day suspension from transportation as determined by a building administrator.

**Step 4: Fourth Violation Slip:** A building administrator will determine the number of days of exclusion from transportation. This may be up to 90 days or the remainder of the school year.

**Serious Offense:** The previous procedure does not apply when the offense is of a serious nature, such as use of drugs or alcohol, smoking, fighting, opening safety doors, abusive language to a driver, use of fire of any form, malicious destruction of property, or throwing objects.

Any serious offense will result in an automatic violation slip and suspension from riding the bus. A building administrator and/or transportation supervisor will issue the suspension. Suspension from the bus may be for the remainder of the school year. Suspension days not served in a current school year may carry over to the next school year in the form of continued suspension or probation.

### **School Cancellations**

In case the school closes due to weather conditions, the closing will be announced on the following local radio and television stations:

WJR (760AM)	WXYZ (TV Channel 7)	WSMA (1590AM)
CKLW (800AM)	WHLS (1450AM)	WPHM (1380AM)
WSAQ (107.1FM)		

Algonac Web Site— [www.algonac.k12.mi.us](http://www.algonac.k12.mi.us)

It is requested that parents do not call the school regarding cancellations. Please listen to your local media stations.

-If a TORNADO WATCH is issued, students will attend regular school sessions.

-If a TORNADO WARNING has been issued, students, staff and all visitors will take cover as per local school plan. If the warning remains in effect at dismissal time, all persons will remain until the ALL CLEAR is given. Parents and guardians are encouraged not to pick up students during a tornado warning.

### **School Sponsored Events (Attending)**

Spectators and participants in all on and off campus activities, programs, assemblies, plays, concerts and athletic events are expected to conduct themselves in an honorable fashion. Students that do not act appropriately and/or fail to follow school rules will be asked to leave school property and may be banned from all school-related after-school activities for a period of time set forth by administration. Students shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

### **Sign-Out Sheet**

When a child is released from school for any reason, the parent is to come into the office and sign a Sign-Out Sheet. A phone call is required in the event a parent cannot pick up the student. No student will be released from school without parental permission. **Only individuals listed on the student's emergency card can pick up students from school.** No minor will be allowed to release a student from school. Students who are out of class for approved school activities, such as field trips, athletic events, band concerts or conferences will not be recorded absent.

### **Standards for Promotion**

Academic achievement and social adjustment are considered in the decision to promote, transfer or retain a student.

**Promote:** A student has successfully completed a particular grade level and will advance from one grade to the next higher grade.

**Summer School/Assistance:** A student who has not successfully completed a particular grade due to evidence of academic, behavioral, or social difficulty are recommended to receive extra help and tutoring to improve areas of deficiency, thus ensuring student success at the next level. Successful completion of this program may be required in order for the student to be promoted to the next grade level.

**Retain:** A student who has not achieved the skills necessary to advance to the next higher grade may be retained at the current grade level. Summer school may be required, at the discretion of administration. Repeating the grade, as well as extra help and tutoring, are advised to ensure student success.

## **Student Illness**

If a student should become ill while in school, they must report to the office. A parent or designated emergency contact person will be notified to take the student home. The school staff is not prepared to take care of children for longer than the time it takes an adult to come to the school.

Students should remain home until they are fully recovered from their illness. Others who have returned to school too soon after an illness infect many children. Administrative staff will honor requests that children restrict full activity following an illness. This request will require a doctor's statement for periods longer than one day.

## **Student Rights and Responsibilities**

### **Student Participation**

Students cannot be required to participate in educational experiences which violate their religious or patriotic convictions, but must request and complete alternate educational experiences.

### **Freedom of Expression**

The school reserves the right to reasonable rules regarding freedom of expression. Conducting or participating in verbal opinions, demonstrations, or written expression which disrupts or interferes with the operation of a classroom, or the school in general, is inappropriate and prohibited.

