

MILL CREEK MIDDLE SCHOOL

100 Betty ST NE
Comstock Park, MI 49321
Mr. August Harju, Principal
(616) 254-5100

MISSION STATEMENT

The Mission of the Mill Creek Middle School Staff is to prepare students for adolescence and high school years while educating them to become life-long learners.

MILL CREEK'S GOALS

- At the end of 8th grade, students will be ready for Algebra 1
 - All students will be proficient with grade level vocabulary
- Clear and concise communication between school and home.

On behalf of the staff at Mill Creek Middle School, I would like to welcome you to your school! All of us believe that your time with us will be educationally rewarding. Middle school is a time of many changes. The academic workload and social adjustments are more demanding than what you experienced at the elementary level. Each year you will gain more independence, but, also more responsibility. Your success at Mill Creek will depend on your willingness to set high standards of conduct for yourself as well as for those around you. The teachers and staff at Mill Creek are available to help you be the best that you can be as we are committed to your success!

Mill Creek is a school where memories are made! Remember, this is your school – take pride in it!

Sincerely,
August Harju
Principal

Robb Hurt
Dean of Students

STUDENT HANDBOOK

● ATTENDANCE

State law requires regular school attendance. The student, parents, and school share the responsibility for student attendance. Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits. Students who have good attendance generally achieve higher grades and enjoy school. **By law, students who are habitually absent and/or tardy must be reported to the ISD Truancy Office.**

ABSENCES, EXCUSED

If a student is ill and/or unable to attend school, a parent or guardian is required to notify the school office (616-254-5100) of their child's absence. If 3 days pass without a note or phone call, the absence will be unexcused. If a student is absent for more than 3 consecutive days, the school may ask for a doctor's statement verifying the illness.

Excused Absence Examples, including but not all inclusive are:

- Illness
- Doctor / Dental Appointments
- Family Emergency
- Required Court appearances
- Family Vacation when prearranged one week prior with the office
- Death in family
- Funerals
- Religious Observations

ABSENCES, UNEXCUSED

Unexcused Absence Examples, including but not all inclusive are:

- Overslept
- Missed the bus
- No ride
- Skipping classes / school day
- A pattern of excessive absences, even if excused
- Parental failure to excuse an absence within 3 days
- Leaving class early without permission

ABSENCES, EXEMPT

Medical, dental, court and other appointments should be scheduled during non-school hours, however, this is often difficult to accomplish. Presentation of documentation of these appointments to the school office will exempt these absences from those that are required to be reported to the Truancy Officer.

TRUANCY/CHRONIC ABSENTEEISM

Chronic Absenteeism is when a student misses 10% or more of the scheduled school days (to date). This includes both excused and unexcused absences.

Truancy If a student is chronically absent/truant, the following steps will be taken

- After 5 (five) absences, a letter will be mailed to the parent/guardian.
- After 10 (ten) absences, a referral will be made to the Kent ISD Truancy Office. The parent/guardian will be asked to make an appointment with the Dean of Students to complete an Attendance Improvement Plan.
- If an improvement in attendance does not occur, a referral for Truancy Action will be made to the Kent County Truancy Officer.

Exempt absences as described above do not count in these absences.

TARDINESS and LATE ARRIVALS

Students are expected to be in the classroom on time. Tardiness disrupts the educational environment and detracts from the quality of every student's education. Teachers will inform students of consequences for tardies as part of their classroom structure. Persistent tardiness will be considered insubordination and result in disciplinary action and a referral to the office.

A student is considered tardy if he or she is not in their assigned classroom promptly at the start of each class. Any tardy is considered unexcused when a student arrives to class late without a legitimate pass signed by a staff member. Excessive tardiness to school may result in a truancy referral. Whenever a student arrives late to school, excused passes will only be issued for one of the excused absences listed above.

TARDY POLICY: Tardy Policy resets each semester (18 weeks)

- o Students will receive two warnings for tardies before they begin serving consequences.
- o On the third, fourth and fifth recorded tardies, the student will be issued a lunch detention for each.
- o On the sixth, seventh and eighth recorded tardy, the student will be issued an after school detention.
- o On the ninth recorded tardy, confirmed parent contact by student and or administrator to place student on a tardy contract and it will be explained to the student and parent that a tenth tardy will result in truancy being filed.
- o On the tenth and eleventh recorded tardy, the student will be issued an in school suspension and truancy will be filed.
- o On the twelfth, thirteenth and fourteenth recorded tardy, the student will be issued two in school suspensions.

- o On the fifteenth recorded tardy, the student may be issued an out of school suspension until a successful parent/student/administrator meeting takes place. It is with the intention that the meeting takes place as soon as possible so the student does not miss school.
- o On the sixteenth recorded tardy the student will be issued appropriate consequences as determined by the administration and will be placed on social probation for the remainder of the semester (or a minimum of 30 school days).
- o When supported by the parent/guardian or when requested by the student, the administration may consider substituting community service as an appropriate consequence to limit missed instructional time.

MAKE-UP WORK DUE TO ABSENCE

Illness – If a student is absent for more than 3 days due to illness, a student or parent can request homework from the office. We ask that you call by 9:00 AM to make sure teachers have adequate time to prepare the work. A student has as many days as he/she was absent to make up the work after returning to school.

Advance Absences – If a student knows in advance he or she will be absent, they may request the work ahead of time. A Prearranged Absence Form is available in the office. The teacher has the discretion to assign work early and expect completed work upon return, or they may save work for the student to complete upon returning to school.

Family Vacation – Extended family vacations during regularly scheduled school days are discouraged. While students are able to make up the written work, they frequently are unable to learn the conceptual understanding of the material gained in the classroom. Teachers will be available for a minimum amount of help but will not be able to individually re-teach a weeks or more worth of material missed during a vacation.

Out of School Suspension – If a student is suspended from school, he/she is required to complete work assigned during the suspension. The student or parent is responsible to pick up the work as soon as possible. The student must return the work to the teacher upon returning to school to receive credit. If it is a one day suspension and the work is not immediately available, the student will be responsible to get the makeup work when they return.

EARLY DISMISSAL / STUDENT PICK UP

Please call for an early dismissal or have your child provide a note to the office stating the reason and time a parent or guardian will pick them up. Students may be released only to persons authorized by the parent or guardian. Students are not allowed to wait outside the building for parents. For student safety, parents and guardians must sign students out from the main office.

● ACADEMIC PROGRESS / GRADING

REPORT CARDS / PROGRESS REPORTS

Report cards are issued four times per year. A report is issued at the end of each (9) week marking period. Progress reports are sent home every three weeks.

