

LESLIE MIDDLE SCHOOL STUDENT HANDBOOK

The Middle School Student Handbook has been written to help students and their parents/guardians to become aware of and to understand the guidelines, regulations, and rules, which are in place at LMS. Students are encouraged to take the time to read this handbook and to discuss its contents with parents/guardians. Students are responsible for the rules outlined in this handbook regardless as to whether they have read them.

Students have a right to learn and teachers have a right to teach in a safe and orderly environment. It is hoped that the Leslie Middle School Handbook will assist each student in learning how to create this positive atmosphere, which is conducive to learning. Best wishes are extended to all Leslie Middle School students for a great year full of many new skills, memories and experiences.



ADMINISTRATIVE/OFFICE PERSONNEL

Superintendent of Schools Mr. Scott Powers
Leslie Middle School Principal Mr. Patrick Weber
Student Support Services Coordinator.....Ms. Lauren Doane
Secretary Mrs. Shelley DeBoever

LESLIE MIDDLE SCHOOL MISSION STATEMENT

Preparing Hawks for Flight

VISION STATEMENT

LESLIE MIDDLE SCHOOL will provide a positive culture that creates productive citizens with lifelong learning skills.



HAWKS CODE

Leslie Middle School Hawks are:

Honest

Always responsible

Willing to learn

Kind, polite and respectful

Safe and Orderly

ACCEPTABLE USE POLICY VIOLATIONS WITH NON-EDUCATIONAL USE

Leslie Public School students have access to computer and other technology. Students are responsible for appropriate use of technology as it relates to educational purposes. Students and parents are expected to know the content of the acceptable use policy, which must be signed before students can access the computer network. Violations of the acceptable use policy or using technology for non-educational purposes can result in suspension or expulsion for the network, as well as Leslie Middle School. Class work missed as a result of such suspension will receive a failing grade.

Refer to the District Acceptable Use Policy on the school web page at www.lesliek12.net

AFTER HOURS

1. All school rules apply whenever a student is in the LMS building and any/all LPS school property.
2. Students are not allowed in the building before or after school unless supervised by an adult.

ANNOUNCEMENTS

Announcements are given over the public-address system each day. Any student or staff member desiring an announcement must have administrative approval. All announcements required a faculty signature or administrative approval. Students will occasionally be given the opportunity to read the announcements on a voluntary basis or as required to meet certain class expectations. To assure that all students receive the information given during announcements, no student will be in the hall between 8:00 am and the end of announcements.

ASSEMBLIES

Seating arrangements are devised for all assemblies. Students are expected to sit in their designated areas and to exhibit proper behavior during the assembly. Attendance at assemblies is a privilege and, if improper behavior is exhibited, students exhibiting such behavior may be excluded from that assembly and further assemblies during the year as well. During assemblies, students are expected to follow our HAWKS Code of behaviors, including:

1. Enter and be seated quickly and quietly
2. Give courteous attention to the presenter(s)
3. Remain seated during the performance (drink and restroom breaks should be taken before or after. They will not be allowed during the presentation).
4. Hand clapping is the only appropriate show of appreciation

AGENDAS (ASSIGNMENT BOOKS)

All middle school students will be issued an agenda this year. Students are to treat this agenda like a textbook. Students will be expected to carry the agenda to every class and write their assignments in the book each period. A fee will be charged for its replacement if it is lost during the year.

We hope that the agenda will fulfill three goals: to assist students in organizing what they need to do; to assist students in completing their assignments on time; and to encourage parental assistance. Many teachers monitor the use of this book with daily and weekly evaluations. We encourage parents to ask to see their child's agenda on a regular basis. This will enable parents to know what their child is doing in school, and when it is due, providing needed support and encouragement.

ATHLETIC ELIGIBILITY REQUIREMENTS

Leslie Middle School students are always encouraged to perform at their best academically as well as act in a responsible and positive manner both in and out of school. To help foster these behaviors, the following criteria will be reviewed weekly.

- I. To be eligible to participate in interscholastic sports, students will meet the following criteria:
 - A. Each student must meet the minimum eligibility guidelines set up by the Michigan High School Athletic Association.
 - B. Each student must have a physical form on file in the school office for that year.

- C. All student athletes will be declared ineligible if they have two (2) E's. You may not fail more than one (1) class (Academic Center will not be included in eligibility). Grades will be reported to coaches Friday at noon, for the next week's eligibility.
- II. If a student is declared ineligible for the week:
 - A. The student will still be expected to follow all standards set up for athletes in the Leslie Middle School Student Athletic Handbook.
 - B. The student will still be expected to participate in all practices.
 - C. The student will not be allowed to travel with the team to away games.
 - D. The student will be allowed to attend home games but must sit on the bench with the team in appropriate game day attire, not in uniform.
 - E. Students and/or parents are encouraged to request a conference with teachers if they wish further information regarding eligibility.

The student athlete must be present at all games and practices as designated by the coach unless absent from school due to personal illness, doctor's appointment, or coach's permission prior to the absence. The student athlete must be in classroom attendance **all day** in order to dress and participate in an athletic contest or practice that day. A physician's statement, court notice, etc., must be turned into the office in order to participate in practice or athletic contests on the day of an absence. The athletic director or school administrator may grant a written exception to this rule.

ATTENDANCE POLICY

Parents may excuse absences with a telephone call to the school office (517-589-8218) by 8:30 am on the morning of the absence. A voicemail box is available to report student absences. Parents unable to call must send a note with the necessary information. No note is needed provided a parent has phoned.

Students with excused absences must make up for missed work. One day is allowed for each day missed. Parents may request makeup work by contacting the office prior to 9:00 am. Michigan Law requires that all children between the ages of six and eighteen attend school on a regular and consistent basis throughout the school year.

Regular attendance is extremely important. Not only is it the law, but it is obvious that children can not benefit from school unless they are in attendance.

Each child's attendance will be monitored very closely throughout the school year. Parents will receive a notice if a student's absences become excessive and are not the result of illness as verified by a medical doctor. Should the problem continue, we would seek help from the Truancy Officer and/or the Probate Court within Ingham County.

In order to encourage, promote and ensure regular attendance at school, Leslie Middle School has adopted the following attendance policy:

- A. Students are allowed nine (9) unexcused absences per year.
- B. Upon the tenth (10th) absence, a student will be considered truant and may face a referral to the Ingham County Truancy Officer.
- C. Absences are considered unexcused when no notification is received by a parent or guardian. Suspensions are considered unexcused absences.
- D. Excused absences are entered by the LMS Front Office and are excused by notification by a parent or designee to either the front office or the attendance line or by being signed in by a parent or designee in the LMS Front Office. *(All absences must be excused within 24 hours)*
- E. For reward purposes, perfect attendance means no absences and less than (5) tardies.
- F. Tardies received during the school day are unexcused.

BAGS/BACKPACKS

In an effort to ensure the safety of everyone in the building and to promote a clutter-free work environment, students are not allowed to carry their bags to class. Their bags and personal belongings should be kept in their locker.

BATHROOMS

Students are to use the restroom nearest their grade level hall. Students are to be respectful of others when using the restroom.

