

**Mendon Middle High School  
Student Handbook 2025-26 School Year**

**Go Hornets!!**



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School Hours: 8:00 AM- 3:00 PM**

**Updated 6/13/2025**

The administration and staff at Mendon Middle/High School are looking forward to the 2025-26 school year. The current programs in place have been designed by the administration and faculty to provide for the academic, vocational and social needs of the students we get the opportunity to serve. We challenge our students to take advantage of the resources that have been provided to them and put the time and effort in to achieve the highest level of success.

As always, the goal of this handbook is to keep students informed of school policies and procedures. We strive for students to do their part in a cooperative effort with teachers and staff to maintain the proud tradition of Mendon Community Schools. By doing so, we believe students will be able to reach their goals and any future endeavors they pursue.

The Mendon Middle/ High School administration and staff are looking forward to working with you and wish you a successful year at Mendon Middle/High School.

GO HORNETS!!

Robert Kretschman

Principal

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## **Section I Attendance, Tardy, Make-Up Work**

### **Attendance**

Please check the school website under “Handbook” for any updates regarding the attendance policy as legislation can change.

Michigan law requires that whoever has custody or charge of any child between ages 6 and 18 (unless the child has already completed high school graduation requirements) shall assure that

the child attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

In order for students to benefit from the primary goal of Mendon programs, to have students learn job specific skills and academics, it is essential that all students maintain punctual and daily attendance in all classes. Class attendance is necessary for learning and academic achievement as well as for developing the habits and responsibilities of punctuality, dependability, and self-discipline.

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness or medical condition, medical appointments, religious holiday, death in the family, other emergencies beyond the control of the student, court appearance (documentation required), extraordinary educational opportunity pre-approved by the **principal or designee**, and/or military service of a parent. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the **principal or designee**.

**The school may require documentation explaining the reason for the student's absence. If there is a pattern of frequent "illness" absences, the parent may be required to provide medical documentation describing the health condition that is causing the "illness" and the treatment that the student is receiving.**

**Students with excessive absences (10 or more per semester), may lose the privilege of special school events including but not limited to prom, dances, field trips, reward activities and commencement exercises. Extenuating circumstances may be appealed to the principal.**

In the event of any absence, the student's parent or guardian should call the school at 269.496.8491 between 7:30am and 10:00am on the day of the absence. An automated call to the home may be sent notifying the parent of the student's absence and asking for correspondence as to why the student is not at school. If the parent or guardian cannot be contacted by phone, the student will be required to submit a signed note from a parent or guardian explaining the reason for the absence. Failure to do so may result in an unexcused absence.

**In order to keep parents informed as to the number of absences their student has accumulated, notifications will be sent home periodically to those who have missed 10% or more of the scheduled instructional days to that point.**

### **School Related Absences**

Activities that are school sanctioned such as field trips and athletic contests will not count against students. In addition, in-school and out of school suspensions will not count against students.

### **Truancy**

The school cooperates with St. Joseph County agencies to help ensure that students comply with acceptable attendance patterns. Chronic tardiness and absences will affect learning and may be a factor in loss of credit or academic success. Any student who is absent for 10% or more of the scheduled instructional days will be considered truant. This means the parent or guardian of a student who misses more than 9 days in a semester – or 18 days in a year – may be contacted by the proper authorities and the truancy turned over to the prosecutor's office. Educators, Administrators, Parents and students must work together to ensure that our students are in attendance at school for the best opportunity at success.

#### **Athletic Attendance Policy**

1. Athletes absent, excluding pre-arranged absences or emergency illness, on the day of a scheduled game or practice are ineligible to play in that game or participate in practice. Students should be present in school all day during the day of the athletic contest or practice in order to be eligible to participate in the activity. **A phone call or note from parent(s) prior to the appointment and prior to the day of the absence is needed.** The above penalties may be waived in special and extenuating circumstances. This would require approval of the principal or superintendent.

#### **Tardy**

Tardiness is defined as arriving at class after the established start time. If a student is late by more than 10 minutes of the class period, the student is considered absent for the class period. Students receiving an unexcused absence for being late may be considered "skipping" the class.

#### **Tardy Policy**

1. A student receiving their first tardy in a class will receive a warning.
2. Students receiving their 2<sup>nd</sup> and 3<sup>rd</sup> Tardy in a class during the marking period will follow the teacher's classroom rules.
3. Students receiving their 4<sup>th</sup> and 5<sup>th</sup> tardy in a class during the marking period will be sent to the office and receive a 60-minute detention for each.
4. Subsequent tardiness over 5 in the marking period per class will result in a conference with the student/principal/parent and the possibility of ISS being assigned for each tardy after the meeting.

#### **Student Sign out Procedures Including Illness**

If a student is required to leave school prior to the end of the school day, he/she must come to the office. Student or office personnel will attempt to contact the student's parent or guardian to excuse the absence. Students will not be allowed to leave the building without parent/custodial permission. Students must sign out of school using appropriate procedures. If a student has a doctor or dentist appointment, parents are asked to call the office and excuse the absence prior to the appointment time. Students who do not follow this procedure may be assigned appropriate discipline for leaving the building without appropriate permission.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests.

1. For absences not pre-arranged, students who are absent (4 days or less) should request assignments on the return to class for the period of time they missed. Students will be given **1 day** per day of school missed to complete assignments.
2. In cases of extended absences (5 days or more), including suspension absences, assignments should be requested through the Principal's office. All work requested and assigned by the teacher should be completed and turned in upon return to school, unless extenuating circumstances exist.
3. Students who are present in a class when a specific assignment or test is made or will be given and then the student is absent on the day the assignment was to be handed in or test taken, are required to hand in their assignments or take the test on the day of his/her return to school, unless other arrangements are made with the teacher or administration.
4. Students under any suspension absence are expected to request work, complete all work and hand it in on return to school.

## **Section II Academic Programs and Requirements**

### **Report Cards/Progress Reports**

School report cards are issued to students at the end of each marking period. Progress reports are issued to students to take home around the halfway point of each marking period. For questions regarding grades, please contact the classroom teacher.

### **Grade Promotion**

**Middle School Promotion:** In order for a student to automatically be promoted from one middle school grade level to the next, he/she must pass at least 10 semester classes of which 6 must be core classes. Students who pass fewer than 10 semester classes may be considered for retention on a case by case basis.

**High School Promotion:** The decision to promote a student to the next grade level is based on successful completion of coursework and accumulated credits. At the start of the school year, any high school student that has earned 5 credits will be considered a sophomore. High school students that have earned 10 credits will be considered a junior and those earning 15 credits or more will be considered seniors.