### **Privacy of Records**

Under the "Family Education Rights and Privacy Act" (FERPA), no teacher, counselor or school executive who maintains records of student behavior or who has such records in his/her custody, shall be allowed in any proceeding, civil or criminal, to disclose any information obtained by him/her from school records without a written release from the parent or legal guardian or by court order.

- Due Process

The Algonac Community School District acknowledges that students are accorded procedural and substantive due process in all disciplinary matters, as well as in all other matters involving their rights to an education.

### **Student Withdrawal**

Students who are leaving the school during the school year are required to turn in all school books, supplies, and materials to the person who issued them; pay all outstanding school fees including lunch, book damage, etc; remove personal items from hall and gym lockers; and pick up projects and band instruments.

Parents should make arrangements through the school office for formal withdrawal. Federal law prohibits forwarding school records without written parental permission

### **Tardies**

A student is tardy to school if he or she is not inside the building and on time to first hour class. Students who do not use school transportation should plan to arrive at school approximately 10 minutes before their first hour class. In such cases where a student is late for his or her first hour class, they are to report to the office for a pass to class. All other tardies will be determined by the classroom teacher. Algonquin's tardy policy is calculated on an individual class basis, by semester.

1<sup>st</sup> tardy – Staff documentation/Student signature

2<sup>nd</sup> tardy – Staff documentation/Student signature/Staff-Parent Notification

3<sup>rd</sup> tardy – Lunch detention

4<sup>th</sup> tardy – 2 Lunch detentions

5<sup>th</sup> tardy – After school detention

6<sup>th</sup> tardy – 2 After school detentions

7<sup>th</sup> tardy – 2 Hour detention/Contact RESA Truancy Officer

8<sup>th</sup> tardy – Half day ISI

9<sup>th</sup> tardy – Full day ISI

10<sup>th</sup> tardy – 1 day OSS

11<sup>th</sup> tardy – 2 days OSS

12<sup>th</sup> tardy – 3 days OSS

*Disciplinary consequences are merely guidelines used by an administrator when determining the appropriateness of consequences to the offense. Consequences can be greater or less than those listed. The student's prior history of truancy or incorrigibility will be used in determining consequences.*

### **Telephones**

Office phones are for official school business only. The office cannot relay messages to students, except in emergencies. Except for emergency and/or medical situations, students are not allowed to use the office telephone during classroom instructional time or between classes. Students may, with permission, use the student office phone before or after school or at the student's designated lunch time. Students may only use the phone before school, at lunch period, and at the end of the school day. If a student is sick, they will be allowed to call home at any time. The phone will be turned off at 7:45 a.m. each day. The phone will be turned on only during lunch periods, and then will be turned off again when lunches are done for the day. The phone will again be plugged in at the end of the school day (2:34 p.m.). There will be no bus passes issued if arrangements are not made the day before the pass is needed. No student will be allowed to have a bus note faxed to the school the day of, except in a case of emergency. No calls are to be made for missing assignments, band instruments, lunch money, projects, etc. Come to school prepared.

### **Textbooks**

Students are issued and responsible for textbooks and materials necessary for each class or subject. The number on a book which is returned by a student must match the number of the book that was assigned to them. Books with altered numbers will not be accepted. Textbooks with pencil marks must have those marks removed before the book can be returned. If the marks are not removed, the student will be charged an appropriate cleaning fee. Textbooks with ink marks may be considered unusable; the student will be charged for damaging the book. If any pages are removed or torn, the student will be charged a replacement fee. A lost or damaged book will be replaced when it has been paid for. Replacement charges for materials and books will be based on the conditions of the items when they were issued. Books and other materials missing from lockers remain the student's responsibility.

### **Transportation to School (Driving Students To School)**

Parents who drive their children to school should always allow walkers the right of way. Drivers should not stop in the bus loading/unloading area in front of the school. Every effort should be made to make sure that children are safe before and after school. Therefore, parents are encouraged to make sure that students do not arrive to school before 7:30 a.m. If a student stays after school for a club or extracurricular activity, arrangements to take children home should be made prior to the event. Students are not allowed to transport themselves to and from school. ***Parents are expected to be on time when picking up their children.***

### **Visitors**

All visitors are required to stop by the office upon entering the building. Students will not be called out of class to meet with anyone except in cases of emergency. Student guests are not allowed.