BICYCLES

The school does not assume any responsibility for bicycles. Students should lock their bicycles while they are at school.. Students are responsible for providing their own locks. Motorized vehicles are NOT permitted to be driven to school by students. Students must walk bikes in front of school at the start and end of the school day to prevent accidents (bicycles must be walked to/from the Pennsylvania Street corner). Riding bicycles to school is a privilege, not a right. Violation of the rules may result in the loss of riding bicycles to school.

BULLYING

1. Definition of bullying.

- A) Bullying is a repetitive pattern of aggressive, unwanted behavior that includes an imbalance of power between the victim and the bully.
- B) Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name-calling, threatening looks, gestures, or actions, cruel rumors, false accusations, cyber-bullying, and social isolation.

2. Bullying is prohibited. Leslie Middle School will not tolerate any bullying on school grounds or at any school activity on or off campus, or in route to or from school. Refer to the District Bullying Policy on the school web page at www.lesliek12.net

BUS RULES

It is necessary to **FOLLOW THE DIRECTIONS OF THE DRIVER:**

- 1. Students must remain quiet at **ALL** railroad crossings.
- 2. Students who walk from one school to another without permission will be ticketed.
- 3. Students are expected to remain seated at all times when the bus is in operation.
- 4. No part of the body and no objects shall be extended outside of the window.
- 5. All emergency exits on the bus are to be used **only** in cases of emergency.
- 6. Eating, smoking, chewing tobacco, gambling and possession of intoxicants or illegal substances on buses is prohibited.
- 7. Animals, weapons, knives, glass containers, and fireworks are prohibited. Radios larger than pocket size are not permitted on or around buses.
- 8. Inappropriate language including profanity will not be tolerated on the buses.
- 9. Students are not permitted to activate any of the controls on a bus including door handles.
- 10. In general, each rider is expected to conduct themselves in such a way as is unlikely to injure others or damage property.
- 11. To maintain regular schedules, students are expected to be at their pick up location approximately ten minutes before normal pick up times.
- 12. Students who must cross the road to board a bus are expected to stay on the side of the road where they live until the bus arrives. They should then cross only after all traffic has stopped for the stopped school bus, which has activated its alternately flashing stop lights. When leaving the bus, students who must cross the road are expected to cross ten (10) feet in front of the bus.
- 13. Pupils should notify the driver in advance when they do not intend to ride the bus.
- 14. **A written or verbal request from the parents to the middle school or principal's office will be necessary before a student may be admitted or discharged at a stop other than their regular stop or ride a bus route other than their regular route.**
- 15. In case of road emergencies or accidents not involving the bus, students shall remain on the bus unless instructed differently by the driver.
- 16. Pupils may be suspended immediately from riding a school bus for failure to follow these rules when their actions, in any way, are considered detrimental to the rights, safety, and property of others or control of the bus.

CAFETERIA

Students will have an opportunity to purchase hot lunch, ala' carte or they may bring a lunch from home and purchase milk. Hot lunch and milk prices will be announced at the beginning of the school year. Monthly lunch menus will be posted on the school website at www.lesliek12.net. During lunch period students should:

1. Walk quietly to and from the cafeteria as classes are in session.
2. Wait in a single file line for serving and ala' carte.
3. Not return to their classroom or locker during lunch without permission.
4. Always assume *outside* recess, dressing according to the weather.
5. Wait to be excused by a supervisor after eating and prior to disposing of garbage or going outside.
6. Clean up the area around and on their table, as they are responsible for the cleanliness of the area regardless as to whether or not they placed it there.
7. Never take food or drink from the cafeteria.
8. Obey all directions given by a lunchroom supervisor. Insubordination will be treated seriously. All school rules are in effect during lunchtime.
9. Students are allowed to stay inside during recess if they remain quiet and seated. Students may be asked to go outside if they do not.
10. Students are not allowed to use electronics of any kind during lunch, to encourage appropriate social interaction.

Students who do not follow these expectations and procedures during lunchtime may lose cafeteria or playground privileges or suffer further consequences, up to and including suspension depending upon the severity of the infraction as judged by an administrator.

Student cooperation during the time they are in the cafeteria is very much appreciated. Should it become necessary to correct student behavior for misconduct consequences may include but are not limited to : assigned seat, lunch detention, required parent meeting,, in-school suspension, out of school suspension.

CANCELLATION OF SCHOOL

Occasionally, school may be canceled due to inclement weather or other emergencies. The District School Reach System will notify parents of school closings or delays through telephone and email notification. In addition, television channels 6 and 10 provide closing information. School cancellations can also be found on the Leslie Public Schools web page at www.lesliek12.net.

Please **DO NOT** call the school office with questions regarding school closings. Tune in to one of the stations. They have the latest information and school phones will not be tied up for priority communication in such an emergency.

CARE OF SCHOOL PROPERTY

As a student of Leslie Middle School, you are expected to take the very best care of it at all times, discourage anyone from damaging school property even to the extent of reporting this kind of misdemeanor to the principal's office. The school belongs to all students and parents/guardians. Take care of it, improve it in every way possible, and see to it that your associates do likewise.

CELL PHONE, ELECTRONIC COMMUNICATION DEVICE (ECDs) AND PERSONAL DIGITAL ASSISTANTS (PDAs)

Students may possess cell phones or other personal electronic devices (PED) in school, on school property, at after school activities and at school-related functions under the following guidelines:

1. The use of cell phones, smart watches, **wireless** headphones and/or wire headphones, personal devices is not permitted in classrooms except to fulfill academic requirements at the expressed and explicit instruction of a teacher. Devices should remain in students' lockers during instructional time.
2. These devices may be used before or after school. Use of these devices shall not interfere with classroom instruction and/or violate acceptable social media policies. If these devices are used inappropriately, they may be confiscated and turned in to the main office.

3. Student use of camera and/or the camera/video function of a cell phone or other PED device is strictly prohibited in classrooms, locker rooms, dressing rooms, hallways, restrooms, cafeteria and/or school grounds at Leslie Middle School including any location where a school activity is occurring without permission from a supervising staff member or administrator. Students are strictly prohibited from posting, sharing or distributing electronically, photos and/or videos on any social media platform during school hours or school related content..
4. Laser pointers, "electric shock" buzzers, electronic game devices and any other electronic game or toy are not permitted without the express permission of the administration.
5. If a student is ill, they should report directly to the office to make contact with a parent or guardian. Students should not use cell phones to contact parents without contacting the office. Parent text messages are not a reasonable use of a cell phone during instructional time.

CLOSED CAMPUS

Because the school has the responsibility for the safety and welfare of its students during the day, Leslie Middle School has established a closed campus policy. Every student must remain in school from arrival to dismissal unless granted permission for an exception by an administrator. Students may go outside under supervision of their teachers and/or supervisors for activity and physical education. Outside lunchtime activities are limited to the designated playground area.

COLD WEATHER

Students generally go outside every day for recess during their lunch period, thus, students are expected to be prepared to have and use appropriate clothing for cold weather. Indoor recess is determined based on the following conditions

- + If the temperature outside, together with the wind chill is below ZERO degrees Fahrenheit, all students will remain inside.
- + Other considerations in which indoor recess is allowed under poor weather conditions on the playground and the presence of precipitation or National Weather Alert Warning.