### **Semester Examinations**

Cumulative examinations are given at the end of each semester. The semester grade will be an average of the two marking periods and final exam. Each marking period will count as 40% of the final grade while the exam shall count as 20%. All students may be required to take final examinations as scheduled. Students who miss these examinations may be required to produce a medical slip or other approved excuse before credit may be granted. Make-up examinations will be arranged with the teacher and principal approval.

### **Calculating Final Semester Grades**



A semester exam is given for every class; a student must receive two passing grades, either both marking periods or a marking period and the final exam, OR an overall grade of 60% in order to be eligible to pass the entire semester.

#### **Credit Recovery**

Students who fail a course(s) may be placed in credit recovery classes through an online platform. Students who are enrolled in these courses will receive CR/NC on their transcript and not a letter grade.

#### **Grade Point Average Calculation**

Grade point average is calculated by recording final semester grades (1<sup>st</sup> and 2<sup>nd</sup> Semester) and then adding up all the honor points for each class. Total honor points divided by the number of classes taken equals the grade point average. The following grading scale is used for regular academic classes.

A = 4.00	C = 2.00
A- = 3.75	C- = 1.75
B+ = 3.50	D+ = 1.50
B = 3.25	D = 1.25
B- = 3.00	D- = 1.00
C+ = 2.50	E = 0

\* Students enrolled in AP and Dual Enrollment Classes will follow a 5.0 grading scale.

A= Excellent, B=Good, C=Average, D=Poor, E=Failure

#### **Incomplete Grades**

Incomplete grades need to be made up no later than 2 weeks following the end of a grading period. The student needs to contact the teacher about specific work that needs to be completed to earn a grade. Incomplete grades will be recorded as no credit if the work is not completed within the required time. Any exceptions are to be arranged with the teacher and the principal.

#### **Dual Enrollment**

In 1996 the Michigan Legislature passed legislation establishing post-secondary dual enrollment options that allow for high school students to earn college credits while in high school. For more information on the Dual Enrollment process, please contact the guidance office or visit [www.michigan.gov/dualenrollment](http://www.michigan.gov/dualenrollment)

To be eligible students must satisfy the following requirements:

1. Be in grades 9-12 and can take up to ten post-secondary courses for credit.
2. Receive a qualifying score by taking one of the following assessments: PSAT, PLAN, EXPLORE, ACT, MME, or ACCUPLACER.
3. Be enrolled in an eligible high school and post-secondary institution during the schools regular academic year and be enrolled in at least one high school class.
4. College courses cannot be a hobby, craft, or recreational course, or in the subject areas of physical education, theology, divinity, or religious education.

The district is required to pay an amount equal to the prorated percentage of the state wide pupil-weighted foundation allowance, based on the proportion of the school year that the eligible student attends the eligible post-secondary institution.

**PLEASE NOTE:** If a course is dropped after the designated withdrawal deadline or failed, the student will be responsible for reimbursement of any costs paid by the district for that course.

### **Early Middle College**

The Early Middle College program (EMC) is a five year combined high school and community college program. EMC allows a high school student to earn a high school diploma and substantial college credit without paying tuition through a fifth year of high school. The EMC is designed and delivered through collaborative partners including Mendon Schools, St. Joseph ISD, Glen Oaks Community College, and the St. Joseph College Access Network. The EMC program provides a rigorous opportunity to receive a high school diploma in addition to one of the following: industry recognized certification, an associate's degree, or up to two years of credit toward a bachelor's degree. Eligible students are in grades 9-11, enrolled in a St. Joseph County High School, and have achieved college readiness scores on the ACT, SAT, or ACCUPLACER tests. Interested students need to apply to the Guidance Office no later than the beginning of their junior year.

### **High School Graduation Requirements**

In order to receive a diploma and graduate from Mendon High School, a student must meet the requirements for basic course work and earn the total number of credits required. Participation in the commencement ceremony is a privilege and will be denied to any student who has not completed all the requirements and finished the year in good standing with school staff. In addition, to be eligible to walk at graduation all coursework needs to be completed no later than the Tuesday before graduation.

Graduation Requirements

English	4	Physical Education	½
Math	4	Health Education	½
Science	3	Visual Performing Applied Arts	1
Social Studies	3	Life Management	1 ½
World Language	2	Electives	5

- 25 credits are required for a Mendon Advanced Diploma
- 18 credits (Merit Curriculum Requirements) are required for a Mendon Basic Diploma

**\*\*A Basic Diploma and Advanced Diploma are available to graduates. It is assumed that every student will strive to achieve the Advanced Diploma** and student status will reflect the path toward attaining the Advanced Diploma.

**\*\* All students must carry a full schedule, seven classes per semester. Administration may approve a reduced schedule for extenuating circumstances**

In addition to the above graduation requirements, a student must complete the following prior to graduation:

1. 28 total hours of community service.
2. Participate in sophomore interviews.
3. Participate in senior exit interviews

The recommended progression of hours is below, however hours do carry over and we strongly encourage students to get started as soon as possible on their community service hours.

- Freshman 4 Hours
- Sophomores 6 Hours
- Juniors 8 Hours
- Seniors 10 Hours

Forms can be picked up in the high school office and students are encouraged to reach out to the Principal office and guidance office for ideas on community service as well as getting administrative approval of outside community service opportunities.

### **Personal Curriculum**

Students and/or a student's parent/legal guardian(s) are entitled to request a personal curriculum that modifies certain components of the Michigan Merit Standard requirements. Personal curricula are subject to school approval, as provided in state law. If all of the requirements for a personal curriculum are met, then a high school diploma may be awarded to a student who successfully completes his/her personal curriculum even if it does not meet the requirements of the Michigan Merit Standard. Please contact the guidance counselor for more information about a personal curriculum.

### **Testing Out**

In some cases, a student may have gained competency in an academic area without the traditional classroom experience. A student who feels they can demonstrate mastery should request an application to "test out" of a class from the guidance office. Once appropriate application materials have been completed and submitted, study materials will be issued to students to prepare for the test. When the student is ready for the exam, a time and place will be set for the student to take the exam. To successfully test out of a class, a student must demonstrate proficiency at a C+ (78%) level or better on a comprehensive exam covering the course. Credit earned will be reflected on a student's transcript as "CR" and will not be included in a computation of grade point average for any purpose. However, credit will count toward fulfillment of subject area and course sequence requirements.

### **Honor Roll**

An honor roll will be posted and published after each grading period. The criteria for being named to the honor roll is "B" (3.0) or better with the following disqualifying a student from the honor roll:

- "C", "D" or "E" in any class
- "I" Incomplete grade not made up
- "NC" – "No Credit" in any class

Students who receive a 3.0-3.49 will receive "honors" recognition for the grading period. Those who receive a 3.50-4.00 will receive "high honors" recognition. Students who receive all A's will have an asterisk (\*) before their names to indicate all A's.

