Student/Parent Handbook

Mount Clemens Middle and High School

2016-17

Changing Expectations. Changing Habits. Changing Lives.

The Student/Parent Handbook has been created to provide important information concerning specific expectations, policies, and procedures related to the safety and operation of our school. In order for our school to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, policies, and procedures outlined in this handbook. The Student/Parent Handbook summarizes school and district policy and contains general guidelines and information. Refer to http://www.mtcps.org/ for official policy and regulation documents.

This handbook's content is subject to change throughout the 2016-2017 school year. An up-to-date version will be maintained online at http://www.mtcps.org/. Mount Clemens Community Schools will provide notice of those changes through email or mail. These changes will take effect once that notification is given, regardless of whether a student or parent actually reviews the particular notice. If you have any questions regarding this handbook, please contact your student's main office, Accountability Officer, or Principal.

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ANTI-DISCRIMINATION STATEMENT

Applicants for admission and employment, students, parents and employees are hereby notified that the Mount Clemens Community School District does not discriminate on the basis of race, color, religion, national origin, creed or ancestry, age, gender, sexual orientation, marital status or disability in its programs and activities. The Board of Education has designated the following compliance officers to administer the several statutes and implement regulations enforced by the Office of Civil Rights or the United States Department of Education. All inquiries concerning the school district's implementation of its nondiscrimination policy may be referred to the appropriate compliance officer: Sarah Mohler – Title VI and Title IX, or Stacy Tomlingson – Section 504 / Americans with Disabilities Act (students, prospective students, employees and applicants for employment).

MOUNT CLEMENS MIDDLE SCHOOL

CLASS SCHEDULE 2016-2017

Teachers Report 7:10am

1st Hour ..... 7:20am – 8:21am

2nd Hour ..... 8:25am – 9:26am

3rd Hour ..... 9:30am – 10:31am

Lunch.....10:31am – 11:01am

4th Hour ..... 11:05am – 12:06pm

5th Hour .....12:10pm – 1:10pm

6th Hour .....1:14pm – 2:14pm

Teachers Depart 2:24pm

Half Day Schedule:
1st/4th Hour 7:20am-8:22am
2nd/5th Hour.....8:26am-9:28am
3rd/6th Hour 9:32am-10:34am

MOUNT CLEMENS HIGH SCHOOL

CLASS SCHEDULE 2016-2017

Teachers Report 7:10am

1st Hour ..... 7:20am – 8:21am

2nd Hour ..... 8:25am – 9:26am

3rd Hour ..... 9:30am – 10:31am

4th Hour ..... 10:35am – 11:36am

Lunch .....11:36am – 12:06pm

5th Hour ..... 12:10pm – 1:10pm

6th Hour ..... 1:14pm – 2:14pm

Teachers Depart 2:24pm

Half Day Schedule:

1st/4th Hour 7:20am-8:22am

2nd/5th Hour 8:26am-9:28am

3rd/6th Hour 9:32am-10:34am

2016-2017 District Calendar (180 student days/183 teacher days)

Tuesday, August 30, 2016	PreK-12 Professional Development
Wednesday, August 31, 2016	AM - Teacher Orientation - 1 hour Union Mtg. - Bldg. Mtg. PM - Classroom
September 1-5, 2016	No School - Labor Day Recess
Tuesday, September 6, 2016	Classes Morning Only PM Classroom
Monday, October 31, 2016	Classes Morning Only Professional Development
Friday, November 4, 2016	Classes Morning Only PM Records **End of the First Marking Period**
Tuesday, November 8, 2016	No School - Professional Development
Thursday, November 10, 2016	Classes Morning Only--PreK-12 Parent Conferences PM and Evening
Friday, November 11, 2016	Classes Morning Only PM Elementary Parent Conferences/Secondary PD
November 23-25 2016	No School – Thanksgiving Recess
Monday, November 28, 2016	Classes Resume
Wednesday, December 21, 2016	PreK-12 Classes Morning Only PM Professional Development
December 22, 2016 - January 3, 2017	Holiday Recess
Wednesday, January 4, 2017	Classes Resume
Monday, January 16, 2017	No School - Martin Luther King Day
Thursday, January 26, 2017	Classes Morning Only – Secondary Exams PM Secondary Records/Elementary PD
Friday, January 27, 2017	Classes Morning Only 6 - 12 Exams--PM Records PreK-12 **End of the Second Marking Period**
Thursday, February 16, 2017	Classes Morning Only--PM Professional Development
February 17-21, 2017	No School - Mid Winter Recess
Wednesday, February 22, 2017	Classes Resume
Tuesday, March 14, 2017	Classes Morning Only PM Professional Development
Friday, March 31, 2017	Classes Morning Only PM Records **End of the Third Marking Period**
April 3-9	Spring Break
Monday, April 10, 2017	School Resumes
Tuesday, April 11, 2017	Seniors No School Early Release 6-11 / Secondary PD
Thursday, April 13, 2017	Classes Morning Only PreK -12 Parent Conferences PM and Evening
Friday, April 14, 2017	No School—Good Friday
Tuesday, May 9, 2017	Classes Morning Only Professional Development
Friday, May 26, 2017	Classes Morning Only Teacher Compensation
Monday, May 29, 2017	No School – Memorial Day Observation
Thursday, June 15, 2017	Classes Morning Only AM 6 - 12 Exams--PM Records PreK-12
Friday, June 16, 2017	Classes Morning Only AM 6 - 12 Exams--PM Records PreK-12 **End of the Fourth Marking Period**

Work Hours: Elementary 1131 (1101 instructional/30 PD) Secondary 1131 (1099 instructional/32 PD)

ECSE Speech Pathologists will begin their year on Tuesday, August 23, 2016 in order to complete evaluations in time for students to begin school on September 6, 2016. Accordingly, their year will end on Friday, June 9, 2017. This change to the ECSE speech pathologists year is a one-year agreement. The Association and Board will discuss whether or not to continue this arrangement before June 30, 2017.

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MOUNT CLEMENS MIDDLE AND HIGH SCHOOL
2016-17 CALENDAR

Sep-16

M	5		**No School**—Labor Day
TU	6		**First Day of School, K-12 Half Day All Classes, PM Classroom**
M-F	12-30		NWEA benchmark testing window
TH	15	6:00 PM	MS/HS Open House; Senior Parent Meeting
F	16		Constitution Day
TH	22		MS/HS Picture Day
F	23		Lake St. Clair Metro Park Incentive Trip
TH	29		B.D.'s Mongolian Grill Incentive Trip

Oct-16

M	3	8:30 AM	Facilitators of School Improvement @ MISD
W	5		Count Day
W	5	11AM, 6PM	Parent Portal Training
M-F	3-7		Spirit Week
TH	6	1:30, 3PM	High School Homecoming Pep Rally/Parade
TH	6	5:30PM	High School Homecoming Game
F	7	7PM	High School Homecoming Dance
TU	11		MS/HS Picture Retake Day
W	19		PSAT/NMSQT (9-11)
TBD	TBD		MS-HS Career Fair
TH	20	7:00 PM	MS/HS Movie Night-Grand Auditorium
F	21		Dentist R Us Visit
W	26	6:00 PM	Title 1 Night
M	31		**K-12 Half Day A (1-3),** PM Professional Development

Nov-16

W	2	8:30 AM	ASVAB Testing
F	4		**K-12 Half Day B (4-6)**, PM Records, End of 1st Marking Period
TU	8		**No School -** Election Day, PM Professional Development
TH	10	12:00-3:00, 4:00-7:00	**K-12 Half Day A (1-3),** PM Parent-Teacher Conferences
F	11		**K-12 Half Day B (4-6),** PM Professional Development
TU	15	11:00 AM	Ferris State Jim Crow Museum Trip (max 25 s&s)
W	16		Detroit Zoo Incentive Trip
F	18	12:30 PM	Annual Student vs. Staff Basketball Game
TU	22		B.D.'s Mongolian Grill Incentive Trip
W	23-25		**No School** - Thanksgiving Recess
M	28		Classes Resume
W	30		Osaka Steakhouse Incentive Trip