DETENTION: LUNCH, AFTER SCHOOL, AND SATURDAY

Certain behavior problems may be addressed by either assigning a lunch detention, after school detention, ~~or a Saturday detention~~. Parents will be notified either by a phone call or an **Email** as to when the detention is to be served and the reason for it. Students may be assigned to serve all or part of this time.

~~At times, a student will be assigned a Saturday detention. Saturday detentions are held on designated dates from 8:00 am to 12:00 pm. Again, parent notifications will be provided. Should a student fail to serve a Saturday detention, she/he will be suspended from school the Tuesday following the assigned Saturday.~~

DRESS CODE

Students shall dress and groom themselves in an appropriate manner. At all times their dress and grooming shall reflect a professional learning environment. Dress and grooming which is not in keeping with established health and safety standards are not acceptable. The following types of apparel are not appropriate for school and **will not** be allowed:

1. Appropriate student school attire covers torso (including no visible cleavage, stomach and lower back) and buttocks when standing or sitting.
2. All undergarments must be covered.
3. Skirts/shorts/dresses/jeans with holes must be appropriate for the school setting. *A measurable guideline for appropriate short/dress/jeans with holes length is mid-thigh; however, clothing deemed disruptive or distracting may not be allowed.*
4. Tube tops, halter tops, tank tops, beachwear, racer back shirts or any top that exposes the stomach or back. Tops of all types must be at least (3) fingers across the shoulder.
5. Any article of clothing that contains vulgarity or suggestive wording.

6. Any article of clothing that advertises or promotes the use of tobacco, alcohol or drugs.
7. Wearing or displaying items which can be associated with fraternities, sororities, secret societies, gang or gang-like affiliations.
8. Hats, coats, gloves, hoods, bandanas, or mittens during the day.
9. Sunglasses are not to be worn in the building at any time.
10. Bare or stocking feet.
11. Personal appearance deemed to be distracting, provocative or sexually suggestive such as sleep-wear or inappropriate body markings, writing/drawing on self or accessories with spikes.
12. Clothing which is sexually suggestive.
13. Any appearance which is deemed to infringe upon the rights and freedoms of staff or students.

The administration reserves the right to observe new fads and trends in attire and determine where or not these would be a disruption to the educational process or present any safety concerns for the student(s).

Students who are representing Leslie Public Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, band/choir and other such groups.

ELECTRONIC INFORMATION ACCESS AND USE

Use of the District's education technology is limited to legitimate purposes to support and enhance the educational mission of the District. The following uses are strictly prohibited, and will subject the offender to appropriate disciplinary sanctions:

- Illegally copying, sending, or distributing any copyrighted software, work, or other material.
- Using the District equipment for anything contrary to law, or to solicit others to break any law.
- Using District information technologies to draft, send, publish, download or receive inappropriate communications and material including but not limited to, items which are sexually explicit, obscene, profane, vulgar, harassing, threatening, racially or ethnically offensive, abusive, defamatory or otherwise which violates or infringes on the rights of any person or is prohibited by law.
- Using the network for any commercial purposes or financial gain.
- Using the network for any advertisement or solicitation without approval from the Superintendent or designee.
- Vandalizing District or any other information technologies (the District's or any others).
- Vandalism is defined as any attempt to inappropriately access, harm, destroy, or disrupt or hack the operation of the District's information technologies or any data of any user on the District network. Vandalism includes, but is not limited to, the creation or intentional receipt of transmission of computer viruses.
- Accessing, attempting to access, modifying, transferring, duplicating, or deleting any record or file without permission or authorization.
- Using electronic mail to send unsolicited bulk, chain, broadcast, harassing, anonymous, or other messages, which are commonly considered an annoyance to recipients or degrade system performance.
- Using vulgarity, obscenity, or swearing in messages or electronic postings, or sending e-mail/message "flames" or other attacks including hate mail and discriminatory remarks.
- Viewing or downloading material in any form that depicts or describes graphic violence.
- Attempting to access material or sites that are blocked by the District or attempt to use the network while access privileges are suspended.
- Using identification or a password not specifically assigned to them by the network administrator.
- E-mail and chat room access for students is prohibited.

EMERGENCY PROCEDURES

Procedures for fire, tornado, and other emergencies are posted within each classroom. Students will be instructed by their teacher as to the proper procedures. In each case of emergency, an alarm will sound or an announcement will be made over the PA.

FREE LUNCH AND REDUCED LUNCH

Those students who qualify for free or reduced lunch must have a parent complete an eligibility form and return it to the Food Service Department.

FULL TIME STATUS

In order to attain the educational goals of the District, the board shall require that all K-12 students maintain full-time status. All elementary and middle school students shall maintain attendance in all subject areas unless an exception due to (3) below applies.

All requests for exception to this policy shall be in writing with approval from the student's parent(s) or legal guardian(s) and submitted to the building principal. The building principal may approve the application only.

1. If the student is participating in an approved "work experience" program.
2. When the student requests a shortened school day because of family need or financial need.
3. When any other approvable extenuating circumstance exists.

FUNDRAISING

Each year the middle school sponsors an annual fundraising event. This is the ONLY school wide fundraising event sponsored by this school. The proceeds from this event fund a variety of student activities plus major equipment purchases.

GRADE INFORMATION – ONLINE – (POWERSCHOOL)

Access to student grades, assignments and attendance is available to parents/guardians through PowerSchool. Parents/guardians have the ability to create an account that will allow access to their child from a SINGLE LOGIN. Parents/guardians will also be able to create their own Usernames and Passwords. Parents/guardians can access PowerSchool at <http://ps.lesliek12.net> or can click onto the PowerSchool link on the District website at www.lesliek12.net.

PowerSchool Usernames and Passwords for initially creating a PowerSchool account will be provided at the beginning of the school year and following enrollment for new students.

GRADING SYSTEM (COMMON)

We believe that grades are a means of communicating to middle school students and parents the measurement of learning. To do so, any grading system applied must be accurate, middle school appropriate, and allow students ample time to learn from their mistakes and demonstrate improvement.

<u>Grades 5 -8</u>	<u>Related Arts/Electives</u>
Assessments - 40% Assignments - 40% Participation - 20%	Assessments, Assignments will be based on a points system

Late Work:

All late work may be lowered one grade during the week it is assigned. After one week, it may be accepted for 50% until the end of the trimester. Work must be submitted by the last Monday of the trimester.

Zeros:

Students will receive a "0" when they do not complete an assignment. All completed work that meets due dates and is done appropriately will be scored at least 50%. This includes tests, assessments, exams, daily work and participation.

HAWKS MANAGEMENT OFFICE (HMO) - DISCIPLINE REFERRALS

Leslie Middle School H.A.W.K.S. Management Plan is set up to help students change their behavior. All staff work together using the same system and steps for all students. This consistency helps create a fair and safe environment for students.

The plan is based on two basic principles:

1. A student's right to learn.
2. A teacher's right to teach.

The goal of the HAWK Management Level System is to provide an atmosphere that allows students to evaluate the behaviors they have chosen, to learn that they are responsible for their choices and to develop skills to make more appropriate choices. Students are sent to the office with a referral by school staff. Referrals are signed by school staff and sent home for a parent/guardian signature, to be returned the next day

HMO referrals put students into levels based on the number of discipline referrals a student accumulates. All referrals are documented each time a student is referred to the HMO. When a student continues to climb the level system, consequences will increase. Consequences will include but are not limited to: restorative practices, detention (lunch, after school, ~~Saturday~~) and suspension in-school or out-of-school.