### **Walking**

Students who walk to school should cross only at corners and go directly to and from school. Students must respect homeowners' property along the route. Neighborhood disputes and problems which occur outside the school day are not within the jurisdiction of the school. We must have a note on file in the office from a parent or guardian if a student is to be walking to school and/or home from school that is not regularly scheduled to walk. Walkers should not arrive at school before 7:30 a.m.

### **Winning Warriors**

Algonquin's Winning Warrior program is designed to reward those students with exceptional grades and citizenship. Student eligibility in this program is determined by a combination of grades and meeting acceptable behavioral standards as defined below.

#### Criteria

Grades must be C or above

No suspensions (ISI or OSS)

No office or classroom assigned detentions

*(This includes tardies and office/classroom lunch detentions and/or after school detentions)*

# Discipline

As a student at Algonquin you will want to take full advantage of your right to an education. You should come to school with a positive attitude, prepared to learn, and ready to take part in school activities. An important part of your education is the right to make decisions and the responsibility to accept the results of your choices. To protect your rights and the rights of others, disciplinary regulations in regard to student behavior have been established. You should be aware that these regulations do not describe all behaviors, nor do they describe the many positive efforts to help students change their behavior. Violation of school rules and regulations will result in certain disciplinary actions.

Student conferences, parent conferences, parent-teacher team meetings, after school detentions and appropriate school work projects or responsibility packets may be assigned to students for first time, minor infractions. Depending on the seriousness of the infraction, one or more of the following actions will be taken by school officials (teachers, administrators or other school personnel). The discipline procedures are listed in order of severity.

**Informal Conference** - The student has a conversation with a school employee regarding an inappropriate behavior.

**Formal Conference** - The student has a conference with a teacher or administrator regarding an inappropriate behavior.

**Detention** - The student is assigned, by an administrator, a detention session before or after school. Students will be given a 24-hour notice. Transportation home from school is the responsibility of the student and parent. Detention periods will not be rescheduled with less than a one-day notice. Failure to attend or successfully complete the detention will result in an In-School-Intervention assignment and the skipped detention will be reassigned.

**Restitution** - Reimbursement for the cost of repair or replacement of either personal or school property. Behavior harmful to persons or property can lead to removal from school by suspension or expulsion.

**In-School Suspension (ISS):** ISS is for a term of one to ten days for each infraction. Students assigned an ISS are to report to the main office immediately upon the start of the school day at 7:45 a.m. Students who are absent on the day/s of the assigned ISS will need to make up the time upon their return to school. The purpose of ISS is to provide a supervised learning environment for the student to focus on their school work and privately reflect on the actions that resulted in the assignment of ISS. Students assigned to ISS will spend the day in a quiet area that is monitored by a staff member and/or administration. Work will be brought to the student at the beginning of the day by each of his/her teachers. A morning and afternoon bathroom break are offered. Students may bring or buy a lunch. Lunch is eaten quietly in the same room. After eating, the student will return to the assignments for the day. Students assigned to the ISS program may not participate in any school activities scheduled during that day. Students may participate in the scheduled after school activities. Failure to successfully complete the ISS program will result in further disciplinary action. Students who choose to misbehave in the ISS room may be sent home and/or can lose ISS as a discipline action in the future. In those cases, out of school suspension will be assigned to the student for the appropriate number of days.