Dec-16

TU	20	12:30 PM	Holiday Talent Show
W	21		**K-12 Half Day A (1-3)**, PM Professional Development
TH	D22-J3		**No School** - Holiday Recess

Jan-17

W	4		Classes Resume
TH-F	5-20		NWEA benchmark testing window
W	11	8:30 AM	Facilitators of School Improvement @ MISD
M	16		**No School**—Martin Luther King Day

MOUNT CLEMENS MIDDLE AND HIGH SCHOOL
2016-17 CALENDAR

W	18	12:30 PM	Family Fued @ The Clem
TH	26		**6-12 Half Day A (1-3),** Final Exams (1-3)
F	27		**K-12 Half Day B (4-6)**, Final Exams (4-6), PM Records, End of 2nd Marking Period

Feb-17

M	2		Second Semester Begins
W	8		Supplemental Count Day
TH	9	8:30 AM	Facilitators of School Improvement @ MISD
TH	9	7:00 PM	MS/HS Movie Night - Grand Auditorium
M	13		B.D.'s Mongolian Grill Incentive Trip
W	15		Dave & Buster's Incentive Trip
TH	16		**K-12 Half Day B (4-6)**, PM Professional Development
F-TU	17-21		**No School** - Midwinter Recess
W	22		Classes Resume
TH	23		AirTime Trampoline & Game Park Incentive Trip
TBD	TBD		Black History Month Debate and Film Series
M	27		Osaka Steakhouse Incentive Trip

Mar-17

TBD	TBD		Real Talk
TU	14		**K-12 Half Day A (1-3)**, PM Professional Development
TU-W	14-15		Emmett Till Play @ Macomb Center (Anton Arts Grant)
W	24	1:00 PM	Staff vs. Students Volleyball
W	29		Roller Skating @ The New Rink Incentive Trip
F	31		**K-12 Half Day B (4-6)**, End of Third Marking Period, PM records

Apr-17

M-F	3-7		**No School** - Spring Recess
M	10		Classes Resume / M-STEP testing begins
TU	11		**HS-P/SAT Testing (9-11), Seniors No School, 6-11 Early Release**, PM Professional Development
W	12		HS-Workkeys Testing (11 only)
TH	13		HS-MSTEP SS/Science (11 only)
TH	13	12:00-3:00, 4:00-7:00	**K-12 Half Day A (1-3)**, PM Parent-Teacher Conferences
F	14		**NO School** - Good Friday
W	19		Lone Wolf Paintball Incentive Trip
F	21		B.D.'s Mongolian Grill Incentive Trip
M	A24-M12		NWEA benchmark testing window
TU	25	8:30 AM	Facilitators of School Improvement @ MISD
W	26		AirTime Trampoline & Game Park Incentive Trip
F	28		Osaka Steakhouse Incentive Trip

May-17

M	1	8:30 AM	Facilitators of School Improvement @ MISD
TU	9		**K-12 Half Day B (4-6)**, PM Professional Development
W	10		AP Exam (English Language & Composition)
TBD	TBD		Cedar Point Trip
TBD	TBD		Tigers Game Incentive Trip
TU	16	8:30 AM	Top Five/Senior Recognition Breakfast

MOUNT CLEMENS MIDDLE AND HIGH SCHOOL
2016-17 CALENDAR

F	19		CJ Barrymore's Incentive Trip
TH	25		Senior Final Exams (4-6 Periods)
F	26		**K-12 Half Day A (1-3),** Senior Final Exams (1-3), Last Day for Seniors, PM Teacher Compensation Time
F	26		HS-Junior/Senior Prom
M	29		**No School**—Memorial Day Observation

Jun-17

TU	6	10:00 AM	Senior Cap and Gown Pick-up, Commencement Rehearsal
W	7		Dave & Buster's Incentive Trip
TH	8		MS/HS Student Recognition Breakfast
F	9		Lake St. Clair Metro Park Incentive Trip
SA	10	12:00 PM	Graduation
W	14	6:00 PM	Freshman Orientation Night
TH	15		**6-11 Half Day A**, Final Exams (1-3)
F	16		**6-11 Half Day B,** Final Exams (4-6), End of 4th Marking Period, PM records
W	16		Staff Appreciation BBQ
M	26		HS/MS Summer School Starts

Mount Clemens Middle and High School
Quick Reference Code of Conduct 2016-17

The purpose of our *Quick Reference Code of Conduct (6-12)* is to help provide an atmosphere which is conducive to an orderly process of education in an environment which provides for the welfare and safety of all who attend. Our primary purpose as an academic institution is to educate, not to discipline. However, when the behavior of individuals conflict with the rights of others, corrective action is necessary, both for the benefit of the individual and the school as a whole.

The Board of Education acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their own behavior and the consequences of their actions. The Board requires that each student of our District adheres to this Code of Conduct, and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules.

The principal has the authority to assign discipline to students, subject to District administrative guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees with authority over students have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places within the jurisdiction of the District and when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student will be sent home from school until a responsible adult has been notified that the student is being sent home from school, using the information contained in the student's emergency contacts card. No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained. No student shall be refused transportation services until the parent has been notified. Notification to the parent is the responsibility of District personnel and should be made prior to the departure of school buses. If a parent cannot be contacted, the child should be detained on another day.

General Conduct and Standards of Behavior
Students of Mount Clemens Community Schools are expected to be good citizens. Standards of behavior reflecting good citizenship are expected. All policies, procedures, and rules are applicable in the school, on the grounds at school activities both at and away from the school (e.g., field trips, sport events), at the bus stop, on the way to and from school, and on the school bus. A student who has been disorderly on a school vehicle may be excluded from transportation services in accordance with Board policies on transportation. Board policies, administrative procedures, and school rules shall be published and made available to school personnel students, and parents/guardians.

Definitions

At School: Unless the context clearly indicates otherwise, "at school" means in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.

Authority: A principal or designee has the authority to impose a short-term suspension based upon misconduct. The Superintendent/designee has the authority to impose a long-term suspension based upon misconduct or to expel students. The Board of Education has the authority to hear appeals for mandatory, compulsory expulsions which are required by state law.

Expulsion: The exclusion of a student from Mount Clemens Community Schools, which can be permanent, or for such other period as determined appropriate by the Superintendent.

Parents: Refers to parent and/or legal guardian of the student, or other appropriate caregiver(s), including persons in loco parentis.

Parent Responsibility
It shall be the responsibility of the parents or guardians to ensure regular attendance of all children between the age of six (6) and sixteen (16) to attend school for the entire school year.

Parents/legal guardians are responsible to see that all regularly enrolled students are present at all assigned classes unless illness or family emergency prevent such attendance. Parents are expected to have knowledge of and adhere to the attendance policy. Parents should contact the school for prior approval of absence having to do with family travel, appointments, or other urgent matters. Parents are requested to notify the school according to building procedures on days when it is necessary for their children to be absent for illness or family emergency.

Parents are requested to provide the school with pertinent information regarding health disorders, which could affect the student during the school day or have a long-range effect on the student's educational progress.

The Board expects that parents will work with the school to bring about changes in the behavior of students who violate standards of acceptable conduct. Parents will be held accountable for financial loss suffered by the Mount Clemens Community School District or their employees when their children, through malicious or careless conduct, cause damage to the school buildings, equipment, or personal property.

To ensure student success, parents should, at regular intervals, discuss with their children the importance of obtaining a good education and the necessity for good citizenship. Students with a positive social attitude are more prone to have a successful and rewarding school experience.

Staff Responsibility
The Board of Education directs and authorizes the Superintendent to take appropriate action to assure the establishment and administration of procedures necessary to effectively provide for student control and discipline within the framework of the Board Policies, Disciplinary Action Guidelines, and Federal and State Law.