### **National Honor Society**

The highest all-around honor that is bestowed upon a student at Mendon High School is induction into the Floyd S. Lock chapter of the National Honor Society. Selection into the National Honor Society is based on excellence in scholarship, leadership, service, and character. A Faculty Council is appointed each year to select those students to be invited to join.

The National Honor Selection process and criteria is as follows:

1. During the first half of marking period 1, all eligible juniors and seniors will be called to a meeting regarding the application process for National Honor Society. Students will receive a packet and information from the advisor regarding due dates and required information. A letter with due dates and relevant NHS information will also be sent home to parents.
2. A minimum of a 3.25 GPA is required for any junior or senior to be considered for NHS. Meeting this standard will satisfy the scholarship criteria only.
3. In order to remain eligible to become a member of NHS, students will need to complete all tasks as outlined in the informational meeting and packet by appropriate deadlines. An essay will also be required for students to provide further information for consideration by the faculty council.
4. Members of the faculty will have the opportunity to provide information regarding their observations and experiences with students in the areas of **Leadership, Service and Character**, as defined in Chapter IV of the current National Honor Society Handbook.
5. A faculty council, consisting of five teachers appointed by the administration, will review and assess the information provided by students and their colleagues. Students who meet the requirements in the areas of scholarship, leadership, service, and character, as determined by the faculty council, shall receive an invitation by letter to join the NHS.

### **Academic Letter and Pins**

Academic letters will be awarded to all high school students achieving a 3.50 GPA for one academic year preceding the award. This award will not be cumulative, but based solely on the academic achievement of one school year. Academic pins will be issued to students who achieve a 3.5 GPA for a 2<sup>nd</sup> and 3<sup>rd</sup> academic year.

### **Academic Restriction**

1. Any student who is failing one or more classes at any time will be placed on academic warning.
2. A teacher will refer a student for academic discipline who is failing a class by submitting their grades electronically at the beginning of each week for a grade check. A report will be

generated with all students who are failing any courses. The first time the school runs a grade check and a student fails a class, they will be placed on **ACADEMIC WARNING** for the week for that class. Students on Academic Warning will not be restricted from events and will have every opportunity to bring grades up before the next grade check.

3. A student placed on academic warning will have the week to improve his/her grades to an acceptable standard. If the student fails to improve their grades in the allotted time period, the student will be placed on **ACADEMIC RESTRICTION** and will remain on restriction until he/she achieves a passing grade at the next grade check.
4. A student taken off academic warning or restriction will be placed back on academic restriction in the same class if he/she is once again failing the class. There will be no grace period for academic warning unless it is a new semester class.
5. Students placed on academic restriction will not be allowed to participate in extracurricular events until removed from restriction.
6. Students placed on academic restriction who are involved in athletics should see the athletic hand-book for clarification of rules.
7. Marking Period Restriction – A student who fails two or more classes in a marking period will be ineligible to attend or participate in any school-sponsored activity for the following marking period. A student will not be penalized from the 2<sup>nd</sup> to 3<sup>rd</sup> marking period (1<sup>st</sup> semester to the 2<sup>nd</sup> semester). Students on marking period restriction will be reevaluated at the midterm of the marking period and removed from marking period restriction if passing all their classes.
8. Semester Restriction - A student who fails three or more classes in a semester is ineligible to attend or participate in any school-sponsored activity for the following semester. This ineligibility is carried from year to year except middle school to high school. Students on semester restriction will be reevaluated at the end of each marking period and will be removed from semester restriction if passing all their classes.
9. The above penalties may be waived in special and extenuating circumstances. This would require approval of the principal or superintendent.

### **Drop/Add**

1. The normal period for dropping and adding classes will be the week before classes begin.
2. Any drop or add(s) after school starts require a written request from parents.
3. During the first week of school, requests to drop or add courses will be considered if there is good reason, and no permanent record will be made of drops.
4. If a class is dropped after the “drop and add” period has ended, the grade for that class will be recorded as “E” on the permanent school record and written notification of such action will be made to the parents.
5. Administration reserves the right to make schedule changes when extenuating circumstances exist.

### **After School Assistance Program (ASAP)**

Mendon Middle High School operates an after school program on Tuesdays and Thursdays for homework recovery. Students **assigned by teachers** to ASAP may earn back a minimum of half credit on assignments assigned to be completed during the ASAP program. Transportation is provided to students participating in the ASAP program. Students assigned to the ASAP program by a teacher or administrator that fail to attend may receive disciplinary action.

## **Section III Code of Conduct/Discipline Procedures**

### **Basis of Authority**

The general school laws of the State of Michigan provide that: “The Board may authorize or order the suspension or expulsion from school of any pupil guilty of gross disobedience or gross misdemeanor or persistent disobedience, or one having habits or bodily conditions detrimental to the school whatever, in its judgment, the interests of the school may demand it.”

“Every board shall have authority to make reasonable rules and regulations relative to anything necessary for the proper establishment, maintenance, management, and carrying on of the public schools of such district, including regulations relative to the conduct of pupils concerning their safety while in attendance at school or en-route to and from school.”

### **Discipline**

It is important to remember that the School’s rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. The types of behaviors and examples that follow in this section are not the only acts or conditions for which disciplinary action is warranted. These categories are general in nature and are not all-inclusive of events that take place in the school. Mendon Middle High School reserves the right to discipline students for behavior types not specifically addressed in this handbook. This right is reserved in order to protect the general well-being of the students and staff and to address a wide variety of circumstances.

Ultimately, it is the Principal’s responsibility to keep the educational environment orderly. In all cases, the School shall attempt to make consequences prompt and equitable and to have the punishment match the severity of the incident. Discipline will be progressive in nature. Two types of discipline are possible, informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school district. It includes writing assignments, change of seating or location, parent/student/teacher conference, counselor referral, schedule change,

lunchtime or after school detention, restitution, confiscation, in-school suspension or detention.

### **Formal Discipline**

Formal discipline removes the student from school. It includes emergency removal for up to 72 hours, suspension for up to 10 school days, and expulsion from school. Suspensions and expulsions may carry over into the next school year.

### **Detention**

A student may be detained after school or asked to come to school early by a teacher, after giving the student and his/her parents one day's notice. The student or his/her parents are responsible for transportation.

### **School Service Detention**

Students will spend detention time doing school-oriented tasks under staff supervision.