GRADES AND GRADE POINT VALUES

The point value for each letter grade is as listed. The grade point average (GPA) is calculated by adding all grade points earned and dividing by the total number of credits (for courses that earned a letter grade.) Courses in which only credit (CR) is earned do not affect the GPA.

A / 4.0 A- / 3.7 B+ / 3.4 B / 3.0 B- / 2.7 C+ / 2.4 C / 2.0 C- / 1.7 D+ / 1.4 D / 1.0 D- / 0.7 E / 0

HONOR ROLL

Student’s earning a GPA of 3.75 or higher will be placed on the “Principal’s Honor Roll.” Students earning a 3.5 to 3.74 GPA will be on the “Honor Roll”. Negative comments on the report card, academic dishonesty (including cheating), or suspensions may eliminate the student from Honor Roll.

INCOMPLETE GRADES

Any student who receives an “Incomplete” on his/ her report card will have 10 school days from the last day of the marking period to make up the work necessary to receive a grade for the course. If the work is not made up, credit is given only for the work completed during the marking period and a letter grade will be assigned accordingly.

PROMOTION POLICY

Adopted by the Board of Education, June 18, 2012

6 th – 8 th Grade Courses	Credit/Marking Period
Math	¼ Credit per quarter / 1 credit full year
Language Arts	¼ Credit per quarter / 1 credit full year
Science	¼ Credit per quarter / 1 credit full year
Social Studies/US History	¼ Credit per quarter / 1 credit full year
Electives	¼ Credit per quarter / 1 credit full year

Academic Requirements: Students must earn 75% of the possible credits in each course to be promoted to the next grade level. Students who have not successfully achieved 75% of the needed credits in each course will be required to attend summer school. Up to two classes may be completed through summer school.

Attendance: Research indicates that lack of regular and consistent attendance is one of the most common causes of student failure. Attendance will be a factor in consideration for promotion.

Special Exemptions: A team consisting of an administrator, counselor, and a teacher may make special exemptions from the above requirements. Students who fail courses but receive a proficient score on the M-STEP/PSAT assessment in the study area in which they failed will have their case reviewed.

DROPPING OR ADDING A CLASS

Students may not drop or add a class to their schedule without prior approval from the counselor and parent. After students receive their schedule and registration has taken place, schedule changes will be discouraged except in special circumstances. Students who feel a change is necessary should complete a Request for Schedule Change form located in the Counselor’s Office. A counselor will assist students in changing schedules when necessary. Schedule changes may occur within the first twelve (12) calendar days of the semester. A substitute class will be added with the permission of the counselor and the instructor. After this time, schedule changes may only be initiated by the instructor and/or counselor. The earned grade in each class will be issued for all classes listed on the schedule. Schedule changes for personality concerns, teacher preferences, or the desire to be with other students will not be granted.

● ACCIDENTS, ILLNESS, OR INJURY

Students are directed to report any injury or illness to the supervising staff member. Parents will be notified upon accident, injury or illness if necessary. In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. Mill Creek Middle School will adhere to the State of Michigan and the Kent County health department guidelines regarding lice and nits.

● AFTER SCHOOL EVENTS POLICY AND PROCEDURES

Guidelines for after-school events:

1. Dress must be appropriate for the occasion and the school’s dress code policy is in effect.
2. Students who leave the event may not return.
3. During events, students are only permitted in designated areas and bathrooms.
4. Refreshments must remain in the cafeteria.
5. Students exhibiting inappropriate behavior will be sent home without a refund and may receive a disciplinary consequence and can be prohibited from attending any further events.
6. All chaperones, staff, and volunteers are to be respected as representatives of MCMS.
7. Students are reminded to acquire rides before the end of the event.
8. Any student that has had a suspension in the last 30 days may not attend/participate.

● ANIMALS/PETS

Prior permission from the teacher(s) and administrator must be given to the pet's owner before an animal or pet is allowed to be brought to school. Parents must be able to provide transportation to and from school. Pets or animals are not permitted on school buses.

● ASSESSMENTS

Students at MCMS are given the Michigan Student Test of Educational Progress (M-STEP). Students also participate in Measures of Academic Progress (MAP) assessments three times a year.

● BEVERAGES / FOOD

All food items must be consumed in the cafeteria. Only water is permitted in the hallways and classrooms due to the possibility of spills staining the carpets.

● BICYCLES

Students, with parent authorization, may ride bicycles to and from school. Bicycles should be locked securely in the racks provided in the north parking lot off Betty Street.

● BOOK BAGS/BACKPACKS/PURSES

Book bags and purses must be kept in the student's locker upon arriving to school. Book bags and purses are not allowed in the classroom, hallways or cafeteria. ** Exception 2021-2022 School Year

● BUILDING HOURS

The school is unlocked at 7:00 a.m. The main office is open in the morning at 7:00 a.m. and closes at 3:15 p.m. Students arriving before 7:20 a.m. will need to remain between the doors in the foyer area. Any student or group of students remaining in the building after 2:40 p.m. must have permission from a member of the faculty.

● BUSES

All students are urged to ride the school bus provided for their convenience. Riding the school bus is a privilege, not a right. Students are expected to discipline themselves and comply with the orders of the operator. Misconduct on buses will not be tolerated, and will result in forfeiture of the privilege of riding. There must not be disturbances of any kind, which might distract the driver and imperil the safety of the passengers. Drivers have the right to assign special seating to students. Video cameras have been placed on the buses to monitor and record student behavior.

- A student should always be at the bus stop at least five minutes before the bus is scheduled to be there and remain off the roadway while waiting for the bus. Students must comply with all school regulations at a bus stop.
- Bus riders should not move to board a bus until it is completely stopped and the door is open.
- Cross in front of the bus, and then only upon the signal of the driver, when crossing a street.
- Bus riders must remain seated when the bus is in motion.
- Bus riders should leave their seats only after the bus has come to a complete stop at their own bus stop. Exit through the emergency doors is expressly forbidden. This is for emergency use only.
- No part of the body should be allowed to protrude from the window or in the aisles. Windows or doors are not to be opened without the permission of the driver.
- Shouting, screaming, smoking, lighters, dangerous objects, weapons, squirt guns, vulgar talk, throwing objects, running, fighting, and pushing are not permitted.
- The rider causing the damage shall pay for any damage to the bus.
- All riders should help keep the bus clean and sanitary on the inside.
- Be courteous and obedient to the bus driver to enable that driver to make the school bus ride safe. Refusal to identify yourself to the driver or giving a false name may result in immediate denial of transportation.
- No pets or animals are allowed on the bus.
- No student is permitted to get on or off the bus at another school or at another student's bus stop without written permission from a parent and approval by an administrator.
- Cell phone use is not allowed on the bus.