The principal has the overall responsibility and authority for the orderly administration of discipline policies and procedures in the building assignment within the framework of Board Policies, Disciplinary Action Guidelines, and Federal and State Law.

The teacher's primary responsibility and authority is to maintain order and control within the classroom and on school property.

All referrals for disciplinary action shall go to the personnel designated by the principal.

Teacher Referrals to Principal or Accountability Officer
The following procedures are to be followed by the teacher for referral of a student to the principal or accountability officer:

1. The student will be sent to the office or designated area for immediate supervision.
2. The teacher will complete a written referral and give to the designated administrator.
3. The teacher or administrator will contact the parent or guardian and schedule a pre or post-consequence conference to discuss the behavior that led to an administrative referral.
4. The conference will be scheduled before or after school or during the teacher's conference or lunch hour (or whenever the administrator can be available). Whenever appropriate and available, a school counselor, school psychologist or school social worker will be invited to attend the conference.

Levels of Problematic Student Behavior

Level I: Teacher/Staff Managed Student Behaviors

Level I discipline is used for minor acts of misconduct, which interfere with orderly classroom learning, school procedures, school functions, extracurricular programs, approved transportation, or student's own learning process (see Level I violations on Disciplinary Action Guidelines). Level I violations are basically actions that go against our Student Behavioral Expectations (SBEs). Students will be disciplined by the staff member involved, which is usually the classroom teacher. Staff members will utilize any of the PBIS classroom interventions appropriate for the situation.

When appropriate, Level I offenses may be resolved by the student via verbal correction, apology, school service assignment, restitution/restoration, contacting parent, conferencing with parent, loss of privileges (e.g., extracurricular activities), receiving zero for class period/assignment, confiscation of inappropriate item, and attending teacher-supervised detention.

Students who repeatedly cause minor disruptions and express problem behaviors (Level I violations) will be referred to the principal or accountability officer for additional corrective action.

Level II and III: Administration Managed Student Behaviors

Level II and III discipline violations are intermediate or serious acts of misconduct that require an intervention beyond the classroom intervention, including, but not limited to, repeated misbehavior that is similar in nature, serious disruption of the school environment, threats to health, safety, or property, and other acts of serious misconduct (see Level II and III violations on Disciplinary Action Guidelines). These offenses must be reported to the administration and include an Administrative Referral Form. School Incident Report may also be requested by the responding administrator. Students guilty of Level II and III discipline violations will be immediately escorted out of class to the main office or available administrator's office by mobile security or available administrator or staff member. Classroom teachers must call main office (or sending a trustworthy student) to request escort if no one is in vicinity to respond.

Offenses that threaten the health, safety, or well-being of others may result in the assignment of multiple days of out-of-school suspension, pending disciplinary investigation of the allegations. Student and parent/guardian contact or participation in a conference with the administration is an element of all discipline actions in this category, even if such a conference has previously occurred. Initiation of necessary behavior support services should be given, if not already provided. A behavior contract or restitution/restoration may also be required.

Student Right to Personal Safety

If a student feels unsafe or is threatened, the student or the student's parent/guardian should contact the Main Office.

Mount Clemens Middle/High School

Student Behavioral Expectations (SBEs)

	Classroom	Hallway & Stairwell	Cafeteria	Computer Lab	Restroom	Bus & Other Activities/Areas
Respect Yourself	* Be on Task * Follow directions * Raise your hand * Use appropriate language * Wait for turn to speak * Care for textbooks, equipment & technology	* Respond to adults in a positive manner * Use appropriate language * Keep halls and stairwell clean * Respect all hallway displays	* Enter the cafeteria in an orderly manner * Use good table manners * Be polite to cafeteria staff * Consume food and drinks only in this area * Speak in a normal and respectable tone of voice	* Work quietly * No food or drink * Handle materials and equipment with care	* Get in and out quickly * Respect privacy * Talk quietly * Keep restroom clean	* Speak and act politely * Follow school rules * Stay seated * Respect bus driver and everyone else * Be respectful to the bus or facility * Enter and exit the bus or facility orderly
Respect Others	* Be prepared * Be an active * participant * Be ready to begin work * Wear proper attire to school * Always do your best	* Move quickly to and directly to class or other specified destination * Keep hands, feet, and all other objects to yourself	* Only take the food you will eat * Get permission to leave your seats once you sit down to eat * Clean up after yourself	* Follow directions * Clean up work area * Use computers only as instructed	* Sign out of classroom and have pass * Flush toilets and urinals * Clean up after yourself * Wash hands	* Dress appropriately * Observe safety rules and regulations * Report disturbances, accidents, and injuries to an adult
Respect School	* Be on time * Be where you are supposed to be with what you need * Study and review daily * Keep cell phones off and away * Strive for success and believe it is possible * Complete assignments	* Keep to your right * Keep it moving * Keep your voice down * Keep backpacks in lockers	* Follow directions * You must clean your table and floor area before you will be allowed to leave	* Get seated quickly * Stay on task * Ask for assistance when needed * No YouTube, social media, or inappropriate websites	* Return to class promptly * Continue to participate in the class activity	* Follow directions * Use appropriate and positive language * Keep track of your belongings * Remain with your assigned group at all times * Be active participants
	Always Resolve Conflict Appropriately * Avoid physical and verbal conflicts * Ask for adult assistance to resolve conflict					

Mount Clemens Middle/High School Disciplinary Action Guidelines

Students who violate our Student Behavioral Expectations (SBEs) will face consistent consequences. The level of consequence imposed will take into consideration the severity of the offense as well as the age, past disciplinary record, attendance, home situation, and academic history of the student. School and district officials may grant exceptions or harsher penalties (including recommendation for expulsion) to the guidelines below in cases involving extenuating circumstances.

Pre-Referral/Positive Behavioral Interventions	Level I Violations	Level II Violations	Level III Violations
Examples: Examples: * Active supervision of common areas * Conduct parent/guardian-teacher/administrator conference * Confiscation of inappropriate item * Contact parent or guardian * Explicitly teaching behavior that is acceptable within the school environment * Give verbal warning to student(s) * Referrals and conference involving various support staff agencies (e.g., Clem Care Mental Health, DHHS/CPS, MISD) * Restitution/restoration * School service assignment * Student Incentives * Using more effective teaching practices * Weekly progress reports * See pbisworld.com for more interventions	Examples: * Cheating/Plagiarism * Dress Code Violation * Eating/Drinking in Class (unless authorized) * Electronic Devices/Cell Phones * Excessive, Unauthorized Talking * Failure to Participate * Gum Chewing * Improper Computer Use * Inappropriate Displays of Affection * Inappropriate Language * Minor Insubordination * Minor Defacement of Property * Noncompliance with Staff Direction * Nonviolent Classroom Disruption * Sleeping in Class * Tardiness * Throwing Objects * Unprepared for Class	Examples: * Admittance of Unauthorized Individuals into School * Bullying/Harassment/Intimidation * Destruction of Property * Failure to Serve Assigned Detention * False Identification * Fighting with other Student(s) * Forgery or Fraud * Gambling * Hazing * Horseplay/Disruptive Hallway Behavior * Inappropriate Use of Social Media * Leaving the Classroom without Permission * Loitering * Major Defacement of Property * Major Insubordination * Major Verbal Confrontation with other Student(s) * Profanity and/or Obscenity toward Staff * Sexual Harassment * Skipping Class * Theft or Possession of Stolen Property (Less than $100 Value) * Threats/Coercion * Verbal Assault of School Staff	Examples: * Arson * Destruction of Property * Extortion * False Fire Alarm or Bomb Threat; Tampering with Fire Alarm System * Felony * Fireworks * Gang-related Activity * Interference with/Intimidation of School Authorities * Physical Assault of School Staff * Possession or Use of Weapons & Dangerous Objects * Robbery * Sexual Assault * Sexual Misconduct * Student Demonstrations * Theft or Possession of Stolen Property (More than $100 Value) * Use or Possession or Sale of Illegal or Controlled Substances
1st Offense	On-site Discipline	On-site Discipline to Short-term Suspension (1-10 Days)	Long-term Suspension to Expulsion
2nd Offense	On-site Discipline to Short-term Suspension	Short-term to Long-term Suspension (10+ Days)	Long-term Suspension to Expulsion
Further Offenses	On-site Discipline to Long-term Suspension	Short-term Suspension to Expulsion	Possible Expulsion

On-site Discipline is any form of post-offense corrective action other than suspension or expulsion. Examples include: school service assignment, In-School Suspension (ISS), pre-ISS, restitution/restoration, verbal warning, parent contact, parent conference, loss of privileges, zero for class period/assignment, confiscation of inappropriate item, and teacher or administrator supervised after-school detention.