### **In School Suspension**

Administrators may assign students in school suspension for violations of the student code of conduct. Students will report to school normally. Those who are serving a full day of in school suspension need to report promptly to the office at the start of the school day. Appropriate classwork will be requested and students are expected to work on schoolwork throughout the day. Students receive credit for assignments completed. Students refusing work may be assigned out of school suspension for insubordination.

### **Suspension out of School (1-10 days)**

Administrators may assign students an out of school suspension for violations of the student code of conduct. Suspended students may not be on school grounds or at any school sponsored activity during the suspension. Students are eligible to complete all work for credit during the suspension period.

When a student is being considered for a suspension of 10 days or less, the administrator will notify the student of the charges. At that time, the student will be given the opportunity to explain his or her side in an informal hearing (Due Process). After the informal hearing, the Principal will make a decision whether or not to suspend. If a student is suspended, a written notification will be provided to the student and his/her parents for the reason and length of the suspension.

### **School Suspension/Expulsion (11 days or longer)**

In cases involving school suspension or expulsion of more than 10 days for gross or persistent misbehavior the following procedure will be followed:

1. The student involved will be under suspension pending the final decision on the case.
2. The building principal will make recommendations to the superintendent in writing.

3. The Superintendent will make recommendations to the Personnel & Policy Committee of the Board of Education and will inform the parents, in writing, of his recommendations.
4. The Superintendent will set the date, time, place of the hearing and shall transmit written notice of the hearing to the parent or guardian at least five school days before the date of the hearing. The hearing shall be held no longer than 10 school days after the suspension.
5. The student or parent may be represented by an attorney or other advisor of their choosing.
6. Witnesses may be present at the hearing on behalf of the student or school.
7. The Personnel & Policy Committee shall render a written opinion of its determination within two school days from the date of the hearing. Such written opinion shall be forwarded to all parties concerned.
8. Any decision rendered by the Personnel and Policy Committee of the Board may be appealed by any party to the full Board at its next regularly scheduled meeting.

The Michigan School Code mandates the permanent expulsion, subject to possible reinstatement, of a student in grade 6 or above who, while on school property, school transportation, or at a school activity or event, possesses a dangerous weapon, commits an act of criminal sexual conduct or arson, or physically assaults a school employee, contractor or volunteer. "Physical assault" means intentionally causing or attempting to cause physical harm to another through force or violence.

Further, the Michigan School Code mandates the suspension or expulsion for a time period as determined by the School Board or its designee for a student who makes a bomb threat or similar threat directed at a school building, school property, or a school-related event.

#### **Appeals Procedure**

Disciplinary authority shall be exercised with fairness. Every effort will be made by administrators and staff to resolve problems through effective utilization of district personnel and resources in cooperation with the student and his/her parent or guardian.

1. Chain of appeals order of authority is: Principal to Superintendent to Board of Education.
2. Within five school days from the suspending official's decision, the parent/guardian may appeal suspension to the next highest authority. The higher authority shall affirm or modify the decision within two school days from the hearing appeal.

#### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as the deliberate infliction of physical pain by hitting, paddling, spanking, slapping, or any other physical force used as a means of discipline. Corporal punishment does not include physical pain caused by reasonable physical activities associated with athletic training. A school employee, contractor, or employee may use reasonable physical force as necessary to maintain order and control in a



school or school-related setting for the purpose of providing an environment conducive to safety and learning and for the reasons otherwise specified by law.

### **Teacher/Student Conflict Resolution**

Students are encouraged to discuss issues with their teachers. However, students need to be aware that there is a time and a place as well as a format to discuss issues with teachers. If a student believes that he/she was unfairly treated by a teacher or needs clarification on an event, students can calmly discuss the matter with the teacher before or after class or by appointment with the teacher. Do not try to discuss the matter during instructional periods as this will disrupt class and can result in further discipline. Remember there is a time and a place for students to discuss issues.

### **Classroom Behavior/Discipline Progression**

A normal progression of discipline should be followed whenever possible by teachers and staff. The seriousness of the offense will often determine what steps or penalty will be issued. In normal circumstances, the steps below will be followed for inappropriate classroom behavior and/or non-productivity:

- 1<sup>st</sup> Offense**      Warning logged into PowerSchool
- 2<sup>nd</sup> Offense**      30 minute detention
- 3<sup>rd</sup> Offense**      60 minute detention
- 4<sup>th</sup> Offense**      1<sup>st</sup> classroom referral to office (next day ISS) teacher contacts parent
- 5<sup>th</sup> Offense**      2<sup>nd</sup> classroom referral to office (2 days ISS) with a parent/teacher/administrator meeting
- 6<sup>th</sup> Offense**      3<sup>rd</sup> classroom referral to office (3 days ISS) ISS increases with more referrals

**\*\*Subsequent Referrals will result in equal days of ISS up to 5 days or out of school suspension.**

### **Arson**

The willful and malicious burning, or attempt to burn, any building or part of any property of the school district. This will result in a **MINIMUM SUSPENSION OF TEN (10) DAYS AND REFERRAL TO LEGAL AUTHORITIES AND THE BOARD OF EDUCATION FOR MANDATORY EXPULSION.**

### **Bomb Threat/False Alarm/Misuse of Fire Extinguisher**

The act of initiating or circulating a report or warning of fire or an impending bombing or other catastrophe; misuse of fire extinguisher. **The Michigan School Code mandates the suspension or expulsion for a time period as determined by the School Board or its designee for a student who makes a bomb threat or similar threat directed at a school building, school property, or a school-related event. MINIMUM SUSPENSION OF TEN (10) DAYS. REFERRAL TO BOARD OF EDUCATION AND LEGAL AUTHORITIES.**

### Drug Dispensing

Students who bring illegal or dangerous drugs/paraphernalia onto school property or to any school event and dispense them to other students (either by gift or selling) **may be suspended and referred to the Board for expulsion. Student possession, sale, or gift of imitation or look-alike drugs will be dealt with in the same manner as illegal drugs.**

Students are not to be in possession of prescription or nonprescription drugs unless permission has been received from the office and all approved medication must remain and be administered through the office unless appropriate authorization to the student has been given. **Those in violation may be disciplined, including suspension.**

### Alcohol, Drug, and Tobacco Products

A student who is in possession or under the influence of alcohol, tobacco, E-Cigarettes, illegal drugs or paraphernalia at school or at any school function will be dealt with under the following guidelines:

- 1<sup>st</sup> Offense**     **minimum 5 day school suspension; possible loss of credit; possible referral for expulsion; referral to authorities.**
- 2<sup>nd</sup> Offense**     **minimum 10 day suspension, possible semester expulsion, loss of credit, referral to authorities.**
- 3<sup>rd</sup> Offense**     **suspended indefinitely, possible referral for expulsion, referral to authorities.**

### Bullying/Harassment/Threatening Behavior

It is the policy of Mendon Community Schools to provide a safe educational environment for all students. Bullying of a student is strictly prohibited at school, in a school vehicle, and in situations occurring off school property, if the student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

**Bullying:** Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more students,
  - b. Adversely affecting a student's ability to participate in or benefit from the districts educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress,
  - c. Having an actual and substantial detrimental effect on a students' physical or mental health;
- or

d. Causing a substantial disruption in, or substantial interference with, the orderly operation of the school.