● **CHEATING/PLAGIARISM**

Students are expected to do their own work as directed by their teachers. To submit another’s work as their effort, to copy, including work/reports copied using a computer, or secure from other’s answers to homework, or testing questions/problems is prohibited. Consequences for dishonesty/cheating will be handled by the individual teacher or administrator and may result in students being excluded from the honor roll. First offense will result in a grade of zero “0” being issued for the test/quiz/assignment. A second offense may result in a failing grade for the marking period where the violation occurred. Due process will be provided. Parents will be notified immediately by the teacher.

● **CLOSED CAMPUS**

Mill Creek Middle School has a closed campus policy which means students are not allowed to leave school grounds upon arrival or at any time during the school day without written permission from their parents and approval of the school’s administrator.

● **DAILY SCHEDULE**

Students may enter the building at 7:20 AM

Advisory	7:40 - 8:00			
1st hour	8:04 – 8:59	4th hour	11:01 - 12:29	10:57-11:27 7 th Grade Lunch
2nd hour	9:03 – 9:58	5th hour	12:33 – 1:28	11:28-11:58 6 th Grade Lunch
3rd hour	10:02 – 10:57	6th hour	1:32 – 2:30	11:59-12:29 8 th Grade Lunch

Students shall exit the building by 2:40

● **DISCIPLINE / STUDENT GUIDELINES FOR DISCIPLINE**

STUDENT GUIDELINE FOR DISCIPLINE

The purpose of discipline at Mill Creek Middle School is to help students make better choices and decisions in the future. The following acts of student misconduct are in violation of Board of Education policy.

Transition Center Guidelines and Procedures:

- Teacher will email or call the coordinator and or Dean of Students to notify that a student is being referred.
- Student will enter the center and will be given a “cool down” period.
- Once the student indicates that they are ready to speak with the TC coordinator he/she will raise their hand and be given the Transition plan to complete.
- Upon Completion of the plan the student will provide the plan to the coordinator who will then review it.
- If the student refuses or does not complete the plan in a way that the coordinator feels is appropriate - The student will be allowed to attend their next class, however, they will return to the center on the following day for that hour until the plan is completed correctly. The student will be allowed a maximum of 2 class periods to complete the plan properly before being sent to the office for stronger consequences.
- If the student completes the plan as asked and it is approved by the coordinator then the student will report to the center the following day at the beginning of the hour that he/she was removed from. The coordinator will then give the student the plan and the student will bring the plan to class. Upon arrival to class the student should sit at an assigned (transition)desk and wait for the classroom teacher to review the plan with them. They will then be allowed to sit in their regular daily seat.

UNACCEPTABLE CONDUCT

The following is a list of actions that are considered incompatible with the purpose of education. This list does include, but is not limited to, actions that will result in some form of consequence including meeting with the school administration and may include a suspension.

1. Hitting, pushing, and grabbing others with the willful intention to harass or cause minor discomfort
2. Intent to do harm to another person by taunting, provoking, or inciting others to hit, push, or grab
3. Stealing or damaging the property of others

4. Loitering
5. Participating in a public school secret fraternity, secret sorority, a gang, or secret society
6. Falsifying school forms or records, or faculty signatures of teachers, or school officials
7. Insubordination
8. Rude or discourteous behavior
9. Violation of classroom rules
10. Use of racial or ethnic slurs
11. Littering
12. Leaving a classroom or school grounds without permission
13. Truancy – Absent from class or classes without permission
14. Swearing, obscene language
15. Lying, cheating, or plagiarism
16. Gambling
17. Being in an unauthorized area, i.e. unauthorized side of sidewalk along School Street
18. Inappropriate display of affection
19. Eating or drinking in other than designated places
20. Sale and/or possession of obscene literature, picture, or objects
21. Possession or use of nuisance items, i.e. squirt guns, stink bombs, shaving cream, rubber bands
22. Failure to present ID card upon request
23. Disorderly conduct – Any conduct that interferes with the educational process
24. Possession of matches, lighters or other devices that can be used to start a fire
25. Possession of electronic smoking devices
26. Possession of objects which emit harmful laser beams of light
27. Sharing passwords, accessing other students' files through the network
28. Using the Internet for purposes other than the educational reason for which it was established
29. Harassment/intimidation of others
30. Hazing – any method of intimidation into a student organization and/or sports team that causes or is likely to cause physical or mental harm or personal degradation
31. Pranks

GROSS MISCONDUCT

The following behaviors are among the most serious offenses that school systems deal with on occasion. These are violations that cause a major negative disruption to the school environment. Such acts must and will be dealt with promptly. We have taken a zero tolerance approach for these types of behaviors. These offenses may automatically result in a recommendation for expulsion from school for the first offense and may also result in a referral to an appropriate law enforcement agency. The following list is not intended to be all inclusive. The administration reserves the right to define an offense as Gross Misconduct for purposes of this policy.

1. Fighting or inappropriate play that appears to be fighting.
2. Assault by an individual in which the purpose appears to do great bodily harm or disfigurement (Public Act 102).
3. Physically attacking a staff member or threatening to do physical harm to school personnel or property of school personnel (Public Act 104).
4. Repeated bullying by a student against another student.
5. Sexual molestation, indecent exposure, or other non-consensual sexual conduct.
6. Robbery or extortion - - obtaining money under false pretenses.
7. Possession or use of weapons or explosives, or injurious materials (this includes knives of all kinds, guns, metal pipes, chains, clubs, brass knuckles, large scissors, fireworks, weapon look-alikes and other objects which are used as a weapon).
8. Arson or attempted arson.
9. Breaking and entering.
10. Vandalism or other intentional destruction or impairment of school property.
11. Possession, use, sale, or solicitation of dangerous and illegal drugs, (also the sale of or distribution of prescription and over the counter medication), marijuana, alcohol, tobacco or any legally controlled substances or look-alikes.
12. Gross insubordination – willfully, openly defiant and public display of disobedience of a direct and proper order issued by a person in authority.
13. Threat assault to an employee, contractor, or volunteer, raising a fire alarm or a bomb threat, verbally or in person, or any threat to do great bodily harm, that is a disruption to the educational process (Public Act 104).
14. Persistent disobedience.
15. Trespassing on school property.

16. Any gang-related activity, such as: graffiti, dress, threats, fights or other activity that can be related as gang related.
17. Electronically “hacking” into the network or computers or delving into unauthorized areas of the network.
18. Damaging the electronic network’s hardware or software.
19. Sexual Harassment/Bullying.