In accordance with the Michigan School Code the District will consider the following before suspending or expelling a student: 1) consider the student's age 2) disciplinary history, 3) disability, if any 4) seriousness of behavior, 5) whether behavior posed a safety risk, 6) restorative practices, and 7) whether lesser interventions would address behavior.

When a student is suspended from Leslie Middle School for any reason, he/she may not be on school property or attend any school functions, either during the day or after school. Appearing on school property during a suspension may result in further disciplinary action.

HALLWAYS

Students are to walk on the right side of the hall, being respectful of others as they quietly pass between classes. Teachers will allow no more than ONE (1) student out of the classroom at any one time; teachers will monitor hall passes each student receives.

HAZING

The District shall not tolerate any hazing of students and prohibits hazing at all times.

1. **Definition.** Hazing means any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or another person. Such conduct including whipping, beating, branding, forced calisthenics, forced consumption of any food, liquor, beverage, drug or other substance; or any brutal treatment or forced physical activity that is likely to adversely affect the physical health or safety of any student or other person, or which subjects such student or other person to extreme mental stress, including deprivation of sleep or rest or extended isolation.
2. **Staff's responsibilities.** Teachers, administrators, volunteers, contractors and other District employees shall be alert to possible situations, circumstances or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately. Teachers, coaches, administrators, volunteers, contractors, and other District employees shall not plan, direct, encourage, aid, engage in, permit, condone or tolerate hazing.
3. **Where and when policy applies.** This policy applies to behavior that occurs on or off school property and during and after school hours.

4. **Formal reporting procedure.** Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, the school district human rights officer or the superintendent.
5. **Informal reporting.** Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with a principal, teacher, coach or advisor. The District intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.
6. **School district investigation.** Upon receipt of a formal complaint or report of hazing, the school shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.
7. **Discipline.** The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other district employee who is found to have violated this policy. Such action may include but is not limited to: warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge

HEALTH CURRICULUM

In compliance with state and federal law, Leslie Public Schools teaches a comprehensive K-12 health curriculum. This curriculum includes violence prevention as well as the dangers of alcohol, tobacco and drugs. Sex education (middle school and high school) and HIV prevention is also a part of that curriculum, which carries a strong abstinence message. The sex education and HIV curricula were approved by the Board of Education after two public hearings and are taught by trained teachers.

Parents will be notified before these lessons are taught. Parents have the right to preview the materials in the curriculum, as well as observing the class while it is taught. Parents may opt their child out of these classes. If you would like more information on this curriculum and opt out procedures, please contact the middle school office.

INFECTIOUS DISEASE

Any child who has an infectious disease should stay home until the communicable stage of the disease has passed. This will help prevent the spread of the disease. Parents should consult their health professional for information regarding the communicable period of any/all contagious diseases.

Last updated 2020-21

LEGAL CUSTODY

In some cases, legal guardianship of a child changes during the school year. When this occurs, it is the responsibility of the custodial parent to provide the legal documentation. In cases where there is a question of guardianship, appropriate legal documentation must be provided.

LIBRARY

The library will be one of the areas in the building that can be used for research needed to complete assignments. All school rules are in effect in the library and it is expected that a quiet atmosphere will be maintained. Each student must have a pass. Students who are disruptive, or do not appear to be fulfilling any academic purpose will be returned to their classroom. All books, materials and equipment are expected to be properly handled and maintained. Students will be held accountable for damage or loss of library books, materials, computers or equipment.

LEAVING CLASS/SCHOOL PROPERTY

Students who leave or fail to report to class during school will be considered truant. If it is believed that a student has left school property, the following procedure will be followed:

1. Parents will be contacted.
2. Police may be contacted.
3. Disciplinary measures will be assigned in accordance with school policy.

LOCKERS

Lockers are the property of the school district. Students are permitted to use them without charge provided they are not damaged. Students will be held accountable for the condition of their locker, both inside and out, for the entire school year. Homeroom teachers will issue each student their own locker as assigned by the office. Records of locker information will be kept by both the homeroom teacher and the office. No extra locks are allowed and any extra lock found on a locker will be removed by school personnel. Also, students who change lockers without permission, or who do not keep their locker closed and free of debris, may lose their locker privileges. Do not leave money or valuables in your locker, even if it is locked.

Leslie Middle School is not responsible for items that may come up missing from hall or physical education lockers. ***Students need to keep book bags in their lockers during school hours. Students will not be allowed to carry book bags in classrooms or leave them unattended in the hallways.***

Students should keep their locker LOCKED at all times and should never share their locker combination with friends. In middle school, today's friends are not always tomorrow's friends. Avoid problems by not giving out your combination.

LOST AND FOUND

The lost and found area will be located in the cafeteria hallway. Students who have lost items should check the lost and found bins to see if their items have been found. Found items are to be turned over to Office Personnel. After a period of time, unclaimed items will be disposed of. Students will be notified before the disposal occurs.

LUNCH-CHARGE POLICY

Account limits for students are set to a maximum of two (2) school meals. No student will be able to charge after that point. Any student reaching the two (2) meal charge limit will be given a sack lunch (peanut butter sandwich or raisin bran cereal, an apple and milk) will be provided to the student and his/her account will be charged. The sack lunch will continue until the account is paid in full or an arrangement has been made with the Food Service Director. Any student with a negative balance on their account will not be allowed to purchase ala carte items, until the balance has been paid. If the student account is in the negative from the prior year they will not be allowed to charge at all until the account is paid in full. The students' account will follow from building to building. No student will go hungry, but the meal will remain a sack lunch with a \$0.50 charge. Charging of school meals is from the start of school until **May 1st** of the current school year.

MEDICATION FOR STUDENTS

Leslie Schools do not have medical personnel present on a regular basis to administer medication/treatment. ***Careful consideration should be given to the possibility of ordering medication/treatment that is not necessary to administer during school hours.*** Medications will be administered by school personnel in the main office, only after the Leslie Public Schools ***Physician's Authorization to Administer Medication to Student at School form*** has been signed by a physician and a parent. Students are not allowed to take, distribute, give, inhale or otherwise consume any medication or drug, whether prescription or non-prescription, without adhering to the following procedure:

1. A properly completed and signed medication form must accompany all medication.
2. All medication must be in the original container. Prescription medicine must have the original prescription label, which includes the child's name, the name of the drug, the dosage instructions, the doctor's name and the prescription and expiration dates.
3. Asthma inhalers may be self-administered only with expressed written consent of the parent and the physician.
4. It must be taken in the presence of an authorized adult who will record the event.

5. The student must have a cup of water, if necessary, before the main office personnel will give him/her the medication.