**Harassment or Intimidation:**

**Menacing Harassment:** Includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact.

**Initiation/Hazing:** Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**Racial/Ethnic Harassment:** Racially offensive speech or conduct that is inappropriate in an educational environment. Racial harassment can include, but is not limited to, racial and ethnic slurs, verbal or physical conduct directed towards a potential racial or ethnic group, and spoken or written communications that are derogatory in nature.

**Sexual/Gender Harassment:** Sexually offensive speech or conduct that is inappropriate in an educational environment. Sexual harassment can include, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature.

**DETENTION, PARENT CONTACT, SUSPENSION AND/OR POSSIBLE REFERRAL TO LEGAL AUTHORITIES/BOARD OF EDUCATION.**

**Burglary/Theft**

Taking money or personal or public property that belongs to another person(s) or the school. Obtaining property through unauthorized entry into lockers, desks, or other areas.

**RESTITUTION, DETENTION, SUSPENSION. REFERRAL TO LEGAL AUTHORITIES, POSSIBLE REFERRAL TO BOARD OF EDUCATION.**

**Criminal Sexual Conduct / Sexual Assault**

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds, on any other school property, or during a school sponsored event **the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement.**

**SUSPENSION. REFERRAL TO AUTHORITIES AND/OR SUPERINTENDENT/BOARD OF EDUCATION**

### Explosives

Use, possession, and/or production of any explosive, smoke or odor producing device, including caps and fireworks, chemical-reaction objects such as smoke bombs, small firecrackers, caustic or noxious substances, irritants such as mace/pepper spray and poppers.

**CONFISCATION OF MATERIALS, SUSPENSION OF UP TO TEN DAYS. POSSIBLE REFERRAL TO LEGAL AUTHORITIES AND/OR BOARD OF EDUCATION. SEE WEAPONS.**

### Fighting

Fighting creates a disturbance and can be dangerous to those involved. Students participating in a fight may expect to receive the same discipline.

**FIRST OFFENSE 1-10 DAY SUSPENSION OUT OF SCHOOL. SECOND OFFENSE 3-10 DAYS. THIRD AND SUBSEQUENT OFFENSES 10 DAYS WITH POSSIBLE REFERRAL FOR EXPULSION**

**Minor incidents of contact between students may result in detention or in school suspension time being assigned. The Principal or designee reserves the right to determine the level of contact between students.**

### Misuse of Technology Equipment/Internet

This includes violations of Computer Usage Agreements. Violations such as inappropriate use, destruction or vandalism of technology equipment/hardware, software, network, or supplies will result in disciplinary action. The act of knowingly entering an unauthorized account and copying or altering such programs or maliciously destroying another person's file, account or electronic media are considered violations. Students are prohibited from bypassing school security filters or utilizing other student login information and downloading non-school related material.

**1st Offense** 30 school day suspension of computer privileges in all classes, and/or restitution, detention, suspension or referral to legal authorities.

**2nd Offense** Suspension of computer privileges for the remainder of the current semester or 60 school days (whichever is longer), and/or restitution, detention, suspension or referral to legal authorities.

**3rd Offense** Suspension of computer privileges for not less than 180 school days, and/or restitution, detention, suspension or referral to legal authorities.

**4th Offense** Permanent suspension of computer Privileges and/or restitution, detention, suspension or referral to legal authorities.

*\*\*Students who have lost their computer privileges will not be excused from assignments that require computer usage.*

**LOSS OF COMPUTER/INTERNET PRIVILEGES, DETENTION, SUSPENSION, POSSIBLE EXPULSION.**

### Physical Assault (Student/Employee)

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

**The Board shall suspend or expel a student in grade six or above for up to 180 school days if the student commits physical assault at school against another student.**

**The Board shall permanently expel a student in grade six or above if that student commits physical assault against a District employee, volunteer, or contractor.**

#### **Sexual Harassment**

Mendon Community Schools adheres to the sexual harassment policies as outlined by the federal and state government. A copy of this policy is available in the Superintendent's office. Students found to be participating in sexual harassment can expect **detention, suspension, or expulsion depending on the severity of the event as well as possible referral to local authorities.**

#### **Verbal Assault**

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. Any statement or act, written or oral, which can reasonably be expected to induce in another person apprehension of bodily harm or injury.

**The Board shall suspend or expel a student in grade six or above if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school-related activity.**

**Students making threats against other students can expect detention, suspension, and/or referral to the Board of Education and/or Legal Authorities depending on the severity of the threat.**

**\*\*\*\*Severe threats may require an external counselor's evaluation and/or intervention and approval by authorities before the student is allowed to return to school.**

#### **Vandalism**

The act of willful destruction or damage to property belonging to the school or others while under school jurisdiction.

**RESTITUTION FOR MATERIALS AND LABOR AND/OR SUSPENSION. POSSIBLE REFERRAL TO THE BOARD OF EDUCATION AND/OR LEGAL AUTHORITIES.**

#### **Weapons**

The act of possessing, using, or threatening to use, any weapon or instrument capable of inflicting bodily injury. A weapon is any device, instrument, material, or substance, animate or inanimate, which under the circumstances in which it is used, attempted to be used or threatened to be used, is capable of causing death or serious bodily harm. Weapons shall include, but are not limited to: firearms, pellet guns, knives, metal knuckles, straight razors, club type implements, explosives, noxious, irritating, or poisonous gasses; and drugs or other items fashioned with the intent to use, sell, harm, threaten, or harass students, staff, parents, or the public. It may also include any toy that is presented as a real weapon or used to threaten or injure another. This includes, but is not limited to: padlocks, pens, pencils, scissors, chairs, jewelry, and other items. A *dangerous* weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device,

iron bar, or brass knuckles” or other devices designed to or likely to inflict bodily harm including but not limited to, air guns and explosive devices.

**Suspension; Referral to authorities and/or referral to the Board of Education for Expulsion**

**In compliance with State and Federal law, the Board shall expel any student who possesses a dangerous weapon in a weapon-free school zone in violation of State law or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.**

**Knowledge of Dangerous Weapons or Threat of Violence**

Because the Board of Education believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal or school personnel. Failure to report such knowledge may subject the student to discipline.