MANDATORY EXPULSION

In compliance with enacted State and Federal laws, any Mill Creek student who is in possession of a dangerous weapon, as defined by law, or who commits arson or rape on school grounds, raising a bomb threat, false fire alarms, or other false reports of dangerous conditions directed at a school building, school property, or a school-related event shall be permanently expelled from the Comstock Park Schools and all Michigan public schools. This will include behavior while the student is in a school building, or while the student is en route to or from school on a school bus, at a school bus stop, or at a school-related activity. Consistent with prior actions of the Comstock Park Board of Education, the district has adopted a zero tolerance approach to the presence of weapons as well as other illegal and disruptive behaviors.

ACTS OF VIOLENCE THAT REQUIRE EXPULSION

Physical Assaults by a Student against a Student

Public Act 102 of 1999 requires school districts to expel students up to 180 days for physical assaults. A physical assault is defined as: intentionally inflicting physical harm on an individual through force or violence and will be reported to law enforcement when:

1. The victim says they were injured.
2. There are visible signs (cuts, bruises, etc.)
3. Medical attention is required
4. An object was used to inflict injury
5. The victim did not fight back/retaliate

If you are involved in an assault as a victim, you must first prove that you did everything to avoid or retreat from the situation. If that is impossible, you have the right to protect yourself with only a degree of force necessary at the time to protect yourself from danger. This right to defend yourself lasts only as long as necessary to protect yourself or to allow for escape. You must also prove that you had an honest and reasonable belief that you were in danger of being harmed.

Physical Assaults by a Student against a School Employee, Volunteer, or Contractor

Public Act 103 of 1999 requires school districts to permanently expel students for 180 days for physically assaulting a school employee, volunteer, or contractor. The definition of physical assault is: intentionally inflicting physical harm on an individual through force or violence and will be reported to law enforcement when:

1. The victim says they were injured
2. There are visible signs of injury
3. Medical attention is required
4. An object was used to inflict injury
5. The victim did not fight back/retaliate

Threat Assaults by Students against a School Employee, Volunteer, or Contractor

Public Act 104 of 1999 requires school districts to expel students up to 180 days for any student that threatens a school employee, volunteer, or contractor.

1. A threat is defined as an offer to do bodily injury to another by force under circumstances that creates a well-founded fear of actual harm by the person being threatened and is coupled with the ability to carry out that act if not prevented.
2. All violations to Public Acts 102, 103, and 104 will be reported to a law enforcement agency.

RISK ASSESSMENT INSTRUMENT

The Comstock Park School District has developed an instrument to assess the level of risk for violence by a student. This guide will be used by a designated, trained building team to guide them in asking the right questions, involving the right people, and making decisions when issues of health or safety are presented. Also, when an administrator becomes aware of threats or violence or when other concerns arise which, in the administrator’s judgment, signal a significant risk of violence on the part of the student, the instrument will be used.

SALE/USE/POSSESSION OF TOBACCO ON SCHOOL GROUNDS/FUNCTIONS

Students who violate the Michigan Anti-Tobacco Law which prohibit the use, sale and/or possession of tobacco products on school grounds or school functions/activities will be subjected to the following discipline:

First Offense – Five day suspension from school.

Second Offense – Ten day suspension from school, along with attendance at an anti-smoking program. The location and attendance for this program will be the responsibility of the parent(s) or guardian(s).

SALE/USE/POSSESSION OF ILLEGAL DRUGS/ALCOHOL/DRUG PARAPHERNALIA

The possession, use or sale of alcohol, controlled substances, inhalants, illegal drugs, drug look-alikes or drug paraphernalia by students is prohibited on school grounds or functions/activities. Students found in violation of this offense will be subjected to the following:

First Offense – Expulsion or 10 day suspension or 5 day suspension with parental agreement to attend a certified drug/alcohol assessment program. In addition, follow through must be made for conditions set forth by the assessment screening service. This information must be released to the school.

Second Offense – Referral to the superintendent to request an expulsion hearing before the Board of Education.

All violations will be reported to a local law enforcement agency.

SEXUAL HARASSMENT/BULLYING POLICY

We make every attempt to provide a safe place for you to attend school. No student has to endure threats and feel uncomfortable in their academic setting. For these reasons, the following sexual harassment/bullying policy has been developed.

Definition of Sexual Harassment

Any unwelcome or unwarranted behavior that makes you feel uncomfortable, threatened or degraded, regardless of age or gender, including but not limited to: continual teasing, threatening, rumor spreading, stalking, name calling, notes of a threatening and/or sexual nature, repeated requests for a date, grabbing/touching, pressure for sexual favors, phone calls of a sexual nature, rape/assault. These may be student to student, student to staff, staff to student, male to female, female to male, male to male, or female to female, either verbally or written (including use of computers or cell phones) or through gesture.

Definition of Bullying

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

Students who engage in any act of bullying while at school, at any school function, in connection to or with any District sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion.

How to Avoid Harassment

Attempt to keep yourself out of situations that may lead to harassment. Don’t set yourself up to be intimidated by leading people on or talking badly about other people.

What To Do If Any Of These Do Occur

1. Let the person know that you do not like their behavior or comments. If you feel comfortable and safe doing so, tell them that their behavior bothers you and you want them to stop.
2. Tell a friend or parent: someone with whom you feel comfortable sharing the information and who will support you when it comes time to report it.
3. Write the incident in your own words. Include: **who** was involved, **what** happened, **when** did it happen, **where** did it happen, **how** did it make you feel and **who** witnessed the event.
4. **Report the incident!** Don’t blame yourself. Sexual harassment/bullying and intimidation are unwanted and you may feel trapped, confused, embarrassed, scared or helpless. You did not ask for these feelings!

Whom to Report Incident To:

- Teacher
- Counselor
- Administrator
- Parent

What Will Happen

1. There will be an investigation conducted by the administration.
2. The parents of the victim(s) and the offender(s) will be notified in each incident
3. Penalty could include, but not limited to:
 - Verbal warning/detention
 - Conference with parent(s)/guardian(s)
 - Removal from participation in extra-curricular activities
 - Suspension for up to 10 days
 - Long term suspension for the remainder of the school term
 - Long term suspension for the remainder of the school year i.e. longer than one term or semester, but less than a full school year
 - Referral to an appropriate law enforcement agency
 - Permanent expulsion from the School District

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. False reports of harassment are likewise prohibited. Retaliation or false reports may lead to legal or disciplinary action.

PROGRESSIVE DISCIPLINE POLICY

In an effort to affect a change in negative behavior, progressive discipline will be administered. Consequences for violations of the discipline code have been outlined previously for the FIRST offense. On the second and subsequent violations, progressively more severe consequences will be enforced. An example would be: a detention for the first offense, a parent intervention for the second, a suspension for the third and so on.