**In-School Intervention (ISI):** ISI will be assigned to a student that has had one In-School Suspension or more and continues to use inappropriate behavior in the school setting. ISI can be assigned for one to ten days. Students that are absent on the day of the assigned ISI will need to make up their time upon their return to school. Upon the start of the school day, at 7:45 a.m., students need to report to the main office. Once attendance is verified, the student will be sent directly to Physical Education first hour. Students must bring proper attire for PE. The purpose of ISI is to provide a controlled and supervised learning environment, located in a classroom, which is intended to impress upon students the need to improve attitude, modify behavior, cope in a socially acceptable manner, and strive for academic success. This will be achieved through a structured program that will consist of physical activity, character education, and instructional time. Work will

be furnished for the students. A morning and afternoon bathroom break will be offered. Students will eat lunch at a designated table in the cafeteria. Students in this program may not participate in any school activities during the school day. Failure to successfully complete the ISI program will result in further disciplinary action. Students who have chosen to misbehave in the ISI program may forfeit their opportunity for involvement in this intervention program, and any future infractions may result in Out of School Suspension.

**Out-Of-School Suspension (OSS)** - OSS is for a term of one to ten days for each infraction and is acted upon by the building administrators upon delegation of the authority by the Board of Education. Students assigned to out-of-school suspension can complete and receive credit for all missed assignments. It is the responsibility of the student to request their homework. Assignments are due in direct relationship to the number of days of the suspension. (i.e. if a student is suspended for one day, upon their return, they are to request their work). The work is due the following day. In cases of serious or repeated misconduct it may be necessary to restrict attendance by assigning out-of-school suspension. Students assigned to out-of-school suspension may not participate in any school-related activities including those scheduled after school for the length of the suspension. Students serving an out-of-school suspension may be required to complete specific assignments before re-entering school. Students under suspension are not allowed on school property or in any school building throughout the district. Violation may result in a trespassing charge.

**Suspension Pending Parent Conference** - A student is suspended out of school until a parent can attend a conference with an administrator. The suspension will cease or continue depending on the result of the conference.

**Expulsion** – Expulsion is a formal action by the Algonac Community Schools' Board of Education to deny a student any further attendance in regularly scheduled classes. Responsibility for expulsion rests with a majority of the Board of Education, upon recommendation of the superintendent of schools. Expelled students are excluded from school attendance and all related activities. Expelled students are not to be on any school grounds. Violators may be charged with trespassing.

### **Code of Conduct**

It is expected that all Algonquin Middle School students adhere to the Student Code of Conduct. By following this code, each student will have an environment in which to learn, grow and prosper. The school rules ensure that Algonquin will be a nice place for everyone and those who want to learn will have the chance to succeed. There are seven basic school rules of consideration and courtesy.

- 1) Listen to and follow reasonable requests/directions of all persons in authority.
- 2) Do not use obscene, profane or abusive language.
- 3) Be considerate, courteous, and respectful of everyone.
- 4) Attend school and all classes on time.
- 5) Respect school property and the property of others.
- 6) Keep hands, feet and all objects to yourself.
- 7) Walk in an orderly manner when going anywhere in the building.

Even with the guidelines, school discipline is not always easy. Parents and guardians are encouraged to support these guidelines and work along with the Algonquin staff to provide the best possible middle school experience for our students. The staff at Algonquin asks that parents/guardians:

- Review the Algonquin rules and regulations with their children
- Discuss student discipline at parent/teacher conferences.
- Call teachers or administrators anytime there is a problem or question.

**We all benefit when we work together to improve the learning environment of our children.**

### **Actions and Appeals**

Any student assigned a disciplinary penalty must fulfill the terms of that penalty in place of or before any school activity, including those that are prearranged. Once a disciplinary action is scheduled, dates and times will not be changed without a one day advanced notice and approval of the assistant principal or principal.

## **Appeals Procedure**

The appeal procedure for student discipline at Algonquin will be in the following order: Assistant Principal, Principal, Superintendent. If parents and students have objections about administrative actions taken, an appeal may be requested. An appeal must satisfy at least one or both of the following criteria:

- The violation as reported did not occur, and/or
- Consequences as prescribed in the handbook were improperly administered.

If neither of these exists, the student has no grounds for an appeal.

If grounds for an appeal do exist, the student must then do the following:

- Have his/her parent contact school administration by the next school day to discuss the requested appeal.
  - If the result of the appeal is not satisfactory, the parent must meet with the building principal by the next school day.
  - If the principal denies the appeal, the parent/student has within two days to appeal to the superintendent.
- Hearings at this level are final and no further appeal is offered.