**Insubordination**

Defined as the act of failing to respond to or carry out a reasonable request by authorized school personnel; recurring insubordination; and deliberate and open defiance of school personnel. Also, refusing to accept discipline is a form of insubordination. When a student refuses to accept the usual discipline for an infraction, the refusal can result in an alternative consequence and/or more stern action such as suspension or expulsion. **DETENTION, SUSPENSION, PARENT CONFERENCE, AND/OR REFERRAL TO BOARD OF EDUCATION.**

**Refusal to Accept Discipline**

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

**Disrespect and Defiance of Authority**

Students who are disrespectful, defiant, or belligerent to school personnel can expect, at minimum, a detention and/or suspension for this behavior. School personnel includes: cooks, custodians, bus drivers, aides, secretaries, etc. as well as teachers and administrators.

**Cheating/Plagiarism**

Students who cheat or plagiarize work bring discredit upon themselves and the school, and do not help their overall learning. Students who resort to this behavior can expect the following penalties in each class:

- 1<sup>st</sup> Offense** Detention and failure of particular test, project, etc. Possible Alternative Assignment
- 2<sup>nd</sup> Offense** ISS and failure of particular test, project, etc. Possible Alternative Assignment
- 3<sup>rd</sup> Offense** ISS and Failure of the course for the marking period

#### Forgery

Students who forge notes from home, detention notices, or other communications or work are **liable for detention time and/or suspension, depending on the seriousness of the offense**

#### Leaving Class/School Grounds without Permission

Students leaving class without permission will be considered insubordinate. **Insubordination will result in in-school/out of school suspension.** Once arriving at school students are expected to remain on campus. Those leaving campus without appropriate authorization can expect at **minimum detention and/or suspension. Subsequent offenses will result in an increased disciplinary consequence.**

#### Skipping Class

Once at school, students are to be in their proper assigned locations at all times. Skipping a class or classes is not acceptable and is a serious offense resulting in an unexcused absence and the following:

- 1<sup>st</sup> Offense** Detention or suspension
- 2<sup>nd</sup> Offense** Contact parent, suspension
- 3<sup>rd</sup> Offense** Suspension

**\*\* Subsequent offenses will result in/out school Suspension days added.**

#### Honesty/Untruths

Students are encouraged to be honest at all times. Those telling untruths about themselves or others are liable for **detention and/or suspension**, depending on the seriousness of the situation.

#### Lunchtime/Cafeteria Behavior

Inappropriate cafeteria behavior may include throwing food or other objects, leaving garbage behind, and disregarding requests from lunch monitors/staff. Leaving campus without administrative approval is prohibited.

**CLEANUP, RESTITUTION, DETENTION, AND/OR SUSPENSION**

#### Items of Danger and Disruption

Students' use of paper wads, squirt guns, rubber bands, snowballs, and other such items in an inappropriate, disruptive or dangerous manner will have such items confiscated and be liable for **detention and/or suspension**, depending on the seriousness of the offense.

#### Substitute Teachers

Students who are sent to the office or are noted by a substitute teacher for creating a disturbance or disruption will serve a minimum of one day in school suspension.

### Displays of Affection

Any physical contact beyond holding hands is considered to be inappropriate displays of affection.

**1<sup>st</sup> Offense     1/2 Hour Office Detention**

**2<sup>nd</sup> Offense     1 Hour Office Detention**

**3<sup>rd</sup> Offense     1 Day ISS**

### Hall Passes

Any student in the halls while classes are in session must carry a signed planner or hall pass. Students should only request a pass for emergency reasons. Those students without a signed planner or pass may be subject **to a detention**. Misuse of or forgery of hall passes is not acceptable and may result in **additional disciplinary action**.

### Dress Code

Students should wear clothes that are neat, clean, and appropriate for a positive learning environment. Clothing that distracts other students from learning opportunities, or is not in accordance with community expectations, is not allowed. The school reserves the right to determine “appropriate” dress. To assist the student in knowing some of the clothing that may be considered inappropriate, note the following:

1. Gym clothes worn before or after class.
2. Hats, headbands, chains, and sunglasses worn in the building or carried into class.
3. Bare midriff outfits, halter-tops, tube tops, one shoulder tops, tank tops and see through mesh tops worn alone. Spaghetti strap tops, strapless tops muscle shirts and mesh shirts will not be allowed unless worn over or under an appropriate shirt. Tank tops are defined as having straps narrower than the width of the first three fingers held together. Displaying undergarments is not permitted.
4. Tops need to pass the five fingers rule from the base of the neck to the bottom side of the hand.
5. Pants/shorts worn lower than the waist level or displaying undergarments.
6. Shorts, skirts, and dresses must be at least mid-thigh in length.
7. Leggings, tights, spandex, or yoga pants must be covered with a dress or shirt that are mid-thigh in length. Any torn material must be below the mid-thigh line.
8. “Apparel” which advertises alcohol, tobacco, controlled substances or inappropriate language.

Students that violate the dress code will be given the opportunity to correct the attire that violates the dress code. Students unable to correct the attire will remain in the office. Students that continue to violate the dress code will be required to change and are subject to disciplinary action including detention or suspension.



### Cell Phones/Electronic Devices

Mendon Middle/High School recognizes the value of using electronic devices for educational purposes. However, there is a time and place for this use and therefore certain restrictions apply.

#### **Middle School Students (Grades 6th-8th)**

1. Cell Phones may be used before and after school ONLY. They must be locked in the student's locker during the school day.

#### **High School Students**

1. Cell phone/iPad/electronic device use will be allowed before and after school, during passing time and in the cafeteria during lunch time. Use of these devices during this time must be in accordance with the acceptable use policy.
2. Cell phone/iPad/electronic device use in the classroom is the sole discretion of the classroom teacher but use of cell phones is to be for educational purposes only.
3. Unless approved by the classroom teacher, students must keep these items turned off and out of sight at all times, or in the designated location for each individual classroom.
4. Cell phones/electronic devices are not allowed to be used outside of the locations and times described in items 1 & 2 and are not allowed in restrooms. Staff has been directed to confiscate any of the above items if the student fails to follow proper use.

**1st Offense** Confiscation of the phone/device for the day.

**2nd Offense** Confiscation of the phone/device. Parent or Guardian is notified to pick up the phone/device.

**3rd Offense** Confiscation of device/parent or guardian is notified to pick up the phone/device; 1 day of in school suspension issued.

Subsequent violations will result in extra days of suspension being assigned.