Excessive Referrals:

- 6-8 referrals will result in a phone call home and the student will be issued an after-school detention
- 9th referral will result in 1 day of ISS
- 10th referral will result in a parent meeting with administration and a plan will be developed to help the student with strategies that will reduce referrals to the center.
- Above 11 referrals will result in OSS

RESTORATIVE PRACTICES

If the District determines that it will utilize restorative practices in addition to or as an alternative to suspension or expulsion of a student, it will engage in restorative practices which emphasize repairing the harm to the victim and school community caused by the student’s misconduct. The selected consequences and time limits for their completion will be incorporated into an agreement to be signed by all participants.

Factors To Be Considered Before Suspending or Expelling a Student

Prior to suspending or expelling a student for any of the above statutorily mandated reasons, except as noted below, the Board (*Superintendent*) shall consider the following factors:

- a) the student's age
- b) the student's disciplinary history
- c) whether the student has a disability
- d) the seriousness of the violation or behavior
- e) whether the violation or behavior committed by the student threatened the safety of any student or staff member
- f) whether restorative practices will be used to address the violation or behavior
- g) whether a lesser intervention would properly address the violation or behavior

The Board (*Superintendent*) will exercise discretion over whether or not to suspend or expel a student for the statutorily mandated reasons. In exercising that discretion for a suspension of more than ten (10) days or expulsion, there is a rebuttable presumption that a suspension or expulsion is not justified unless the Board (*Superintendent*) can demonstrate that it considered each of the factors listed above. For a suspension of ten (10) days or fewer, there is no rebuttable presumption, but the administration will still consider the factors.

Exception: If a student possesses a firearm in a weapon free school zone, the student will be permanently expelled without considering the above factors, unless the student can establish mitigating factors by clear and convincing evidence. In recognition of the negative impact on a student's education, the Board encourages the District's administrators to view suspensions, particularly those over ten (10) days, and permanent expulsions as discipline of last resort, except where these disciplines are required by law. Alternatives to avoid or to improve undesirable behaviors should be explored when possible prior to implementing or requesting a suspension or expulsion.

DUE PROCESS PROCEDURES

A student being considered for suspension must be provided an informal administrative hearing. At a minimum, this will include a meeting between the Principal or another person authorized by the Board of Education to administer a suspension to the student. The purpose of this hearing is to notify the student of the charges and to provide the student an opportunity to defend himself/herself. The designated school representative convening the hearing must give the student oral or written notice of the charges.

1. If the student denies the charges, the designated school representative must provide an explanation of the evidence against the student and also provide an opportunity for the student to explain his/her side of the story.
2. An impartial disciplinary judgment is made by school administrative personnel based upon evidence gathered by school personnel and by any other evidence or proof offered by the student in his/her defense.
3. When there is justification to suspend, the designated school representative provides oral notice to the student and, where possible, the parent. Immediately following the decision to suspend, the parent should be notified in writing. The notice includes the length of the suspension and any special conditions relating to it (examples are: bus suspension, in-school suspensions, and out-of-school suspensions), and provisions or requirements to make up missed work.

APPEALS PROCESS

If a student or a parent questions or disagrees with a disciplinary ruling, they may appeal this decision, in writing, to the next higher authority within five school days. The appeal levels to follow will be first to the Building Principal. If that decision is not acceptable to the parent or student, they may appeal that decision to the Superintendent of Schools within five school days. In appeals of disciplinary action not exceeding ten days of suspension, the Superintendent's decision will be final. Appeals will not be heard unless the aforementioned procedure is followed.

EXPULSION PROCEDURES

Expulsion shall be defined as an exclusion of a student from school by the Board of Education.

The Board has two (2) options:

1. Permanently expel a student.
2. Expel a student for a given period of time, such as a semester or the remainder of the school year.

General Procedure for Expulsion

The following conditions apply to expulsion:

1. The student must be found guilty by the administration of "gross misconduct" or "persistent disobedience" before recommending expulsion. When a student is persistently disobedient, the administration determines that other efforts to correct the student's behavior have been unsuccessful and that the student's conduct (including any previous disciplinary incidents) justifies expulsion.
2. An evaluation of the records must be made to determine if there is any evidence that the student may be handicapped. If the student is suspected of being handicapped, due process procedures must be followed. If the IEP determines the student is not handicapped, expulsion proceedings may continue.
3. The parent must be given written notice of the administration's intent to recommend expulsion. The notice shall include:
 - a. The charge and evidence for the charge
 - b. The time and place of the Board meeting to consider expulsion.
 - c. The length of time the administration is recommending the student be denied enrollment (semester, year, permanently).
 - d. A brief description of the hearing procedure (who will conduct it, how it will be conducted, etc.).
 - e. A statement of the student's rights, including the right to be represented by the parent or counsel, the right to give testimony, present evidence and otherwise provide a defense.
4. Expulsion must be by formal action of the Board of Education. The Board may meet in closed session to consider expulsion when the student, student's parent(s), or guardian requests a closed session.
 - a. The Board of Education must act to expel in public session with a quorum present.
 - b. The expulsion must be by formal motion and confirmed by a vote of a majority of those members elected to and serving on the Board of Education.
 - c. The action must appear in the minutes and be part of the public record.
5. Notice of expulsion must be sent to the juvenile division of the Probate Court for students ages 6-15. The court must be informed that the Board of Education has expelled the student, provided the reason for expulsion, and requested to review the

case to assure that the student is placed in an educational program in accordance with the State mandatory school attendance law.

6. Notice may be sent to the juvenile division of the Probate Court for students ages 16 and 17 where the district believes that the court should review the circumstances surrounding the expulsion. This is suggested when the record indicates that expulsion could have been avoided with appropriate parental supervision, medical or psychiatric treatment. The school district may provide a copy of the public record to the court, but should not make any judgment or recommendation about the need for medical or psychiatric treatment or foster home placement.
7. Where the Board of Education rules in favor of the student, the student shall be reinstated immediately. The student shall be allowed to return to school without prejudice or penalty unless otherwise directed in the motion of the Board of Education.
8. The student and/or parent(s) or legal guardian, or another representative of his/her choosing may be present at the meeting of the School Board to present a plea for the student.
9. If the student is represented by an attorney at the hearing, the Superintendent of Schools shall have an attorney represent the school system in the hearing.
10. During an expulsion, the student may not be on school property, attend classes, participate in or attend any extracurricular activity.

● DRESS CODES

The school administration does not consider the question of dress as an issue of morality or decency, but a matter of appropriate dress for the place and situation. The building administration reserves the right to send students home if they come to school inappropriately dressed.