***If a student's parents are appealing a disciplinary action, the student has the right to attend classes until the appeal process is completed.***

## **Disciplinary Definitions:**

Listed below are key areas of concern for student discipline. Please be familiar with each area. Disciplinary action for each problem area is listed at the conclusion of this section.

### **Assault / Battery**

Assault and battery includes any intentional unauthorized physical contact with another person. This could lead to or have the intention of leading to physical injury. Serious cases will involve the police department and may result in possible expulsion.

### **Bullying**

Algonquin Middle School defines this category as "A student is being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more students."

### **Cheating**

Cheating is considered a serious academic offense. Examples include: sharing test answers, assignments, and homework. Academic dishonesty may involve loss of credit.

### **Damage of Property (School, Staff or Other Student) / Vandalism**

Intentionally damaging, defacing, or destroying property belonging to the school, school officials, or other parties.

### **Disruptive Behavior**

Incidents include, but are not limited to, corridor, classroom, gymnasium, auditorium or lunchroom disruptions, running in the hallways, throwing of objects, inappropriate noises, or any other action that distracts from the educational process.

### **Drug / Alcohol / Paraphernalia**

Possession, sale, and use of drugs and related paraphernalia also applies to non-controlled substances commonly referred to as "look-alike" drugs. No distinction is made between controlled and non-controlled substances and paraphernalia.

### **Extortion**

Obtaining something from a person by force or threat.

### **Fighting**

Having physical contact with another person. Physical contact refers to, but is not limited to, hitting, shoving, pushing, tripping or pinching.

**False Fire Alarm**

Creating any action that violates the building safety procedures. These actions may also violate state law. School officials will need to notify the appropriate authorities. Possible fines and expulsion may result from these actions.

**Fire (Possession)**

Possession of fire includes, but is not limited to, matches, lighters or other fire causing devices. Also included are fireworks and other explosives.

**Gangs**

Gang related dress, activities and/or symbols drawn on school or personal items are prohibited. Students who violate this portion of the Conduct Code will be sent to the office immediately. The student's parents and local police will be contacted. Any gang-related paraphernalia will be confiscated and turned over to the police. These items may be claimed at the police station by the student's parents. Discipline will be assigned according to the severity of the infraction.

**Illegal Activity**

A safe and secure environment is a priority and concern of everyone at Algonquin Middle School. Students involved in illegal or criminal activities not otherwise described within this handbook may be subject to the following:

One to ten days' suspension, possible expulsion and contact of police and other proper authorities.

**Insubordination:**

Insubordination is the refusal by a student to comply with the reasonable request or directions of school personnel. Refusal to obey established and well-defined classroom and/or school rules and regulations is also considered to be insubordination.

**Intimidation, Threats, or Harassment:**

Any unreasonable action, by word or conduct, that interferes with school performance or creates an intimidating, hostile, offensive, or unsafe environment for staff and/or students. This includes, but is not limited to: bomb threats, language of a threatening nature, both written and verbal.

**Legal Notification:**

Depending upon the nature and severity of the student incident, legal and/or other authorities may be notified (i.e. police department, probation officers, juvenile court, etc).

**Obscene, Profane, Abusive or Indecent Language / Material**

These shall be viewed as words, gestures, or pictures to degrade or insult another individual, either verbally or in writing.

**Public Display of Affection**

Inappropriate displays of affection are to be avoided during the school day or during school sponsored activities.

**Racial / Sexual Harassment**

The Algonac Community School District shall maintain a learning environment in the schools that is free from discriminatory insult, intimidation, or harassment due to sex or race. Any incident of sexual or racial insult, intimidation, or harassment in any form shall be promptly reported to a building administrator. The principal shall report such incidents to the superintendent. Any student who engages in sexual or racial insults, intimidation, or harassment shall be reprimanded and counseled to refrain from such conduct. The consequences for sexual or racial harassment are based on the seriousness of the offense. Name-calling, sexual or racial slurs, inappropriate touching or pulling off of clothes are examples of behavior that could warrant out of school suspension. The administrator will determine the consequence. Any student who continues to engage in such conduct shall receive progressively severe discipline up to and including suspension or expulsion.