Arson: The willful and malicious burning or attempt to burn any part of property that belongs to, or is under contract with the school district, or on school property or the setting of fires on school property. Students found guilty of this offense are subject to mandatory expulsion and possible criminal prosecution.

Bullying: Written, verbal, physical conduct or any electronic communication (including social media) that is intended to place one or more students or other persons in fear of harm or cause substantial emotional distress by directly or indirectly doing the following: substantially interfering with educational opportunities; adversely affecting the ability of a student(s) to participate in or benefit from school programs; having an actual and substantial detrimental effect on a student's physical or mental health; or causing substantial disruption of the orderly operation of school.

Defacement of Property: A student will not willfully cause defacement of or damage to property belonging to the school or belonging to school personnel or persons in attendance at the school. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables and spray-painting surfaces.

Destruction of Property: Acts that result in a substantial threat of or actual destruction of school property which necessitates altering school operation. Specifically included are acts which result in: significant damage to the physical plant or property, conditions that require the evacuation of students, or the inability of a school to perform its functions.

Gang-related Activity: Gang or gang-like activity includes an ongoing organization, association or group of three or more individuals who display one or more of the following: wear or display common clothing, jewelry, insignia, signs that intentionally identify the student as a member of the group; have a high rate of interaction among themselves to the exclusion of others; or are frequently involved in anti-social, delinquent, or criminal activity.

Insubordination: Insubordination is when a student ignores or refuses to comply with directions or instructions given by school staff. Refusing to open a book, write an assignment, work with another student, work in a group, take a test, or perform any other class or school-related activity not listed herein, refusing to leave a hallway or any other school area, or running away from school staff when told to stop all constitute insubordination.

Interference with/Intimidation of School Authorities: Preventing or attempting to prevent school personnel from engaging in their lawful duties through threats of violence, harassment or intimidation.

Possession or Use of Weapons & Dangerous Objects: Weapons are firearms (including a pistol, rifle, starter gun, zip gun, pellet gun, and BB gun or any other type of gun); knives (of any size), straight razor, or box cutter with razor; or any instrument which has been altered to be used as a weapon. **Dangerous objects** include but are not limited to explosives, firecrackers, clubs, brass knuckles, mace, pepper spray, and other irritant sprays. Possession includes carrying, storing, or having an object under one's control such as hiding a weapon in the building or on school grounds.

Sexual Misconduct: A student shall not engage in intimate sexual contact with another person, including, but not limited to: consensual sexual intercourse; oral sex; intentional touching of the other person's genitals, groin, inner thigh, buttock, or breast or the clothing covering those areas; other inappropriate behavior of a sexual nature including displays of sexual parts in person or via any electronic communication (including "sexting").

Theft or Possession of Stolen Property: Taking or conspiring to take without permission of the owner or custodian or receiving or possessing property known to be stolen which does not belong to the student in possession.

Use or Possession or Sale of Illegal or Controlled Substances: Illegal or controlled substances include tobacco, cigarettes, alcohol, narcotics, drugs prohibited by law (including marijuana), over the counter medicines and prescription medications not prescribed for use by the student in possession of them. Students found guilty of attempting, conspiring to sell, selling or distributing any illegal or controlled substance or a substance represented to another person as illegal or controlled are subject to mandatory expulsion and possible criminal prosecution.

Verbal Abuse: Name-calling, racial or ethnic slurs or derogatory statements directed at, and offensive to, another person.

Mount Clemens Middle/High School
Student Attendance and Tardy Policy

At Mount Clemens Middle/High School students are expected to arrive to class on time with their required materials and assignments ready to learn. Accordingly, we have established the following attendance guidelines:

1. Any student in the hallway during class time must have a staff-assigned pass or possibly be penalized for skipping class.
2. Students are not allowed out of classrooms during the first ten minutes or last ten minutes.
3. Any student who is late to school must report to the security desk or main office to receive a pass to class.
4. Any student who is absent more than 10 times in any particular class will be referred to the Macomb County Attendance Officer and DHHS. Student/student's parent(s) or guardian(s) will face possible ordinance violation, fines, loss of benefits, and/or further punishment.
5. Random hall sweeps will still be performed regularly. Students caught in 3 or more hall sweeps will be assigned one after-school detention for every third violation.

A student is considered tardy for class if he or she is not through the doorway of their assigned classroom when the tardy bell stops ringing. Teachers will record all student tardies to their respective classes in Power School. School administration will monitor and assign consequences as described below.

The following consequences EXCLUDE 1st period tardies, although teachers will record 1st period tardies in Power School*:

Tardies one, two, and three in the same week (total, not per class) will result in a verbal warning from teacher and parent/guardian will be notified via Intouch Automated Messaging.

Every Monday (or 1st day of school week) **students with four or more tardies during the previous week** will be identified by their respective main office and assigned to one mandatory Tuesday or Thursday after-school detention with our Academic Intervention Officer.

Afterschool detention is in the school cafeteria for 50 minutes, starting at 2:20 p.m. and ending at 3:10 p.m. Students and/or parents/guardians must plan for transportation from school (no late bus services provided). Students and parents/guardians will be notified of assigned detention no later than Monday afternoon (or 1st day of school week).

If for whatever reason a student will be unable to serve his or her assigned detention, it is his or her parent/guardian's responsibility to notify the school in advance of assigned detention (an alternative consequence may be given). A missed detention without parent/guardian notification in advance will automatically result in two days of mandatory out-of-school suspension.

*Students experiencing chronic 1st period tardies will be referred to our DHHS/Pathways to Potential representative in order to identify and determine a solution to possible family-related circumstances causing the student's chronic tardiness. Parent/guardian will be notified. The MISD Attendance Office may also be notified to assist the family and enforce truancy-related guidelines for the state of Michigan. Both agencies will have access to student attendance data via Power School.

Mount Clemens Middle/High School

Student Cell Phone/Electronic Devices Policy

Cell phones/electronic devices (to include accessories such as headphones) and their use have become a huge issue at Mount Clemens Middle and High School. In order to preserve the teaching and learning environment, this document is intended to clarify the cell phone/electronic devices policy for the school. It must be followed consistently by all staff members in order to be effective. The policy is as follows:

Before and after school as well as during lunch are the only authorized times for students to use their cell phones/electronic devices while on campus. Teachers may also authorize use of cell phones/electronic devices in their classroom **for instructional purposes only**.

Cell phones/electronic devices must be turned OFF before student enter any classroom, office, computer lab, cafeteria, gym, or hallway at Mount Clemens Middle or High School. Once inside any of the above named school locations, cell phones/electronic devices (to include accessories such as headphones) must not be visible or audible under any circumstances—even though they are OFF.

If a cell phone/electronic device rings, vibrates, emits music, is used for any reason, or is visible anytime outside of authorized times anywhere in the school, student will be asked to surrender it to the staff member who witnesses the violation. The consequence will match the number of violations.

A student's refusal to surrender phone when asked by school personnel may be deemed Major Insubordination, a Level II Violation of the Disciplinary Action Guidelines.

First Violation: Verbal warning to student by staff member who witnessed violation. Then the student must turn off the device and make sure it is no longer visible or audible. Private teacher-student discussion and/or parent contact recommended to review policy.