- The school laws of the State of Michigan require a student to attend school in appropriate dress.
- Any type of dress or hairstyle that is disruptive to the class, immodest, unsanitary, or that deviates from accepted standards of our school and community is prohibited. Neatness, cleanliness and good taste should be evident.
- Some examples of inappropriate warm weather clothing include: spaghetti strap shirts or dresses, halter tops, muscle shirts, bare midriff, and sheer (see-through) material.
- No torn clothing, this includes clothing with tears above the knees.
- No undergarments showing.
- No sagging.
- If you have to pull your top down or look down to make sure all is well, don't wear it.
- Shorts / skirts should be mid-thigh or longer – 4” inseam rule. If you have to pull down your short leg to meet the rule, don't wear it.
- If you have to pull up your pants or shorts to make sure all is well, wear a belt.
- Bedtime style slippers are not allowed.
- Clothing which depicts gross, obscene, or sexual lettering or pictures will not be permitted.
- Coats and other outdoor wear are inappropriate attire for classrooms, halls and the cafeteria. Coats are to be stored in your locker.
- Clothing that promotes alcohol, drug or tobacco-related paraphernalia is considered inappropriate as it is contrary to our school policy regarding alcohol and drugs and may not be worn.
- For security reasons, clothing which could easily conceal illegal objects will not be permitted. Examples include but are not limited to: baggy pants / shorts, etc. Final determination of appropriate attire will be made by the building administration.
- Due to increased steps in safety, any chain link style jewelry with significant tensile strength is prohibited.
- Students will not be permitted to wear items such as hats, caps or hoods.
- Students shall not wear or possess any clothing, head wear, jewelry, symbol or any other thing that may reasonably be perceived by a student, teacher, or administrator as evidence of membership in or affiliation with a gang.
- Arguing with a staff member about the dress code is insubordination and will result in detention and / or suspension.
- Since it is difficult to predict in advance what the problem dress will be, guidelines will be interpreted to students at various times, either on a group basis or individually.

● ELECTRONIC DEVICES

This policy is subject to change during the school year if the need arises. Students are allowed to use and possess an electronic device on school property. **Mill Creek Middle School and its staff are not responsible for damaged, lost or stolen devices.**

To ensure student safety and to keep the focus on learning and student achievement, Mill Creek Middle School will not permit the use of personal electronic devices during the instructional day; including all lunch periods. It is expected that

cell phones and other personal electronic devices will be powered off and stored in the locker during the instructional day (7:30am – 2:20pm).

I-Pods, headphones, and other music players will only be permitted before and after school unless specific permission is granted by the school administration. Students who do not follow these guidelines will be subject to device confiscation and disciplinary action for non-cooperation.

Recording or photographing another student(s) during school hours without permission or consent from a staff member is not permitted during school hours. Recording or photographing another student(s) in a restroom or locker room is not permitted at any time before, during or after school hours.

All students possessing electronic devices assume full responsibility and risk for lost, damaged, or stolen equipment. Failure to follow this no device policy will result in the following:

- **1st offense -The device will be confiscated and returned to the student at the end of the school day.**
- **2nd offense - The students' parent/guardian will need to pick up the device from the school administrators.**
- **3rd offense - The device will be kept for 24 hours and then a parent/guardian will need to pick it up.**
- **Continued offenses will result in a parent/guardian meeting and could result in an out of school suspension.**

To help with student safety and academic success, we ask for your full support regarding this issue. If you need to contact your student during school hours, please do not attempt to contact them on their cell phone. **We ask that you call the office at (616) 254-5101.**

- Inappropriate use of electronic devices can carry over into the other portions of the student code of conduct, such as harassment, threatening statements, etc. and as a result, the code of conduct for each of these areas will be enforced.
- **Arguing with a staff member about the electronic devices policy is insubordination and will result in detention and / or suspension.**

● **ELECTRONIC USE POLICY**

Comstock Park Public Schools' computers are networked within the building and between buildings in the district. The purpose is to support and enhance education or research that is consistent with the mission of the district. Students are permitted and encouraged to use the equipment for educational purposes, only after students have completed the agreement form and received approval.

It is impossible to list all infractions incompatible with the intended purpose of the computer network, but the following printed guidelines are intended to give students a general idea of what is expected.

- Students are to use the network in a way that does not disrupt or interfere with its use by others.
- Modifying or copying other users' files or data without their written consent is not permitted.
- Using the network or Internet for defamatory, harassing, or obscene mail or discriminatory remarks is prohibited.
- The information created by others is their property and the creator owns the rights.
- Using the network or Internet to access or store information that is not educationally relevant is prohibited. The school personnel reserve the right to interpret what is "educationally relevant" (this may include, but not be limited to, sexually explicit materials, methods/depictions to cause physical harm).
- Students may not share, distribute, or allow other students to use their personal passwords.
- The hardware or software should not be destroyed, modified, or abused in any way.
- Hacking, or any attempt to hack, into the computer system's network is strictly prohibited.
- The network and Internet may not be used for commercial purposes.
- Permission from an administrator must be granted to a student in order for them to bring a laptop or other portable electronics into the classroom or media center. The student request must be submitted, in writing, to an administrator, describing the educational benefit of the device, which cannot be afforded by the district's computer system.
- Encrypted communications.

● **FIELD TRIPS AND EXCURSIONS**

Students at school-sponsored off-campus events shall be governed by the school district rules and regulations and are subject to the authority of the school district official(s). Students who fail to comply with these expectations will be subject to disciplinary action that may include the loss of eligibility to attend school-sponsored off-campus events. While traveling away from our school, students should remember that they represent Comstock Park Public Schools and are expected to exhibit good sportsmanship and positive behavior.

● FIRE, TORNADO and LOCK DOWN DRILLS

Report all fires to the nearest staff member immediately. Fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, all students and faculty obey orders promptly and clear buildings by prescribed routes as quickly as possible. During tornado drills, students are to go to the assigned area within the building. Classroom teachers will give instructions. During lock down drills, students will follow the teacher's directions.

● HALL PASSES

For a student to be in the corridors during class hours, a hall pass must be secured from a staff member. No student is to be in the hall without a pass or signed planner from a staff member.