NON-DISCRIMINATION & EQUAL OPPORTUNITY

[Leslie Public School] does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities [Board Policy 3122]

PARENT INVOLVEMENT

The staff of Leslie Middle School believes parent involvement in their child's education is extremely important. We want parents to feel welcome here and involved in their child's learning experience. There are many ways parents can volunteer. Some examples are:

- | | |
|--|--|
| ● Read to students | ● Cut out items |
| ● Be read to by students | ● Play math games with students |
| ● Listen to students share their writing | ● Organize projects |
| ● Field trips | ● Special Events: Picture Day, Olympic Day ... |
| ● Parties | ● Chaperone Events |
| ● Bulletin boards | ● Fundraising |
| ● Make copies | ● Lunchroom aides |

To become a volunteer, parents must fill out and submit a volunteer consent form, along with a copy of their driver's license to the district office. Volunteers must also sign in at the middle school office and wear a visitor's pass while in the building. Volunteers should prearrange their time with the teacher and/or the building principal. They are also expected to abide by district policies, including confidentiality and safety procedures while volunteering at Leslie Middle School.

If parents are interested in volunteering they should fill out the parent volunteer consent form they receive at the beginning of the year, contact their child's teacher, or the middle school office. Together we can make a difference in each child's life.

PERSISTENT DISOBEDIENCE

Students who continue to establish a pattern of misconduct may be placed on persistent disobedience. This status indicates a student has been unable to consistently change behavior to acceptable and appropriate degree. When at this level of discipline, consequences for inappropriate behavior are administered at a more serious level. Office referrals (HMOs) for these individuals will result in automatic suspension for one, three, five, seven or ten days. Students who reach persistent disobedience will be informed of the reasons for placement in this status. Parents will be notified via Email, standard mail or through a parent attending a Student Success meeting. Students may earn removal from this level of discipline by remaining free of misconduct in any area for 45 school days. Parents are encouraged to contact LMS for assistance in addressing the child's needs.

PHYSICAL AND VERBAL ASSAULT

The Board may permanently expel a student if that student commits physical assault at school against a District employee, volunteer, or contractor.

The Board may suspend or expel a student for up to 180 days if the student commits physical assault at school against another student

Physical Assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

The Board may discipline, suspend or expel a student for a period of time as determined by the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, contractor, or make makes a bomb threat or similar threat directed at school buildings, property or at a school related activity **or event.**

Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

“At School” means in a classroom, elsewhere on school premises, on a school bus, or other school related vehicle or at a school related activity or event, whether or not it is held on school premises.

Disabled student under IDEA or Section 504 may be expelled **or suspended** from school only in accordance with Board Policy and Federal due process rights appropriate to these students.

PASSES

No student is to be in the hallway without a pass, which will be contained in the students' assignment book (agenda). The pass must be signed and dated by a teacher or staff member in order to be valid. **Teachers will allow no more than one pass per room at a time.**

Restroom passes will be restricted, as team teachers will schedule periodic breaks throughout the day. A student needing an out-of-class time-out must do so through the Office with a written pass.

PICTURES

A professional photographer will take all students' photographs sometime during October. These photographs are used for the schools' permanent record as well as inclusion in the yearbook. Parents are given an opportunity to purchase various quantities and sizes of these photos for their personal use and records. Usually the photo packages arrive four to six weeks after the photo session. A picture retake day is scheduled some time after the first round pictures arrive.

PLAYGROUND

The playground procedure is as follows:

1. Play all games by the rules.
2. Include everyone who wishes to play.
3. Share equipment.
4. Only play games without physical contact.
5. Play touch football only at lunch – not before school.
6. Leave all objects found on the ground, on the ground (no throwing snowballs, stones ...)
7. Food and drinks are not allowed on the playground.
8. Stay in designated areas.
9. Students must always be supervised.
10. Hard balls and bats are not allowed.
11. Students are to keep their hands to themselves, do not touch, poke or hit others.

REPORT CARDS

Each student will receive a periodic report card every twelve (12) weeks. Parents are encouraged to review their child's PowerSchool regularly, review their child's agenda each day, and to communicate with their child's teacher. Teachers are expected to respond in a reasonable amount of time to parent communication, generally within 24 hours of contact Monday through Friday.

ROLLERBLADES, SKATEBOARDS, SCOOTERS

Students are permitted to bring rollerblades, skateboards, scooters to school and store them in their lockers during the school day. Students may not take their rollerblades, skateboards or scooter to class or lunches.

The riding of rollerblades, skateboards, and scooters or wearing shoes with wheels in them on school property are prohibited on school days and during school activities. School property includes all parking lots, walkways, around the buildings.

SALES IN SCHOOL

Students are not permitted to sell any items in school except as a member of an approved school group and only if approved by administration.

SCHOOL DAY, CHECK-IN/CHECK-OUT

The school building will be open at 7:30 am. Students may either sit in the cafeteria or remain on the playground. Breakfast will be served from 7:30 am until 7:50 am. Students may not enter the halls prior to 7:50 am, at which time they must stay in their grade level areas. A warning bell will ring at 7:58 am prompting students to proceed directly to class. All students must be in their 1st hour class promptly at 8:00 am and remain there until after announcements are read.

When a parent removes their child from the building during the school day, they must enter the building and sign their child out from the office. Persons other than parents may not sign a student out without permission from a building administrator. Students are not to wait at the door or outside the building to be picked up.

When a student arrives late or returns to school after an appointment, they must sign in at the office and receive a pass to return to class. The office will be notified of students who enter the classroom tardy to school without a pass via attendance slips or a note to the office. Should a student need to walk to an appointment during the school day, they may do so with parent permission via a phone call or note. The student must sign out at the office upon leaving and sign in upon return. Should a student need to go home because of illness or injury, they must wait in the office until a parent signs them out. Should the office be unable to contact a parent, the student may be returned to the classroom until such contact is made, depending upon the nature of the illness or injury. Should a student be sent home because of discipline problems, the parent must sign them out.

SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Leslie Public School; however, students are expected to assume full responsibility for the items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant, including the use of canine search teams.

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

SIGN UP FOR ACTIVITIES

Many of the school activities require a great deal of planning and organization. Part of the learning process also involves learning to deal with deadlines. Therefore, when deadlines for sign-ups or payment for activities are established, that will be a

definite time limit. We will not accept student sign-ups after a time limit except under extremely unusual circumstances as determined by administration.

SIGNS AND POSTERS

Signs and posters will be permitted in appropriate designated areas of the building after approval from the principal. Any material handed out by students or displayed on school grounds must be approved by the principal before it may be distributed or displayed to other students.

SOCIAL EVENTS

After School Activities and Trips:

We hope to plan several After School Activities during the year. In keeping with middle school philosophy of “something for everyone”, typical activities at these events may include music and dancing, computer gaming, bingo, volleyball, ping-pong, basketball and karaoke. In addition to After School Activities, After School Trips may be scheduled as well, including roller skating, winter sports and individual team activities. A fee is usually charged for activities and sign-up is required for some. Parents are welcome and encouraged to attend the events and we encourage parent participation as chaperones. Siblings are not allowed to chaperone or attend Field Trips or After School Activities, unless they have graduated and/or over the age of eighteen (18) and have been approved by the District volunteer background check.