### **Sale / Distribution of Unauthorized Materials**

No student shall bring items to sell in school. Students caught selling materials will have these materials confiscated by school personnel. Local authorities will be contacted as needed.

### **Search and Seizures**

Students and the school jointly control lockers. School authorities reserve the right to inspect and search lockers if they deem necessary. The following rules shall apply to the search of school property and the seizure of items in a student's possession:

- General searches of school property may be conducted at any time.
- Illegal items (firearms, drugs, weapons, etc) or other possessions reasonably determined to be a threat to the health, safety, and welfare of others may be seized by school authorities.
- Items that are used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
- Based on a reasonable suspicion, administrators may search a student's personal belongings, including coats, book bags, purses, wallets and pockets to determine if a student is in possession of any prohibited items.
- A student's failure to permit searches as provided in this policy will be considered grounds for disciplinary action.
- A student's person and/or personal effects (i.e. purse, wallet, book bag, athletic bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper authorities.

### **Skipping Class / Truancy**

Students must make phone contact with a parent or guardian and be signed out in the main office before leaving the building during the day. Students who do not attend a class or who leave a classroom without permission will be considered truant. The Michigan compulsory attendance law requires every parent, guardian, or other person in this state having control and charges of a child from the age of 6 to 16, to send the child to a public school during the entire school year. Failure to comply with this law is a criminal misdemeanor.

### **Smoking / Possession of Tobacco**

The property and facilities of the Algonac Community School District are "Smoke Free Environments" as adopted by the Algonac School Board. In accordance with this policy, and the Juvenile Code portion of the law, use of tobacco or tobacco products is expressly forbidden.

### **Spitting**

Spitting on school property, people, or other's possessions.

### **Student Demonstrations (Unauthorized)**

Students are prohibited from instigating or participating in a demonstration or disturbance that interrupts the educational opportunities of others or threatens the general health, safety, or welfare of others on public school property or at a school sponsored activity. Students shall be governed by school district rules and regulations and are subject to the authority of school district personnel.

### **Theft and/or Possession of Stolen Property**

The taking, giving, or receiving of property not belonging to you.

### **Weapons**

"Weapons" are instruments or devices by design that are intended to inflict harm. These include replicas or "look alike" weapons, regardless of whether or not they can inflict harm. Common weapons include, but are not limited to, knives, clubs, guns, chains, BB guns, and their replicas or "look alike". "Possession" is the act of having or taking into control. Possession of a weapon can include, but is not limited to, passing a weapon or look alike weapon from one student to another, holding it for a few minutes to look it over, or putting it into a purse or book bag to hold for another student.

## SCHOOL DISCIPLINARY ACTION CHART

### **ASSAULT/BATTERY:**

All Offenses: Conference and 1-10 day suspension (OSS)

Serious offense: Contact of local authorities and possible expulsion

### **CHEATING**

All offenses: Conference and detention up to suspension

### **DAMAGE OF PROPERTY**

All offenses: Students will restitute all costs for repair or replacement, conference, ISI and/or 1-10 days of suspension  
 Serious offense: Inform local authorities

### **DISRUPTIVE**

#### **BEHAVIOR/INAPPROPRIATE**

1<sup>st</sup> offense: Conference and/or detention  
 2<sup>nd</sup> offense: 1-3 days of ISI or OSS  
 3<sup>rd</sup> offense: 1-5 days of ISI or OSS  
 Subsequent offenses: 1-10 days of OSS

### **DRUG / ALCOHOL / GANG PARAPHERNALIA**

1<sup>st</sup> offense: All substance confiscated, police contacted, and 10 days of OSS.  
 Subsequent offenses: Consequences will be based on the seriousness of the offense, up to suspension or possible expulsion