● ILLNESS

Illness

When a child becomes too ill to participate in regular activities or shows symptoms of a contagious disease, parents will be contacted to take their child home. If the parent cannot be reached, the emergency contact person(s) will be called to take the child home. Any child experiencing the following symptoms will be sent home:

- Severely ill: A child that is lethargic or less responsive, has difficulty breathing, or has a rapidly spreading rash.
- Fever: A child with a temperature of 100°F or greater.
- Diarrhea: A child has two loose or watery stools.
- Vomiting.
- Abdominal pain: A child with abdominal pain that continues for more than two hours or intermittent pain associated with fever or other symptoms.
- Rash: The child with a rash AND has a fever or a change in behavior.
- Skin sores: A child with weeping sores on an exposed area that cannot be covered with a waterproof dressing.

Returning to school after an illness: Your child should remain at home until the contagious period of an illness has ended. This is for the health and safety of all the children. Your child may return if:

1. **There have been no symptoms of illness for 24 hours** (without the use of medication)
2. The child has been on prescribed medication, such as antibiotics, for at least 24 hours.
3. A physician's statement is provided verifying that the student is no longer contagious.

Communicable Disease

In order to protect the health and safety of the students, District personnel, and the community at large, the Board shall follow all State statutes and Health Department regulations which pertain to immunization and other means for controlling casual-contact communicable disease spread through normal interaction in the school setting. If a student exhibits symptoms of a communicable disease, the principal will isolate the student in the building and contact the parents/guardians. Protocols established by the County Health Department shall be followed. *Further information can be found in CPPS Board Policy 8450

Accident/Injury

Students are directed to report any injury or illness to the supervising staff member. Parents will be notified upon accident, injury or illness if necessary. If a child needs serious, immediate medical attention, the school will contact 911, our Medical Emergency Response Team and the parent and/or emergency contacts.

Head Lice

If live lice are found, the school will call parents and notify them of head lice and the procedures to follow. Treatment that evening, and return to school the next scheduled day is recommended. Immediate removal of the child from school

is unnecessary. Students are allowed to ride the bus home and to school the next day. At the most, a student should not miss more than one school day.

The student with suspected head lice should be discreetly restricted from activities involving close personal contact (e.g. hugging and team sports) and reminded not to share personal items, such as headphones. Outerwear should be segregated from that of others.

The informational letter, "Lice Found on Child", will be sent home with the student.

If there are several cases in the same classroom, the principal may choose to send a letter to all classmates' parents, asking them to check and treat all of their children as necessary.

*Further information can be found in CPPS Administrative Guideline 8450A

Medications

Comstock Park Board of Education Policy states that if a child is required to take medication during school hours and the parent is not able to be at school to administer the medication, authorized staff who have completed the necessary training, in the presence of another adult, will administer the medication in compliance with the instructions of a physician (as indicated on the prescription label), or the written instructions of the parent/guardians of the medication is non-prescriptive (within manufacturer and FDA approved medication usage).

The parent/guardian must bring the medication to school in its original container labeled by the pharmacy or manufacturer. Medication is kept in the office. No medication is to be kept by a student. The only exception to this being metered dose inhalers for the treatment of asthma, or emergency medications such as Epinephrine. Students who provide the school with written permission from their doctor and an emergency plan may self-possess their medication.

The parent/guardian must complete appropriate forms authorizing the school to administer medication. The parent/guardian will assume responsibility of informing the principal or district nurse of any changes in the student's health or medication.

The school district retains the right to reject requests for administering medication to a child.

*Further information can be found in Board Policy 5330.

● **INSURANCE**

Student insurance information is available in the Mill Creek office.

● **LOCKERS**

All lockers assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The building principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without advance approval of the principal or his/her designee. Students may not display materials that are sexually suggestive or advertise or promote the use of alcohol, drugs or tobacco in or on their lockers. Removal of graffiti and end-of-year cleaning to the inside of a locker is the student's responsibility to whom the locker was issued. If necessary, cleaning costs will be passed on to the student's account. Please keep your locker closed and locked to help keep your locker secure. **DO NOT KEEP VALUABLES IN YOUR LOCKER. THE SCHOOL CANNOT ASSUME RESPONSIBILITY FOR THESE ITEMS WHEN LOST OR STOLEN.** If it is necessary for you to bring something of value to school, check it in the school office for safekeeping. No contact paper or contact stickers will be permitted inside or outside the lockers. Open beverage containers are not permitted in the lockers.

LEGITIMATE USE OF SCHOOL LOCKERS

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers for the exclusive and sole purpose of storage for outer garments, footwear, personal items (such as grooming aids or lunch), and school related materials. Students shall not use the lockers for any other purpose, unless specifically authorized by school policy or the school principal, or his/her designee, in advance of students bringing items to school. Students are solely responsible for the contents of their lockers unless otherwise assigned by the principal or his/her designee.

SEARCH OF LOCKER CONTENTS

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

The principal or his/her designee shall not be obligated, but may request the assistance of a law enforcement officer in conducting a locker search when there is a reasonable cause to believe that the locker may contain evidence of a crime, or special expertise is required in the search. The principal or his/her designee shall supervise the search. An adult witness shall be present during the search unless exigent circumstances exist. In the course of a locker search, the principal or his/her designee shall respect the privacy rights of the student regarding any items discovered that are not illegal or against school policy and rules.

SEIZURE

When conducting locker searches, the principal or his/her designee may seize any illegal or unauthorized items, items in violation of school policy or rules, or any other possessions reasonably determined by the principal or his/her designee to be a potential threat to the safety or security of others. Such items include but are not limited to the following: firearms, explosives, dangerous weapons, flammable material, contraband, poisons, and stolen property. Law enforcement officials shall be notified immediately upon seizure of such dangerous items or seizure of items that schools are required to report to law enforcement agencies under the Statewide School Safety Information Policy. Any items seized by the principal or his/her designee will be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials.

● LOST AND FOUND

Lost items should be reported to your teacher or the office. Students are reminded that all books, as well as personal items, are their responsibility. MCMS is not responsible for articles misplaced, lost, or stolen. Found articles should be brought to the main office. Unclaimed items are donated to a charity.

● LUNCH ROOM PROCEDURES

Students are expected to conduct themselves properly during lunch by practicing good table manners and abiding by the following rules:

1. Students will consume food and beverages in the cafeteria only.
2. Students are responsible for disposing of all their waste materials into the garbage containers.
3. Students are to leave their table and floor area clean and suitable for luncheon use by other students.
4. Only students with a pass will be allowed to leave the cafeteria.
5. Extreme noise or inappropriate physical behavior that would interfere with classroom instruction or the safety of others is not allowed.

● MEDICATION POLICY

All medications, prescription or otherwise, must be brought to the office by the parent or guardian. No medication may be taken during the school day without proper authorization and must be taken under the supervision of the office staff. A copy of all regulations will be given to parents/guardians who request that medication be administered to their child at school.