Middle School Social Events include:

1. After School Activities
2. After School Field Trips
3. Year End Class Trips

SOCIAL PROBATION

A student’s attendance at LMS sponsored Social Events is considered a privilege. Students will be excluded from social events for any of the following reasons:

1. In-school or at-home suspension since the last social event or the previous 12 weeks.
2. Absence from school during any part of the day a Social Event is scheduled (exceptions are made for professional appointments).
3. Outstanding fines or charges. (This includes charges resulting from checks returned for non-sufficient funds).
4. Overdue library books.
5. Skipped detention.
6. Recommendation of exclusion by a teaching team or the administration because of behavior concerns.

The following rules apply to **all** LMS Social Events:

1. All school rules apply at all times.
2. Social events are open only to LMS students.
3. Unless exceptions are specifically addressed, the student code will apply.
4. Students will stay in designated areas.
5. Students must arrange to have a ride waiting promptly at the ending / return time (no late bus will be provided).
6. No inappropriate touching (kissing, etc.)
7. Any student exhibiting disorderly conduct will be subject to disciplinary action at the discretion of the chaperones.

For After School Activities:

8. Dancing will be supervised to ensure appropriate touch and safety.
9. Students will not leave school and return to the activity.

For Trips:

10. All students must ride the bus to and from the activity.
 - + Extenuating circumstances with prior administrative approval
11. All students must ride the same assigned bus both to and from the activity.
12. Students are expected to dress appropriately for outdoor winter activities.

13. Students will check in with chaperones at assigned times.

STUDENT COOPERATION AND RESPECT

Students are expected to show respect and courtesy to fellow students and ALL adults in the school. Failure to comply with these expectations may result in discipline consequences.

Students must identify themselves when asked by staff members and address adults with Mr. Miss, Mrs, or appropriate title. Students are expected to carry out requests of staff members including substitute teachers.

All students are to treat each other with respect. Physical contact, inappropriate verbal remarks, inappropriate gestures, or other disrespectful behavior will not be tolerated.

STUDENT DISCIPLINE

In accordance with the updated Michigan School Code the district will, before suspending or expelling a student, consider the student's age, disciplinary history, disability, seriousness of behavior, whether behavior posed a safety risk, restorative practices and whether lesser interventions would address behavior.

STUDENT DROP OFF BEFORE SCHOOL AND PICK UP AFTER SCHOOL

Students who are dropped off before school should be dropped off in the circle drive in front of the school.

Parents picking up students at the end of the day will pick them up in the parking lot by the playground and exit the parking lot via the north drive that runs behind the middle school. PLEASE DO NOT PARK ALONG THE GRASS BY THE PLAYGROUND. Students who ride the bus home will board their buses in front of the school in the circle drive.

Seventh (7th) and eighth (8th) grade students who ride the bus or walk home will exit the building through the lobby door. Fifth (5th) and Sixth (6th) grade students who ride the bus or walk home will exit the building through the front south east door. **ALL STUDENTS BEING PICKED UP AT DISMISSAL WILL EXIT THE CAFETERIA/PLAYGROUND DOORS.**

STUDENT MESSAGES

Student messages can be left throughout the day, until 2:30 pm in the student voicemail box. Student messages are delivered at the end of the school day to minimize classroom interruptions.

SUBSTITUTE TEACHER (BEHAVIOR FOR)

When a substitute is in a classroom, exemplary student behavior is expected. Students exhibiting rude, disrespectful or generally poor behaviors are infringing upon the rights of other students' right to learn.

In an attempt to deter such poor behavior for substitute teachers the following procedures will be taken:

1. Any student who has his/her name written on a substitute report for rude, disrespectful or otherwise poor behavior may be referred to the office and receive an HMO.
2. Students sent to the office by a substitute will be subject to disciplinary action.

SUSPENSIONS - OUT OF SCHOOL / IN SCHOOL

Out of School suspension is the exclusion of a student from district premises AND school activities for a specified period of time and is administered by the administration. Suspension may vary from one (1) to ten (10) days depending on the severity or frequency of the violation. Suspension is a part of the progressive discipline philosophy. Students suspended from school are also suspended from ALL school related activities and school sponsored activities. Such students are not to appear on

ANY Leslie Public School property during that time of suspension without permission from a building administrator. Doing so will be considered trespassing and may result in further disciplinary action and/or police intervention. Students who are suspended from school are responsible for obtaining missing class work upon their return to school. All Out of School Suspension is considered an unexcused absence.

In School Suspensions are used as a short term placement when a child is removed from a classroom setting on an hourly basis. A student may be assigned an In School Suspension (ISS) in the event that an infraction is not related to student safety and arrangements can be made with staff members **for appropriate supervision**. When a student is assigned to an ISS, cooperation with staff is expected. A student in ISS will be restricted from hall passing and lunch will be eaten in the assigned room. A student will bring enough assignments or reading materials for the duration of the school day. Sleeping or other non-academic behaviors will not be permitted, with an In School Suspension **becoming an Out of School Suspension due to non-compliance**.

TARDINESS (ARRIVAL TO SCHOOL) – “A LITTLE LATE IS TOO LATE”

Punctuality is an important habit for our students to develop. Being on time is a good start toward success in school as well as in later life work situations. Students are expected to be in their first (1st) hour classrooms at 8:00 am in order to avoid being considered tardy. Students who are tardy at the start of the day should report immediately to the office to sign-in and receive a pass to class. **ALL TARDIES MUST BE EXCUSED WITHIN 24 HOURS AND ONLY 1ST HOUR TARDIES MAY BE EXCUSED BY A PARENT.** These must be documented within 24 hours of the students' late arrival. All tardies will be marked on your teacher's attendance in **PowerSchool**.

A student who continues to be tardy with no attempt to correct the problem faces additional disciplinary action, which may include suspension or referral to the truant officer.

TARDY POLICY

Students are expected to be on time for all scheduled classes. Students will be considered tardy if not in the classroom at the assigned start time for that class. A student who enters the class after the bell has rung without an excused pass will receive an unexcused tardy. *All tardies must be excused within 24 hours and only 1st hour tardies may be excused by a parent.* Daily automated phone calls will be made to parents notifying them of any tardies their child has incurred. Tardies will be monitored throughout each trimester and discipline will be handled through the LMS Front Office on a weekly basis.

Tardy # (per class period)	Parent Notification	Consequence
1-2	Automated phone notification	WARNING
3-4	Automated phone notification	1 Day Lunch Detention - No HMO
5-7	Automated phone notification LMS Administration notification with HMO	1 Day After School Detention - HMO
8+	Automated phone notification LMS Administration notification with HMO	1 Day In-School Suspension and/or 1 Saturday School (Parent/Student conference may be requested)

TELEPHONE USE

The telephone procedure is as follows:

1. Office phone – use only when ill or injured.
2. Classroom phone – use only with teacher's permission.

TEXTBOOKS / TECHNOLOGY DEVICES

Textbooks, student Chromebooks and other materials are issued by the school for student use. Some of these may be used the entire year, while others may be checked out overnight. Students are expected to care for any school materials issued to them and return these materials in reasonable condition. Students will be expected to pay the replacement cost for materials lost or damaged. Lesser charges will be made for returned items which show damage in excess of normal use. Textbooks will be checked in at the end of the year and damage and fines will be assessed.

Should a student lose a book, it will be replaced immediately with a loaner and a fee will be levied. Books that have been paid for by students, but later found and replaced will be refunded.