Second or More Violation: If this is the second or more violation a staff member has witnessed by the student, student is referred to main office by witnessing staff member. Student will be referred to In-School Suspension by main office for a whole day of ISS beginning with period violation occurred (e.g., if violated 4th period student will be in ISS for the rest of that period and until the end of next day's 3rd period). ISS Facilitator will contact parent and maintain custody of student's cell phone/electronic device until end of ISS term.

At no time is the District responsible for the loss, theft, damage, or vandalism to student cell phones or electronic devices.

Any student chronically violating cell phone policy will receive further disciplinary actions in accordance with the Disciplinary Action Guidelines.

In the event of an emergency, parents can contact their child(ren) by calling the Main Office at (586) 461-3400.

Mount Clemens Middle/High School
Student Dress Code Policy

The following items are **prohibited for wear in school buildings** according to our Student Dress Code Policy:

- Headgear (hats, scarves, bandanas, headbands, etc.)
- Skirt/Dress/Shorts more than 3" above the knee
- Stomach-showing Top (All shirts must cover stomach at all times)
- Sheer Clothing including Transparent Leggings
- Low-Cut Blouse/Shirt
- Tank Top / Halter Top / Strapless top / Spaghetti Straps
- Flip Flops
- House Shoes/slippers
- Pajamas (Lounge wear/Sleep wear)
- Coat
- Backpack
- Sizeable above-knee holes in pants or jeans without leggings
- Any gang-related clothing or accessories
- Any other item deemed inappropriate by school administration

Students in violation of our Student Dress Code Policy will receive the following consequences:

For Infrequent Violators: Staff request to remove/change prohibited item. If request is unsuccessful, student will be referred to main office. Main office will offer student the option of removing/changing prohibited item, contacting parent/guardian to bring a change of clothes to school, or contacting parent/guardian for early dismissal authorization or pickup.

For Chronic Violators (4 or more violations of student dress code policy): Students will be assigned two days Out-of-School Suspension. Parent/guardian will be notified. The student may also be referred to our local DHHS/CPS representative in order to identify and determine a solution to possible family-related circumstances causing the student's chronic violation of the student dress code policy.

Some exceptions to this policy may be given for special events (e.g., school spirit week) with principal approval.

MCMHS Fire, Tornado, Evacuation, and Lockdown Drill Procedures

In the event of a serious situation, teachers and school support staff need to be ready to respond quickly. Teachers need to have a folder ready with important information for the type of event at hand, including:

1. Class rosters for all periods (reprint each quarter/semester)
2. Procedures and directions where students are to report for various drills:
    a. Fire
    b. Tornado
    c. Evacuation
    d. Lockdown
3. Red and Green paper to use for quick view attendance purposes

All drills need to follow protocol as best as possible. We practice in hopes that we will only need to practice, but need to practice to be prepared and ready for an actual emergency. In all instances, teachers and school support staff are to help keep students safe, accounted for and calm to the best of your ability.

Emergency Chain of Command: Principal, Head of Security, Accountability Officer

FIRE

1. In the event of a fire drill, the fire drill alarm will sound (loud buzz) over the PA system. Have your class evacuate the building using the closest set of stairs and doors to exit the building.
2. Classes need to be as far back from the building as possible. Classes will gather at the practice field, auxiliary parking lot or the sidewalk of Cass Avenue.
3. Teachers stay with class.
4. Once at the assembly location, teachers take attendance and display a GREEN card if all students accounted for or a RED card if students are missing. List names of missing students on the red card to turn in to authorities when needed.

TORNADO

1. In the event of a tornado, the PA announcement will be made "Teachers, staff and students, there is a possible tornado. Please report to your designated shelter area at this time."
2. All students should be taken into their assigned classroom. Once in classrooms, student should be taught how to sit, crouch, or lie flat and cover their heads.
3. Exterior classes with windows are to move into the hallways. Students are to face the walls and have arms folded over heads. Students in gym, auditorium, or cafeteria are to be moved to nearby interior hallway.
4. Avoid intersecting hallways by at least 10 feet and locations that have glass inserts (display cases, doors, etc.).
5. Teachers should have their class rosters during all drills and be able to account for all students.

EVACUATION

1. In the event that the school setting is unsafe for staff and student use, it may be necessary to evacuate the building. If this happens an announcement will be made over the PA system, "The building is being evacuated, teachers take your students to the designated assembly area. Teachers, take your class rosters and do a headcount at the assembly area."
2. Exit the building using the closest set of stairs and doors. Middle School students will report to the Mount Clemens Public Library back parking lot. High School students will report to St. Mary's School on Gratiot. Students will stay with classroom teacher.

3. Once at the assembly location, teachers take attendance and display a GREEN card if all students accounted for, or a RED card if students are missing. List names of missing students on the red card to turn in to authorities when needed.
4. All staff are to assist with supervising students, remaining calm and release of students to parents or guardians.

HARD LOCKDOWN

1. An announcement will be made as follows via the PA system: "Your attention please: We are now on a hard lockdown. All students in their classrooms, and computer labs will remain in those rooms until notified otherwise. No outside activities are permitted."
2. Immediately lock all exterior doors, turn off lights and move students away from windows and doors and keep class quiet as best as possible. If a student is in the hallway near your classroom, bring them into your class until the lockdown is over.
3. Keep the phone lines open and clear.
4. Do not let any student leave for ANY reason (no bathroom, no locker, no office, etc).
5. Do not open the door for anyone other than principal or security team.
6. The administration will consult with the Macomb County Sheriff's Department and/or allied police agency and the School Security Directors until the event is cancelled. The principal or member of security team will come to each room and let the staff and students know IN PERSON the hard lock down is over. After all classes have been notified, the following announcement will be made via the PA system: "Attention Staff: The lockdown is now ended. The lockdown is now ended."

SOFT LOCKDOWN

1. An announcement will be made as follows via the PA system: "Your attention please: We are now on soft lockdown. All outside activities are canceled. Return to the building immediately. All students in their classrooms, and computer labs will remain in those rooms until notified otherwise. No outside activities are permitted."
2. School activities go on as usual within the building.
3. Lock all exterior doors and all outside doors with the exception of the front door which is monitored by a police officer or administrator. If a person requests admittance that raises suspicion, access will be denied and the appropriate police agency notified.
4. Ground floor windows shall be closed and locked.
5. The administration will consult with the Macomb County Sheriff's Department and/or allied police agency and the School Security Directors until the event is cancelled by an announcement. "The lockdown is now canceled. Thank you for your cooperation."
6. The closure may be elevated to a HARD LOCKDOWN as necessary.
7. When the closure is lifted by the originating police agency the following announcement will be made via the PA system: "Attention Staff: The lockdown is now ended. The lockdown is now ended."
8. At any time during the soft lockdown it may be elevated to a hard lockdown if the circumstance warrant and in consultation with the appropriate police department and administration.
9. Communicate with parents, students and staff as appropriate.
10. No students should be allowed in the hallways WITHOUT a PASS. This is imperative.

A Quick Introduction to Multi-Tiered System of Supports (MTSS) @ MCMHS

What do we do with students experiencing persistent failure? MCHS will employ a Multi-Tiered System of Supports (MTSS) for early detection and reaction to our students' learning and behavioral difficulties. MTSS is based on the core assumption that this school can effectively teach any student, but early intervention is critical to preventing problems from getting out of control.

The goal of MTSS is to reduce unnecessary academic underachievement (specifically in math and ELA), exclusionary discipline, and referrals to special education by providing preventative supports, systematic monitoring, and instructional adjustments in response to individual student's needs.

Tier 1: We understand that students will learn/achieve differently, according to their readiness, participation, home support, intelligences, and learning differences, and some will struggle more than others. Consequently, classroom intervention is the foundation of MTSS. Any teacher can implement a Tier 1 intervention with any student he or she believes may benefit from the intervention. It's also best practice to document the use of these interventions.