**Insubordination: Failure to turn your device over to a staff member when requested to do so is insubordination and will result in a suspension. Further violations of this nature will result in lengthier suspensions.**

#### **DISCIPLINARY VIOLATIONS:**

1. Cell phones/iPads/electronic devices/cameras are not to be used in areas where there is a reasonable expectation of privacy (bathrooms, locker rooms, etc.).
2. The camera or video feature of any electronic device cannot be used to take video/pictures of any student/staff without the permission of that student/staff.

**DETENTION, SUSPENSION, POSSIBLE REFERRAL TO THE SUPERINTENDENT, BOARD OF EDUCATION, OR LEGAL AUTHORITIES may result.**

- Parents are encouraged to call the main office to communicate with their student(s) or email them via their school email. All students have access to school issued chromebooks.

### Reckless Driving

Students that exhibit unsafe driving practices that include but are not limited to spinning wheels, using excessive speed in the parking lot, erratic driving and running stop signs, etc., can expect the following penalties:

**1<sup>st</sup> offense**      Warning, detention, suspension, and/or driving privilege suspension

**2<sup>nd</sup> offense**      30 day driving privilege suspension

**3<sup>rd</sup> offense**      Driving privileges revoked for the year

Students that have their driving privilege suspended are not allowed to drive on school property. Those in violation can expect further discipline including out of school suspension.

### Unauthorized Access to the Building/Pranks

Students are reminded that any unauthorized access to the building can be considered trespassing. Pulling on locked doors for the purpose of gaining access to facilities or specific areas in the building or entering areas without permission is considered unauthorized access. Any unauthorized use of facilities or trespassing shall be subject to disciplinary action including **detention, suspension or expulsion with the possible notification of authorities**. Any students involved in pranks, destruction of school property, vandalism, or behavior detrimental to facilities or grounds are **subject to suspension or expulsion with notification of authorities**. **Seniors participating in behavior detrimental to school facilities or environment may jeopardize participation in the graduation ceremony.**

### Promoting/Filming/Provoking Inappropriate Behavior

Students found promoting, filming, provoking, or in any other way encouraging a fight or assault may be considered an active participant and will be subject to disciplinary action including **detention or suspension**.

### Student Disorder/Demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, s/he is encouraged to contact the Principal to discuss the proper way to plan such activity. **Students who disrupt the school may be subject to detention, suspension or expulsion.**

### Food, Candy, Gum, or Pop

Food, pop, and candy are allowed primarily in the cafeteria. However, the school recognizes that students may need some snacks during the day to bridge the time between breakfast, lunch, and the end of the day. With administrative approval, some food and drink items will be allowed outside of the cafeteria. In order to maintain this privilege, students need to be responsible with all food and drink and take care of any garbage or mess created appropriately. Students are not allowed to have gum in the building. **The school reserves the right to assign**

**clean up duties or restitution to students who abuse this rule. Violations of this rule may result in a warning or detention being assigned.**

#### **Inappropriate Language/Obscenity**

Using abusive, profane, or vulgar words, gestures, pictures or sounds is considered inappropriate. The act of using language in oral or written form, or in pictures, or caricatures, or gestures, which are offensive to the general standards of the school and/or community will result in disciplinary action.

**WARNING, DETENTION AND/OR SUSPENSION.**

### **General Information (Section IV)**

#### **Parking Permits**

Any high school student wishing to drive to school must obtain a parking permit and register their vehicle with the office. Parking permits should always be visible on the rear view mirror in a student's vehicle. Students need to show a valid license as well as insurance and current registration for the vehicle they are driving to school. Students can only park in the student parking area and should always park in their assigned locations. Students who do not obtain a permit or park in the assigned slots are subject to suspension or loss of their parking and/or driving privileges on campus.

#### **Cars and Other Motor Vehicles**

Middle School students will not be allowed to drive motor vehicles to and from school.

1. Students are not to be around or in vehicles during school hours without permission from the office.
2. Casual riding on the school grounds before, during or after school is not allowed for safety purposes.

#### **Dances and Other Activities**

1. Current Mendon Middle School students in grades 6, 7, and 8 are permitted to attend Middle School dances providing they are in good standing with the school. No guest passes are available for Middle School dances.
2. All Middle School dances end at 10:00 p.m. or earlier and High School at 11:00pm or earlier
3. Students are to report to the dance area at the appropriate times and remain there until they are picked up to leave. Loitering on school grounds while dance is in progress and after the dance is not permitted.
4. Coats must be checked before entering the cafeteria. Please leave all beverage containers at home. These containers are not allowed to be brought into the dance for safety purposes.

5. Students leaving the dance will not be allowed to re-enter without administrative/chaperone approval.

#### **Guests and Guest Passes**

High school students are allowed to invite a guest to their dances. However, guests may not be older than 20 years of age and the Mendon student requesting the guest pass must complete the Guest Pass Permission Form. The form is to be forwarded to the guest's high school principal where it is to be faxed back to Mendon High School one week prior to the scheduled dance.

#### **Transfer or Withdrawal from School**

Students who either leave school permanently or are transferred to another school are to return all property belonging to the school prior to checking out.

#### **Visitors**

Students are not to invite visitors to meet them in or around the school during the school day. This includes the lunch period. Those in violation may be assigned detention or an appropriate penalty.

All visitors are to report to the principal's office first and will need approval from the principal to get a visitor's pass to enter the building.

#### **Bicycles**

Students riding bicycles to school should park them in the rack by the parking lot. Bikes should be locked. Casual riding of bicycles during the noon hour is not permitted.

#### **Athletics**

A copy of the athletic handbook is available to interested students and/or parents. Students that have an appropriate signed document indicating the parent or guardian has reviewed the school's athletic policy along with an approved physical on file and appropriate health insurance are eligible to participate in athletic contests and practice. All Athletes are subject to the rules and regulations of the Michigan High School Athletic Association, the Mendon Middle/High School student handbook and the Mendon Athletic Handbook.

#### **Telephone**

Telephone service for general student use is provided just inside the high school office. Students will be called from classes generally in an emergency situation for telephone calls received in the school office. All student initiated phone calls should be made between classes, before or after school, or during lunch. Class instruction is very important and students should not leave classes to make phone calls unless an emergency arises.

### **Skateboarding and Rollerblading**

Skateboarding, rollerblading and hoverboards can cause significant injuries to students. Students need to avoid these activities on school grounds during regular school hours. To help protect students, skateboarding, rollerblading or shoes with roller skating ability are not allowed in the building.

### **Posters and Signs**

Approval from the administration is needed before students can hang signs or posters in the building or on school grounds.