### **EXTORTION**

All offenses: 1-10 days of OSS, possible expulsion

### **FIGHTING**

1<sup>st</sup> offense: 1-3 days of OSS  
 2<sup>nd</sup> offense: 3-5 days of OSS  
 3<sup>rd</sup> offense: 5-10 days of OSS  
 Subsequent offenses: 10 days of OSS, possible expulsion

### **FALSE FIRE ALARMS**

All offenses: Conference, 1-10 days of OSS

### **FIRE (Possession)**

All offenses: Conference, 1-10 days of OSS, possible expulsion

### **ILLEGAL ACTIVITY**

All offenses: 1-10 days of OSS, possible expulsion

### **INSUBORDINATION**

1<sup>st</sup> offense: Conference and detention  
 2<sup>nd</sup> offense: 1-5 days of ISI or OSS  
 Subsequent offenses: 1-10 days of OSS, possible expulsion

### **INTIMIDATION & THREATS**

All offenses: 1-10 days of ISI or OSS.  
 Severity of incident may include possible expulsion.

### **OBSCENE / PROFANE LANGUAGE OR MATERIAL**

1<sup>st</sup> offense: Conference and/or 1-3 days of ISI or OSS

2<sup>nd</sup> offense: 1-3 days of OSS

3<sup>rd</sup> offense: 3-10 days of OSS

Subsequent offenses: 5-10 days of OSS, possible expulsion

### **ELECTRONIC COMMUNICATION DEVICES/CAMERAS**

1<sup>st</sup> incident - Confiscation/Documented warning

2<sup>nd</sup> incident - Confiscation/ 1-3 detentions

3<sup>rd</sup> or more: Confiscation/Suspension  
 Parent(s) may be contacted in each situation. Parent(s) will be responsible for meeting with building administration to retrieve confiscated item.

### **PUBLIC DISPLAYS OF AFFECTION**

All offenses: Conference and/or detention, refer to Insubordination / Harassment

### **RACIAL / SEXUAL HARASSMENT**

Consequences will be based on the seriousness of the offense, up to suspension or possible expulsion

### **SALE / DISTRIBUTION OF MATERIALS**

1<sup>st</sup> offense: 1-3 days of OSS

Subsequent offenses: 3-10 days of OSS, possible expulsion

### **SKIPPING CLASS / TRUANCY**

1<sup>st</sup> offense: Conference and 1-3 days of ISI

Subsequent offense: 1-3 days of OSS

Chronic Truancy: Students who regularly miss school will be referred to the St. Clair County Regional Educational Service Agency

### **SMOKING / POSSESSION OF TOBACCO**

1<sup>st</sup> offense: 1 day of OSS

2<sup>nd</sup> offense: 3 days of OSS

Subsequent offenses: 5 days of OSS, ticket, and possible expulsion

### **THEFT / POSSESSION OF STOLEN PROPERTY**

All offenses: Students will make restitution or return property, conference, inform police, and 1-10 days of OSS

### **WEAPONS**

All offenses: Confiscate weapon, notify parents and police, 1-10 days of OSS, and possible expulsion

**DISCIPLINARY CONSEQUENCES ARE MERELY GUIDELINES USED BY AN ADMINISTRATOR WHEN DETERMINING THE APPROPRIATENESS OF CONSEQUENCES TO THE OFFENSE.**

**CONSEQUENCES CAN BE GREATER OR LESS THAN THOSE LISTED. THE STUDENT'S PRIOR HISTORY OF DISCIPLINARY INCIDENTS IS USED IN DETERMINING CONSEQUENCES.**

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ALGONQUIN MIDDLE SCHOOL  
GRADING SCALE

Grade	Percent
A+	96-100
A	93-95
A-	90-92
B+	86-89
B	83-85
B-	80-82
C+	76-79
C	73-75
C-	70-72
D+	66-69
D	63-65
D-	60-62
E	0-59

This scale is for classroom use and assessment as well as progress reports and final marks.