Tier 1 Academic and Behavioral Interventions

1. Small Group Differentiated Instruction
2. Student Performance Incentives
3. Teacher-Student Meeting
4. Additional proficiency building (i.e., group and individual practice) opportunities
5. Students may be asked to redo or retake an assignment or exam or given extended time to complete
6. In-class peer or teacher tutoring
7. Collaborative learning opportunities
8. Parent may be asked to review the work with the student
9. P/SAT Prep Do Now (school-wide)/SAT Prep Class (11^{th} grade only)
10. Monthly Benchmark Assessments
11. Close Reading/Weekly Math Acceleration Day
12. Instruction is broken down into manageable steps and/or provided using a different teaching method, response mechanism, and/or with immediate and specific feedback

Tier 2: If a student's performance does not adequately improve after Tier 1 interventions, then the teacher must change the amount or type of intervention support. Tier 2 is for students who require additional support (beyond Tier 1) to successfully meet grade-level performance standards. Tier 2 is most efficiently implemented via small-group instruction with students possessing similar needs. The goal of Tier 2 is to remediate academic or behavioral skill deficits.

Once an extraordinary academic or behavior problem is identified with a specific non-IEP student, the teacher(s) that identified the problem should contact the Principal, School Counselor, Academic Intervention Officer, or Accountability Officer who will then initiate Tier 2 interventions with the student after researching the problem. The Academic Intervention Officer will lead the assigning and documenting of Tier 2 interventions based on teaching and administrative staff recommendations. Parent contact (or conference) will be made informing parents of proposed interventions and requesting support for intervention/more information about possible causes of the student problem(s). Tier 2 interventions are documented on a shared Google Drive.

Tier 2 Academic and Behavioral Interventions

1. Non-IEP Paraprofessional Support
2. (Mandatory) Homework Helper After-school Academic Support
3. Peer Mentoring (MSU Extension, Students Helping Students)
4. Online and/or After-school Credit Recovery
5. Successful Youth Intervention, Trauma Informed Students, or Self-efficacy and Academic Resilience Development Workshops
6. One-on-One Academic/Social Counseling
7. Biweekly Progress Report
8. Teachers as Mentors
9. Honors/AP Classes (Enrichment Opportunity)
10. Teacher or Intervention Officer/Team-Parent Contact or Meeting
11. School Social Work/Psychologist/Mental Health/DHHS Referral
12. CARE Small Group Workshops (e.g., Anger Management, Teen Stress Management, Trauma)
13. Classroom Observation
14. SAT Spring Prep Pullout
15. SAT Spring Extra Prep After-school Program
16. Mandatory Student Agenda Book
17. Behavior Intervention Plan/Functional Behavior Assessment
18. Alternatives to Suspension

Tier 3: After 3-4 weeks of the Tier 2 interventions, there will be an informal review by the Academic Intervention Officer with the assistance of classroom teacher(s) to determine the effectiveness of these interventions. If the Tier 2 interventions have proven to be ineffective, then the student will immediately begin Tier 3 interventions based on recommendations of teacher(s), special education teachers, District Director of Special Education, the Principal, School Counselor, School Psychologist, School Social Worker, Academic Intervention Officer, and/or Accountability Officer.

The student may also require a screener evaluation. If a screener evaluation demonstrates evidence of a learning problem without significant impact on the student's learning, the student will receive Tier 3 and/or additional Tier 2 interventions and possibly a 504 Plan. If a learning problem which causes significant performance difficulties for the student (i.e., a learning disability) is discovered, then the student will receive an IEP (Individual Education Plan) based on his or her specific needs and transition out of MTSS.

Tier 3 Academic and Behavioral Interventions

1. Math Essentials/Corrective Reading
2. School Social Work/Psychologist/Mental Health/DHHS Referral
3. 504 Plan Accommodations (if approved by District)
4. Learning Disability Testing

Based on classroom success, students can be moved to a lower tier or removed from MTSS program.

MCMHS Computer Lab Usage Expectations 2016-17

- Teachers must remain in the computer lab with their students at all times and are responsible for their students' behavior while under their supervision in the computer lab.
- Teachers are expected to closely monitor student activity by frequent screen checks.
- Chewing gum, food, or drinks are not allowed in the computer lab or anywhere near a computer.
- Students must respect the equipment. Do not remove or disconnect hardware, parts, cables, or labels. Do not download or install additional software, programs, images, games, or music to any computer. Do not alter any computer settings.
- Student internet use is limited to teacher-assigned activities or classwork. Personal internet use for chat rooms, gaming, social media, instant messaging, or email is strictly prohibited.
- Students must close all open windows, applications, and shut down computer before leaving the lab.
- Before leaving the computer lab for their reserved time, teachers must make sure the lab is clean and orderly, all computers are shut down and are still connected to an operable mouse, the projector (if used) is turned off, and the door is locked (or will be by security).
- All computer labs must be locked when not in use. Call security or the main office for assistance with entering or exiting locked computer labs.
- Chronic violations of these usage expectations by staff or student will result in formal disciplinary action.

The Homework Helper®

After-school Academic Support Program

The **Homework Helper® After-school Academic Support Program** provides FREE supervised academic support through:

- Homework Assistance
- Extra Online Credit Recovery Courses with Apex Learning ($50 nonrefundable registration fee per course)
- SAT Preparation
- Peer Tutoring and Peer-led Study or Project Work Groups
- Access to Technology for Instructional Purposes
- Additional Work Time for In-Schedule Online Credit Recovery
- Personalized Tutoring in Reading, Writing, and Math Skills Development
- College and Career Exploration and Preparation

Homework Helper meets from 2:20 to 3:20pm Monday thru Thursday in Room E117. All Mt Clemens Middle and High School students are welcome. We accept walk-ins or students can request in advance to participate. Space is limited and available on a first-come basis.

Parents are responsible for prompt pickup of students; there will not be a late bus service offered. Free dinner will be available to eligible students.

Students can participate in the program on an optional basis. At-risk students may be required to participate as a mandatory academic intervention.

MCMHS Student Incentive Points Program

MCMHS students will receive one **Student Incentive Point** every time they meet any of the following **Incentive Targets**:

- Achieving a 3.0 GPA and passing all classes on any quarter's report card
- Increasing your GPA by 1.0 point from one quarter to the next
- Scoring in the Top 10 of your grade level in total individual growth from Fall to Spring PSAT, SAT, or NWEA testing
- Attending 20 full sessions of Homework Helper (40 session or 2 SIPs annual max)
- Maintaining a 100% attendance rate throughout a quarter
- Performing 20 hours of verifiable and legitimate community service (high school students only; 20 hour or 1 SIP annual max)

Whenever students earn their first Student Incentive Point (or SIP), they will be given their own **Student Incentive Points stamp card** that's good for the entire year. School leadership will stamp your card as you meet the Incentive Targets throughout the year. Once you earn enough points, redeem them for the following **Incentive Rewards**:

Incentive Reward	Number of SIPs Required	2016-17 Schedule of Incentive Rewards
FREE Trip to C.J. Barrymore's with Unlimited Rides and Lunch	2	May 19
FREE Trip to Cedar Point with Unlimited Rides	5	May TBD
FREE Trip to Dave & Buster's with Lunch and Unlimited Games Power Card	2	February 15 and June 7
Free Trip to AirTime Trampoline & Game Park	2	February 23 and April 26
FREE Trip to The Detroit Zoo	1	November 16
FREE Trip to B.D.'s Mongolian Grill with Unlimited Stir-Fry Lunch	1	September 29, November 22, February 15, April 21
FREE Trip to Osaka Steakhouse with Japanese Hibachi Lunch	1	November 30, February 27, April 28
FREE Trip to Detroit Pistons' Games	1	February or March TBD
FREE Trip to Detroit Tigers' Games	1	May TBD
FREE Trip to the MJR or AMC Movies	1	October, November, February, April TBD
FREE Bowling Trip to Imperial, Premier, or Shelby Lanes	1	December, February, April TBD
Free Paintball Trip to Lone Wolf Paintball	1	April 19
FREE Trip to Lake St. Clair Metro Park with Pool and Lunch	1	September 23 and June 9
FREE Roller Skating Trip @ The New Rink	1	March 29
Free $10 Gift Cards to Subway, McDonald's, Game Stop, Red Robin, Target, Old Navy, Buffalo Wild Wings, or Applebee's	1	November, February, April TBD