### **Fire and Disaster Drill**

During a drill, follow the instructions of your teacher and rules posted in the classroom. A fire drill will consist of a buzzer alarm through the fire detection system. A disaster drill, such as tornado or lockdown drill, will be announced over the Public Address System.

### **Lockers**

Students are to maintain their lockers individually and need to avoid doubling up with another student. Students need to keep lockers clean and in good order at all times. Please avoid posting inappropriate pictures in lockers.

Glue and some tape can cause damage to the coatings on student lockers. Please use magnets on lockers and avoid using glue or tape unless approval is granted by the administration.

### **Items Not Related to School Work/Student Valuables**

Students should not bring items to school which are not related to school work or which detract from the work at school, such as book bags, purses, comic books, playing cards, trading cards, cell phones, games, jewelry, electronic devices, and other items of this nature. **Mendon Schools cannot be responsible for the safekeeping of these articles and is not liable for loss or damage to personal valuables.** Any items lost or stolen are not the responsibility of the school but the school will do what it can to help students recover property.

### **Physical Education**

Students will need to change into appropriate gym attire for class. Clothes need to be neat and clean. Students will need shorts, tee shirt, socks, tennis shoes and towel. The administration recognizes that athletic apparel worn in physical education classes may differ slightly with the school dress code guidelines. This includes tank tops and athletic shorts that may have a shorter inseam. Please be sure clothing is appropriate for school.

All students entering class need to participate in the activities. Students that cannot participate will need a medical excuse from a doctor or trainer.

All students in class will be issued a lock and locker at the beginning of the year. Students need to lock all their clothes and materials in their gym lockers. The school is not responsible for clothing and equipment in the locker room. Lost locks will require restitution of \$10.00.

### **Parent-Teacher Conferences**

Conferences are held twice yearly so parents can visit the school to discuss each student's progress with the teachers. Parents are encouraged to arrange conferences with individual teachers whenever the need arises.

### **Guidance Services**

Any student who desires a conference with a counselor may do so by making an appointment.

### **Student Records Information**

Mendon Community Schools, in compliance with Federal regulations has established the following guidelines concerning student records:

The Guidance Office is responsible for the supervision of all middle high school student records. If you have any questions you can call the Guidance Office at 269-496-9944. Each student's records will be kept in a confidential file located in the School office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

1. Inspect and review the student's education records
2. Request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
3. Consent to disclosures of personally identifiable information contained in the student's education records, except to those disclosures allowed by the law
4. Challenge District noncompliance with a parent's request to amend the records through a hearing
5. File a complaint with the Department of Education
6. Obtain a copy of the District's policy and administrative guidelines on student records.

**The District has established the following information about each student as "directory information":**

Name, address, and telephone number, date and place of birth, photographs or videos of students in school activities or programs, 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, honor rolls, scholarships, and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. The District will make the above information available upon a legitimate request from post-

secondary institutions, prospective employers, and military recruiters unless a parent, guardian, or adult student notifies in writing within 30 days from the date of this notification that he or she will not permit distribution of any or all such information. Contact the high school office for the appropriate form.

#### **Armed Forces Recruiting**

The school must provide at least the same access to the high school campus and to student directory information as is provided to other entities offering educational or employment opportunities to those students. "Armed forces" means the armed forces of the United States and their reserve components and the United States Coast Guard. If a student or the parent or legal guardian of a student submits a signed, written request to the Board that indicates that the student or parent or legal guardian does not want the student's directory information to be accessible to official recruiting representatives then the school officials of the school shall not allow that access to the students directory information.

#### **Alcohol Breathalyzer Test**

Any student under suspicion of being under the influence of alcohol may be asked to take a breathalyzer test. Students refusing to be tested will automatically be suspended for being under the influence as spelled out above.

#### **Obligations to School**

Students who are under obligations to the school (such as lost Chromebooks/chargers/textbook replacement cost, fines owed, athletic equipment not turned in, etc.) may be placed on activity restriction until the obligations have been satisfied. Activity restriction can include athletics, dances, and any after school activities. Students along with their parents/guardians will need to pay for any missing items or set up/maintain a payment plan in order to be eligible for extracurricular activities.

#### **Search and Seizure**

Search of a student and his/her possessions, including vehicles, may be conducted any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent. Student lockers, desks, and other equipment are school property and are at all times under the control of Mendon Schools. Periodic inspections of lockers, desks, or other school equipment may be conducted at any time without notice, student consent, or a search warrant by school officials. The school reserves the right not to return any items which have been confiscated. On occasion, drug detecting dogs may be brought in to perform a routine check of the building for drugs. A student's refusal to permit searches covered by school policy may result in suspension or expulsion.

#### **Highest Honor Graduates**

**Highest Honor Graduates:** Graduates who have earned a cumulative grade point average of 3.70 or higher will be selected and honored as the Highest Honor Graduates.

### **Resolving Issues at School**

Parents or Guardians who feel there may be a problem or issue at school with a staff member are strongly encouraged to use the following procedure:

1. Please contact the staff member directly to discuss the issue. Many times issues can be resolved simply by finding out all the facts and working towards a mutual understanding.
2. If direct contact with the staff member does not resolve the issue, please contact the Middle/High School administration. A discussion or meeting can be set up between all parties to discuss the matter and look for resolution.
3. If the Middle/High Administration is unable to make progress on the issue, then please contact the District Superintendent's office as your next step in resolving the issue.
4. If the Superintendent's office is unable to make progress on the issue, please contact the Board of Education President for help resolving the matter.

### **Weight Room Usage**

For liability reasons, any middle/high school student wishing to use the weight room **must** have appropriate staff supervision at all times. Former students and community members will need to sign a waiver to use the weight room outside of school operating hours.

### **Work Permits**

1. Minors, under 18, may not be employed without work permits issued in the locality of which the minor resides.
2. The issuance of a work permit to an individual minor shall be within the discretion of the local issuing officer. He may revoke any work permit if it is apparent that employment is resulting in the inability of the minor to perform his/her school work properly.
3. Work permits are available in the high school Principal's Office during the school year and the Superintendent's Office during the summer.

### **Disclaimer**

Ultimately it is the Principal's responsibility to keep things orderly. In all cases the school shall attempt to make discipline prompt and equitable for all students. Therefore, it may be necessary to amend or adjust parts of the handbook to provide appropriate discipline. The Principal reserves the right to make final determinations on issues and make adjustments as necessary. This handbook summarizes many of the official policies and administrative guidelines of the Board of Education. To the extent that the handbook is ambiguous or conflicts with these policies, guidelines, or laws the policies, guidelines, or law shall control. This handbook is effective immediately and supersedes any prior handbook and other written material on the same subject.