Students **must pay any current fines** before attending any all school social event. Outstanding fines will transfer to the student's record at Leslie High School.

YEARBOOKS

It is our intention to publish a yearbook this year through the school picture company. The yearbook will be made available for purchase and will be distributed in the spring of the year.

UNACCEPTABLE BEHAVIORS

There is no substitute for common sense appreciation for the rights of others when it comes to student conduct. The following list of behaviors is presented to clarify some types of conduct that violate the rights of students to learn and teachers to teach, and are clearly unacceptable, requiring disciplinary action. In some cases, authorities may be contacted. These behaviors will usually result in HMO behavioral level.

- **Cheating** - Students are expected to complete assignments, homework, quizzes, tests, labs, papers and projects on their own, unless directed otherwise. Examples of cheating include: copying homework, letting work be copied, cheat sheets, plagiarizing (copying word for word from published sources), forging names on notes, passes, contracts, etc., and copying from others' tests or quizzes. Students caught cheating will receive no credit for the work and have parent contact made. Subsequent offenses will lead to office referral and possible suspension.
- **Computer Hacking** - The unauthorized use or misuse of the school's computers and/or network, including entering the network at a level other than the student access level, entering another student's or school personnel files without permission and utilizing software that is not licensed to the school.
- **Distribution of printed materials** - The act of distributing unauthorized materials on school property.
- **Forgery/Plagiarism** - The act of fraudulently using, in writing, the name of another person, or falsifying times, dates, grades, addresses, or other data. The act of presenting others' work as your own.
- **Gambling** - The act of playing any games of chance for money or valuables.
- **Harassment** - The act of disturbing, pestering or troubling repeatedly.
- **Indecency** - The act of offending against commonly recognized standards of propriety or good taste, including the use of vulgar language.
- **Insubordination** - The failure to respond to, or carry out, a reasonable request by authorized personnel.
- **Nuisance Items** - Any item that distracts from the learning environment. Nuisance items like matches, lighters, squirt guns, laser pointers, toys, noisemakers, electronic games, excessive amounts of cash, items of high value, etc., are disruptive to the school setting and are not permitted. Candy, gum, jerky or other items packaged to look like a tobacco product container are not allowed. If students are found in possession of any of the above items, they will be confiscated, and ONLY parents may pick them up if desired. The previously listed items are not all inclusive and the school district reserves the right to deem items as nuisance items as they see fit. Book bags and coats are not allowed in the classroom and must be kept in lockers.
- **Obscenity and profanity** - The act of using obscene or profane language by pupils, in verbal or written form, or in pictures, caricatures, or obscene gestures on any school property.
- **Petitions** - The act of presenting petitions which are not free from obscenities, libelous statements, personal attacks, and are not within the bounds of reasonable conduct. All petitions must be approved by the principal prior to distribution.

- **Public Display of Affection** - The school is your work environment and being such, it is not an appropriate place for hugging, kissing, necking, or other inappropriate displays of affection, even when it is consensual on school property, or during school related activities or events and is not tolerated.
- **Truancy** - The act of unauthorized absence from school for any period of time. Chronic tardiness can be considered truancy and will be referred to the proper authorities.
- **Unauthorized Sales** - Selling, displaying, or advertising the sale of any material or services for the purpose of individual monetary gain on school property or at school-sponsored activities is prohibited.
- **Unauthorized Student Protest** - The act of protesting which results in the disruption of the school without the authorization of the principal.

Major discipline incidents include any behavior that seriously endangers the safety and well-being of students or adults and/or disrupts the learning environment in school, occurring on school property or at school sponsored events. Discipline relating to such misconduct is serious and administered accordingly. Therefore, consequences for major disciplinary infractions may include but are not limited to parent contact and/or required conference, in-school suspension, out of school suspension, long term suspensions, placement on persistent disobedient behavior, possible recommendation for an expulsion hearing before the Leslie Board of Education, and/or referral to law enforcement.

Certain behaviors may result in suspension, and in some cases authorities will be contacted. These include:

- **Arson** - The willful and malicious burning of, or attempt to burn, any building or any property of the school district. (Automatic Suspension 3,5, or 10 days)
- **Drugs, alcoholic beverages, unauthorized prescription substances** - Possession, use, transfer, or delivery of drugs, alcoholic beverages, look-alike drugs, inhalants, or other controlled substances.(Automatic Suspension 3,5, or 10 days)
- **False alarms** - The act of initiating a report warning of a fire or an impending bombing or other catastrophe.
- **Fighting** - The act of involving bodily contact in, or on, school property, or going to or from school, including any activity under school sponsorship, i.e., dance, athletic events, etc.
- **Persistent Disobedience** – Continuously choosing to not follow school rules may result in suspension and/or a school board hearing.
- **Promoting Fighting**- No student shall promote or instigate fighting. This includes sharing pictures/film of the fight.
- **Physical Assault** - The act of physically assaulting any student or Board of Education employee on school property or going to and from school.
- **Possession or Using Weapons** - The act of possessing, using, or threatening to use any weapon or instrument capable of inflicting bodily injury.
- **Sexual Harassment** - Means unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
- **Theft** - The act of dishonestly acquiring the property of others.
- **Threats Against Employees** – Any threat against a school employee, verbal or physical.
- **Tobacco Infractions** - The act of smoking, possessing lit smoking material, vaping or possessing tobacco in any form on school property.
- **Vandalism** - The act of willful destruction of property belonging to others.
- **Weapons** - No students are permitted to have in their possession any instrument, which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. These instruments may include, but are not limited to, firearms, knives, brass knuckles, mace, clubs, or weapon look-alikes. Violation of Weapon Free School Act: If a student possesses a dangerous weapon in a weapon-free school zone, that student may be suspended for ten (10) days, with a recommendation made to the Board of Education for expulsion, as specified in the Act.

NOTE: This list is not all-inclusive, nor is it a substitute for the use of good judgment and common courtesy.

Current City of Leslie ordinance carries a \$50 fine for tobacco and \$400 for marijuana possession on school property, including vape cartridges.

General Statement Regarding ALL Offenses

- More than three (3) offenses may result in progressive steps of consequences
- When deemed necessary, law enforcement agencies may be contacted. All dangerous or illegal conduct will be reported to law enforcement
- Persistent misconduct and multiple offenses may result in a behavior contract for the student and progressive steps of consequences.
- Students who have a prior knowledge of illegal activities related to the safety of staff or students are expected to report this activity to administration or law enforcement, immediately.

UNAUTHORIZED ENTRANCE TO BUILDING

No student should be in the building before or after school unless under adult supervision.

No students are to enter the school building at night or on weekends unless they are under supervision or have permission from the Administration.

VIDEO CAMERAS - LMS BUILDINGS & BUSES

The Board of Education has installed video cameras in the LMS building and buses to monitor student behavior. If a student misbehaves and their actions are recorded on video tape the principal or their designee may use this as evidence of the misbehavior. Since these tapes are considered part of a student's educational record they can be viewed only in accordance with Federal law.

VISITORS

Children who do not attend Leslie Middle School may not visit our school during regular sessions or All - School social events. Parents are always welcome at Leslie Middle School after signing in at the office upon their arrival.