Mount Clemens High School

Student-Athlete Elgibility Checklist 2016-17

"Sports Participation is a Privilege, Not a Right"

Eligibility Checklist (Start of Season)*		Yes	No
Is the student eligible to participate in school-sponsored athletics by the policy of Mount Clemens Community Schools?	Did the student take full class load (6 classes) in the previous semester?	Continue to check eligibility	Not Eligible
	Did the student pass 5 of 6 classes in the previous semester?	Continue to check eligibility	Not Eligible
	Did the student achieve a GPA of 2.0 in the previous semester?	Continue to check eligibility	Not Eligible
	Is the student taking a full class load (6 classes) in the current semester?	**Eligible**	**Not Eligible**

* At the end of each semester, interested students will be notified by the Athletic Director if they are academically eligible to participate in school-sponsored athletics during the upcoming season.

Eligibility Checklist (During Season)*		Yes	No
Is the student <u>still</u> eligible to participate in school-sponsored athletics by the policy of Mount Clemens Community Schools?	Is the student currently passing 5 of 6 classes with a 2.0 GPA or better?	**Eligible**	**Not Eligible**

*As determined by Weekly Checkpoint of Achievement. All students participating in school-sponsored athletics at Mount Clemens High School will have their current grades confirmed every Tuesday during their season of competition by the Athletic Director (including prior to first game), who will then send a Weekly Eligibility Roster to the Principal. Students must be passing 5 of 6 classes with a 2.0 GPA or better throughout the season in order to maintain their eligibility to participate (in practices or games). Students deemed ineligible during the season may regain their eligibility by passing 5 of 6 classes with a 2.0 GPA or better by a subsequent Weekly Checkpoint. Tools used for Weekly Checkpoints include PowerSchool and Apex Learning Dashboard.

Revised 12/9/15

DISMISSAL PROCEDURES

All walkers, car riders, and bus riders will be dismissed at the same time. **Unless there is an emergency situation, we will be unable to dismiss students from the main office between 1:44 and 2:14pm.**

Please exercise patience and attentiveness during dismissal so that all students may exit school in a safe and orderly manner.

Please **do not** leave your car unattended in the bus lane or a restricted parking area during arrival and dismissal as it prohibits the buses from entering/exiting safely.

EMERGENCY PHONE NUMBERS

It is essential that the school has our parents' current phone number(s) for health or injury emergencies. Please be sure to notify the school throughout the year if your or an alternate/emergency contact's phone number changes. You may send us a note with your student or call the main office at (586) 461-3400.

FIELD TRIPS

Field Trips are planned by the staff as part of our instructional and Student Incentive Points programs. Permission slips are sent home in advance outlining the details and cost of these trips. All reservations are made in advance, so we are obligated to pay for our reservations. We are not able to refund money should your student miss the trip. Parents who do volunteer to chaperone must be approved by the district office at least one month prior to the field trip. Students are not denied a field trip experience because they cannot afford the price of the trip. Please call the main office if you need help or have any concerns regarding a specific field trip.

STUDENT OF THE MONTH

Student of the Month is a program that aims to acknowledge those outstanding students who consistently fulfill our Student Behavioral Expectations as well as students making noteworthy progress. Each month one student from every grade level 6-12 will be selected for "Student of the Month" based on teacher nominations. They will be acknowledged in our monthly newsletter and a Certificate of Recognition, a Lunch Line V.I.P. Pass that's good for the entire month, and a $5 McDonald's Arch Card.

STUDENT HEALTH ISSUES

Medical Emergencies – Students will be sent to the Main Office when they appear ill or injured. Main office staff will assess the student for injury or illness and necessary care will be provided. They may be sent back to class, allowed to rest and sent back to class, referred to our on-campus Clem Care Clinic (if there's a Parent Consent Form on file), the parent may be called to discuss what action should be taken or request that the child be picked up (parents, please remember to update all emergency phone numbers).

On-going Medical Conditions – If your child has an on-going medical condition that may affect their attendance, performance, and/or safety at school, please contact the main office to discuss the student's condition and provide documentation.

Medical Issues Before School – If your child reports an injury or illness prior to coming to school, please keep your child home. Children must remain home from school if they experience vomiting, diarrhea, or a fever greater than 100 degrees. Children should be fever free for 24 hours (without medication) before returning to school. If your child sees a doctor for an illness and is absent from school, please obtain a doctor's note for that visit and give note to main office for attendance purposes.

Medication Administration at School – Taking any medication at school is discouraged; however, if you or your student's physician feels there is a medical necessity to do so, the following guidelines will be strictly adhered to:

1. Students must not bring any medication to school. A parent or guardian must bring all student medications to the main office. This includes all prescription and non-prescription medication. An "Authorization for Medication or Treatment" form must be filled out for the student to receive treatment in school.
2. Prescription medication must be brought to school by a parent or guardian in a pharmacy-labeled bottle with the student's name, date, name of medication, dosage, date prescription was filled, time of administration, and pharmacy name clearly visible.
3. Non-prescription medications must be brought to school by a parent or guardian with the student's name clearly written on the outside and with the proper form completed.
4. Medication will be administered by the main office staff only.
5. Please pick up remaining medication when treatment is ended by the physician or at the end of the period of illness or injury. All unclaimed medication will be delivered to the Macomb County Drug Take Back program the end of the school year.

Action Plans – Action plans are required for students with Food Allergies and/or Seizures. Parents will document student's name and treatment information, as well as emergency response protocol, special considerations, and safety precautions. When this information is shared with the main office, it will be put into our student database where classroom teachers and cafeteria personnel will have access to the important information. If something on the action plan changes, please call 586-461-3400 to notify the main office staff.

Vaccine Requirements

Required Childhood Immunizations for Michigan School Settings

School communicable disease rules are the minimum standard for preventing disease outbreaks in school settings. To best protect patients from all diseases we have the power to prevent, healthcare providers in Michigan should follow the 2015 Recommended Immunization Schedule at www.cdc.gov/vaccines or www.michigan.gov/immunize. ****All doses of vaccines must be given with appropriate spacing between doses and at appropriate ages to be considered valid.**

Entry Requirements for All Public & Non-Public Schools		
Age → Vaccine**↓	4 years through 6 years	7 years through 18 years including all 7th grade students
Diphtheria, Tetanus, Pertussis	**4** doses DTP or DTaP, one dose must be on or after 4 years of age	**4** doses Diphtheria and Tetanus **OR** 3 doses if #1 given on or after the first birthday. **1** dose of Tdap for children 11 years of age or older upon entry into 7th grade or higher.
Polio	**4** doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.	**4** doses of polio. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
Measles,* Mumps,* Rubella*	**2** doses on or after 12 months of age	
Hepatitis B*	3 doses	
Meningococcal Conjugate	None	**1** dose for all children 11 years of age or older upon entry into 7th grade or higher
Varicella* (Chickenpox)	**2** doses of varicella vaccine at or after 12 months of age OR current lab immunity OR reliable history of disease	

* If vaccination is not administered, current laboratory evidence of immunity is required.
**Students susceptible to these diseases may be excluded from school.
Effective January 1, 2015, parents/guardians must obtain a certified nonmedical waiver from a local health department.

MDHHS Michigan Department of Health & Human Services

Rev. May 7, 2015

Public Health Code Act 368 of 1978, Section 9307 states that "a parent, guardian, or person in loco parentis applying to have a child registered for the first time in a kindergarten or first grade in a school in this state shall present to school officials, at the time of registration or not later than the first day of school, a certificate of hearing and vision testing or screening or statements of exception under Section 9311."

COURT ASSIGNED AGREEMENTS

All custody, guardianship, or foster care paperwork must be kept up-to-date and on-file in the main office. All documents must have current dates and signatures. While on the premises, it is the right of Mount Clemens Community Schools to deny a parent or guardian access to their student if current paperwork does not indicate proper custody, guardianship, or foster care status.

SCHOOL NEWSLETTER

Our monthly school newsletter *Bather Blast* is available to staff, students, parents, and community members during the second week each month. The newsletter features student and staff accomplishments along with upcoming activities. There are copies available on campus as well as on the school webpage at http://www.mtcps.org/.

IN-TOUCH NOTIFICATION SERVICE

MCMHS utilizes the In-Touch Notification Service to communicate with parents and guardians about important events and emergency notifications throughout the year. This service sends out phone messages to the parent contact information we have on file. Please make sure that the main office has your current phone number on file so that you don't miss out on being informed about upcoming events and emergency notifications.

STUDENT INFORMATION CARDS

Each student must have a completed Emergency Notification Card on file in the main office. The card contains all current emergency phone numbers, email addresses, home addresses, and contacts. Should any of the information change during the school year, please call the school office with the information or request a new card to complete.

STUDENT TRANSFER/WITHDRAWAL PROCEDURES

Please notify the main office by telephone or note at least 48 hours in advance. Teachers and office personnel must complete transcripts for the student to take to the new school. All students requesting a transfer will fill out paperwork at the receiving school, and that school will request official records to be sent. All parents or guardians of transferring students will be asked to complete an exit survey.

TEXTBOOKS/EQUIPMENT – STUDENT RESPONSIBILITIES

Textbooks are an integral part of the instructional program. They are assigned to students for in-school instruction and take-home study as necessary. Novels may also be issued to students on a daily basis for teacher-directed instruction. Students are responsible for the careful use and protection of all books, equipment, and materials assigned to them. Failure to adequately take care of school-issued books, equipment, or materials will result in paying for the lost or damaged item. And if student debt is not paid by the time of graduation, such debt may delay student's receipt of diploma and/or ability to participate in graduation ceremony.

VISITING THE SCHOOL

Parents and guardians are always welcome to visit our school. The doors to the building will always be locked to ensure the students' safety. Please be patient while you await access to the building. All persons entering the building must check in at the school office, present their driver's license (every visit) or government ID for receive a visitor's badge to walk through the building. If you are visiting a class, or just dropping off forgotten homework you must have a badge. This policy will be strictly enforced to ensure the safety of our students and staff. Even though we may know who you are, we hope you will appreciate and follow these safety procedures.

Discussions with teachers while children are in the building are not allowed, unless it is a scheduled conference during teacher planning time. All staff members have specific responsibilities throughout the school day including instruction and supervision. If they are speaking to parents, they cannot teach or monitor student's safety.

VOLUNTEERS

Volunteers are parents, guardians, grandparents, other mature family members, or members of the community who contribute their time and talents toward the enrichment and support of our education program. They may work with students in the classroom or special activity as well as assist school staff with certain tasks. All volunteers are required to gain clearance by the district Business Office and/or Director of Security before volunteering on campus.

WEATHER-RELATED SCHOOL CLOSINGS

When it becomes necessary to close or alter school hours due to dangerous weather (e.g., extreme heat, snow, power failure, loss of water, etc.) a broadcast of the adjustment will be made over major radio and television stations. Delayed openings or early dismissal will also be announced.

Please do not call the school office for weather related closing information or to speak to your child or have a message relayed. The telephone needs to be available to receive messages from the district administration and/or local authorities. Your student should be aware of a plan for weather-related school closings that you have established and practiced. Everyone should know what to do and where to go in the event of an early dismissal or delayed school opening.

SCHOOL BUS STUDENT EXPECTATIONS

Bus Transportation Expectations:

1. Students are to arrive at their bus stop 10 minutes before the bus is scheduled to arrive.
2. Student must wait in a designated place of safety as directed by the bus driver.
3. While at the bus stop and on the bus, students are to behave and conduct themselves in accordance with the Student Behavior Standards for Mount Clemens Community Schools.
    a. Students must observe classroom-like conduct and obey the driver promptly and respectfully. Disrespectful, insubordinate, and rude behavior is not acceptable.
    b. Students must not use profane language.
    c. Student must refrain from chewing gun, eating or drinking, except as required for medical reasons.
    d. Students must not have tobacco, alcohol or drugs in their possession on the bus.
4. Students must board the bus and go directly to their seats, keeping aisles and exits clear.
5. Students must not throw or pass objects on, from, or into the bus.
6. Students must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise. Pre-School and kindergarten students will not be discharged from the bus stop unless an adult is present to receive them. The driver shall return the

student to school, and the student's parent(s) will be contacted, and where the Building Principal deems it necessary, the police may be contacted.
7. Students must not put head, arms, or other body parts out of the bus windows.
8. Items, such as but not limited to animals, aerosol cans, glass, firearms, ammunition, weapons, matches, lighters, laser pointers, explosives, or other dangerous materials or objects are prohibited on the school bus.
9. Students must be silent at railroad tracks until the crossing is complete.

<table>
<tr><th colspan="4">Consequences for Violations Related to Transportation
for all students include, but are not limited to:</th></tr>
<tr><th>1st Offense</th><th>2nd Offense</th><th>3rd Offense</th><th>4th Offense</th></tr>
<tr><td rowspan="2">Parent Conference required
Appropriate Action required
Student Conference
Seat change on bus
Bus or School Suspension commensurate with offense
Code of Student Conduct implemented as appropriate</td><td>Bus Suspension required
(up to five days)</td><td>Bus Suspension required
(six to 10 days)</td><td>Bus Suspension required
(remainder of the year)</td></tr>
<tr><td colspan="3">Appropriate Action Required
Additional Bus or School Suspension commensurate with offense
Implement Code of Student Conduct as Appropriate</td></tr>
</table>

Riding the school bus is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct jeopardizes the safe operation of the school bus or the safety of students riding the bus. School suspension is a possible sanction.

BULLY-FREE ZONE

MCMHS is a "Bully-Free Zone," which means that while bullying may unfortunately occur, 1) all students and parents are expected to respond nonviolently and report it and 2) school personnel are expected to address and resolve it immediately. It is important for students and parents to understand the difference between bullying behavior and normal peer conflict.

Bullying is behavior that is:
- Intentional
- Repeated over time. Chronic bullying is considered more than two acts per month.
- Intended to harm. There is intent to cause physical or emotional hurt.
- Involves a power differential. One student is more popular, bigger, older than another
- Creates a hostile educational environment. Your student doesn't feel safe.

Bullying behaviors are handled by school personnel when they occur in school, during a school-related activity, on a school bus, or are substantially disruptive to the orderly operation of the school.

Bullying is NOT:
- Unkind words that occur once.
- Rough play that is not intended to hurt.
- A physical attack that is not a part of a pattern of behavior.

- Behavior that may be inappropriate to someone else, but that the student to whom it is directed does not see as hurtful; for example name-calling that all are participating in on an equal basis.

What parents/guardians can do:

- If the bullying is occurring at school, contact the teacher and/or administrator.
- Ask your student's teacher questions about his or her interactions with other students.
- Seek help from the school to assist your student with social skills, assertiveness, conflict resolution, or interpersonal skills training.

When a student reports to a staff member that he/she is the target of bullying, cyberbullying, harassment and intimidation, hazing, and/or bias behaviors, the staff member will respond quickly and appropriately to investigate and intervene, making every effort to provide the student with a practical, safe, private, and age-appropriate way of reporting. Reports will be handled by the school in a timely manner and, if verified, will be followed up by administration for both the target and the student engaging in these behaviors, to ensure that all students feel safe and supported.