WALKING TO SCHOOL

Students who walk to school are encouraged to follow good safety rules, including walking on the sidewalk or facing traffic along the shoulder of the road. Students must be off the paved roadway and walk no more than two abreast. Students are expected to respect people's property and not cut through yards. After school walking procedures are as follows:

1. Students who walk to Woodworth to pick up siblings must use the East side of Pennsylvania.
2. No Middle School student is to enter Woodworth. Middle School students must wait outside the main entrance.
3. No bikes may be ridden on Pennsylvania between Baggerly Street and Race Street.
4. Middle School students are required to cooperate with Woodworth staff.

Failure to abide by these rules or failure to cooperate with Woodworth staff will result in a disciplinary level, which may include suspension.

WATER BOTTLE USAGE

Brain research shows the importance of hydration in the learning process. Because of this, students will be allowed to have water bottles in school provided they abide by the following guidelines.

1. Water is the only beverage allowed outside of the cafeteria.
2. Students may not consume energy drinks or other high-caffeine beverages (coffee, soda, etc.) at school
3. Students must take care not to spill water and keep their bottles capped unless they are drinking from them.
4. Students may not share their water bottles with other students.
5. No glass water bottles allowed.
6. Teachers reserve the right to disallow water bottles from their classrooms at any time.
7. Having water bottles in school is a privilege, which may be forfeited by any student who fails to abide by this policy, or otherwise engages or misuses this privilege.

WEAPONS - WEAPON FREE SCHOOL ZONE

Weapon Free School Zone is defined as property and vehicles used by a school to transport students to or from school property. School property is defined as a building, playing field or property used for school purposes, instruction to children for functions and events sponsored by a school.

No students are permitted to have in their possession any instrument, which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. These instruments may include, but are not limited to, firearms, knives, brass knuckles, mace, clubs, or weapon look-alikes.

Violation of Weapon Free School Act: If a student possesses a dangerous weapon in a weapon-free school zone, that student shall be suspended for ten (10) days, with a recommendation made to the Board of Education for expulsion, as specified in the Act.

Dangerous weapons are defined as: a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles.

Other Weapon Violations: Suspension up to ten (10) days. Police referral, if necessary and possible recommendation for expulsion.

WITHDRAWAL FROM SCHOOL

The procedure for withdrawal from Leslie Middle School is as follows:

1. Parents should furnish the Office with a note authorizing the withdrawal. If possible, the note should include the name and address of the school in which the student will be enrolling.
2. Student records will be sent to the new school upon receipt of a Request for Records.

WORK PERMITS

A person under the age of 18 needs a Work Permit in the State of Michigan before "engaging in a gainful occupation". The application and papers are issued by the Office. You must present proof of age, such as a birth certificate, when obtaining a work permit.

NOTIFICATION OF RIGHTS

The Federal Education Rights and Privacy Act: In compliance with Federal regulations, Leslie Public Schools has recently updated its policy and established the following guidelines concerning student records:

- A. The Superintendent is the records Control Officer for the District and is responsible for the processing and maintenance of all student records. The Superintendent's office is located at 4141 Hull Road, Leslie, MI or he can be reached by calling 517-589-8200.
- B. Each student's record will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review only by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal Law or District regulation.
- C. A parent, guardian, or adult student has the right to request a change or addition to a student's records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District's compliance with the Federal Family Educational Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within ten (10) days from the date of this notification that she/he will not permit distribution of any or all of such information:
- E. Name, address, and telephone number; date and place of birth; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of

graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed.

- A copy of the Board of Education's policy and the accompanying District regulations are available in the Superintendent's office. There will also be a person available to answer any questions concerning the policy or regulations.

LESLIE PUBLIC SCHOOLS STATEMENT OF ASSURANCE OF COMPLIANCE WITH FEDERAL LAW

The Leslie Public School Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to Title VI of the Civil Rights Act of 1964, Title VII, Age Discrimination in Employment Act of 1967, Title IX of the Educational Amendments of 1972, and Sec. 503 and 504 of the Rehabilitation Act of 1973, as amended, Individuals With Disabilities Act (IDEA) of 1970, and Sec. 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Leslie Public School Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, height, weight, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

MODEL NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School received a request for access. Parents of eligible students should submit to the School principal (or appropriate school official) a written request that identifies the records(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write to the School principal (or appropriate school official), clearly identifying the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right of consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Note: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failure by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

NOTIFICATION OF PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND PLACEMENT

The following is a description of the rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights, if you disagree with any of the decisions made by the School District.

You have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the School District advise you of your rights under Federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the School District make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if she/he is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act;
- F. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation data, and placement option;
- G. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by this District;
- H. Have your child be given an equal opportunity to participate in co-curricular and extracurricular activities offered by the District;
- I. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the School District to reasonable requests for explanations and interpretations of your child's records;
- L. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the School District refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation or an impartial due-process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to the Superintendent.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim;
- O. File a local grievance.

The superintendent is responsible for assuring that the District complies with Section 504.

DISCRIMINATION GRIEVANCE PROCEDURES

For Resolution of Complaints, Alleging Discrimination on the Basis of Race, Sex, Handicap, Religion, National Origin, or other Human Difference.

A student, or parent on behalf of the student, who has a complaint and is unable to solve the issue is to submit the complaint in writing to the appropriate compliance officer (Title VI, Title IX, and Section 504 Coordinator). The written complaint is to be specific. It must clearly identify the alleged discrimination and be signed and dated by the complainant.

The compliance officer's responsibility is to:

1. Investigate (within one week) the circumstances of the complaint.
2. Render a decision within two weeks after receipt of the complaint and notify the complainant of that decision in writing, and
3. Provide the complainant one-week to react to the decision before it becomes final.

The complainant's responsibilities are to:

1. Accept the decision in writing, addressed to the compliance officer, within one week of receiving the written decision, or
2. Disagree with the decision in writing, addressed to the compliance officer, within one week of receiving the written decision. In this case, the level two procedure will be initiated.

LEVEL TWO: The compliance officer requests the Superintendent to review the complaint. A meeting will be scheduled within one week of receipt of request for review. The participants shall be the complainant, the compliance officer, and the Superintendent. The Superintendent will make a decision within one week, which shall be final. The complainant and the compliance officer will receive copies of the decision.



A complaint may be withdrawn in writing, addressed to the compliance officer, by the complainant at any time.

Title VI and IX Coordinator & Section 504 Coordinator:

Mr Scott Powers
4141 Hull Road
Leslie, Michigan 49251

PUBLIC NOTIFICATION

It is the policy of the Leslie Public School District not to discriminate on the basis of sex in its educational programs, activities, employment policies or admission policies and practices as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliance with Title IX may be directed to the district's Title IX Coordinator, the Leslie Public School Superintendent (589-8200).

The Leslie Public School District does not discriminate against any individual for reasons of race, color, creed, religion, age, sex, handicap or national origin. The Leslie Public School District is an Equal Opportunity Employer.

LESLIE PUBLIC SCHOOL COMMON CALENDAR

First Day of School: August 22, 2022
Christmas Break: Mon., Dec. 19-Mon., Jan. 2
Spring Break: Mon. March 27-Fri. March 31, 2023