● MONEY

Students are discouraged from carrying large amounts of money to school or lending money to other students. If a student does lend money or other articles, collection or repayment is the responsibility of the students involved and should not disrupt the normal school environment. The school is not responsible for money that is lost, or not repaid. Money is not available from the office.

● PARENT ADVISORY COUNCIL (PAC)

MCMS parents and guardians are welcome to attend the meetings for the purpose of increasing communication between the home and school. The meeting provides an opportunity for parents to hear and be heard regarding the education of their children.

● PUBLIC DISPLAY OF AFFECTION

Inappropriate public display of affection is not proper public behavior and not acceptable behavior at a middle school. An inappropriate public display of affection may include, but is not limited to: handholding, kissing, fondling, hugging, or other suggestive, physical contact.

● SALE OF MERCHANDISE

Students may not sell or trade any items in school without the approval of an administrator.

● SCHOOL CLOSING

In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time delayed. School closing, delayed starting time or early dismissal will be announced over local radio/TV stations. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

● SCHOOL SPONSORED EXTRA ACTIVITIES

Only current MCMS students may participate. Any student that has had a suspension in the last 30 days may not participate. Details for individual events will be provided by the sponsoring group.

● SPORTS PROGRAM

7th and 8th grade students (and 6th grade on a limited basis) are eligible to participate in interscholastic sports at MCMS. All students that are planning to participate must have a MHSAA physical dated on or after April 15 of the year school starts before they may try out. The forms are available in the office or on the Athletic website. A participation fee is required for each athlete. Academic and behavioral excellence must be maintained in order to participate in athletics. All student-athletes must follow the Mill Creek Eligibility Policy in order to participate in practice and games. Parents that have questions or concerns about the sports program may contact our Athletic Director at 254-5108. See the Athletic Eligibility Policy below for further information.

ATHLETIC GUIDELINES

The purpose of middle school athletics is to develop the student athlete and support the academic programs at Mill Creek Middle School. Below are some procedural guidelines to assist athletes, parents and staff in understanding the academic and behavioral expectations that we have of our student athletes.

Middle School Classroom Behavior

Our athletes are expected to conduct themselves in a way that reflects positively on their team and school at all times, on the field of play, in the classroom and in the community. Teachers will provide classroom behavior issues to the Athletic Director. Any violation of the student code of conduct will result in the application of the following procedures:

1. Individual coaches will be made aware of behavioral concerns so that they may determine how they can help the student successfully integrate into the classroom environment.
2. In addition to consequences placed on students during the school day, individual coaches may also determine what action is necessary to correct negative behaviors when the student's misbehavior does not result in an out of school suspension. The coach's corrective action may include but is not limited to a reduction in playing time or practice privileges. Students that continuously receive poor classroom behavior evaluations may be removed from the squad.
3. If an athlete receives an out of school suspension as a result of behavior deemed unacceptable according to the student handbook, the athlete will not compete in the next immediate competitive event.
4. Athletes who engage in gross misconduct violations of the student code of conduct may be subjected to multiple game suspensions and loss of practice privileges at the discretion of the athletic director, coach, and building principal.

Academic Eligibility

The athletic director will conduct bi-weekly academic evaluations of all current competitive athletes to determine their eligibility for the upcoming week of competition. If an athlete is ineligible, the athlete will remain ineligible until the next official eligibility check. Academic eligibility is determined based on the following guidelines:

1. Middle school athletes who are earning a C- or higher grade in five classes and no failing grades will be academically eligible to participate and play.

2. Middle school athletes who have more than two grades lower than a C- or one failing grade will not be allowed to compete and may be subjected to the loss of practice privileges until their academic progress improves.

INTERSCHOLASTIC SPORTS OFFERED AT MILL CREEK MIDDLE SCHOOL

FALL – Cross Country, Football, Girls’ Volleyball

EARLY WINTER – Boys’ Basketball, Competitive Cheerleading

LATE WINTER –Girls’ Basketball, Wrestling

SPRING – Tennis, Track

*6th grade – Cross Country, wrestling, track & tennis

● STUDENT RECOGNITION

We, as a staff at Mill Creek, believe every student can achieve and exceed their academic goals. Much of this effort is personal accountability. As a daily reminder to students, we use a slogan termed, **gotPRIDE?**

PRIDE stands for: **P** = Personal **R**= Responsibility **I** = In **D** = Daily **E** = Effort

Students who demonstrate this trait by achieving or exceeding their goals on MAP, M-STEP and PSAT tests will receive special recognition throughout the course of the school year.

● STUDENT SAFETY AND FIRST AID

Due to heavy traffic in the immediate school area, students should exercise caution at all times when walking on school property. Students riding buses should be especially careful to follow all safe boarding and de-boarding practices. Students who arrive late or leave in passenger cars must not interfere with the traffic flow of the school buses. Drop-off and pick-up points for students arriving in cars are in the front of school/School Street exit. Emergency first aid will be given when an accident occurs at school. All accidents or injuries requiring first aid should be reported immediately to the Principal’s office. Parents will be contacted if treatment requires more than minor first aid.

● STUDENT SUPPORT

Mill Creek Middle School offers a wide variety of services to students and their parents. Our counselor is available to guide counseling groups, provide information about summer activity opportunities, develop career preparation and for individual counseling.

- Students who are finding life difficult to cope with because of depression, drug or alcohol addiction, family difficulties, or other crisis situations may request assistance through a counselor, administrator, or teacher. Parents, teachers, or other students may also refer a student they know is involved in a situation too difficult to handle. Referrals will be handled with sensitivity and confidentiality.
- Immunity from school discipline will be afforded to students who make self-referral, provided they have not violated a school discipline policy prior to the self-referral (i.e., not using, possession, or selling alcohol or other illegal drugs, drug look-a-likes, or paraphernalia).

● STUDENTS TRANSPORTED BY PARENTS

All students who ride to and from school in a vehicle other than a school bus are to be dropped off and/or picked up at the School Street entrance to the building. **The Betty St. lot is for bus pick up and drop off only.**

● TEXTBOOKS/MATERIALS

Comstock Park Schools, in accordance with the Michigan School Code, provides required books and materials for students. These materials are issued to the student and are the student’s responsibility until the last day of school. Damage to the textbook, other than normal uses, will become the financial responsibility of the student and parent to have it repaired or replaced. Delinquent accounts will be furnished to the Superintendent of Schools. Parents are advised to record the book number and condition of all textbooks assigned to their student. Band uniforms or athletic uniforms must be returned prior to the last day of school. Any damage to equipment loaned to a student will become the student’s financial responsibility to have it repaired or replaced.

● VISITORS

Only students who are considering attending Mill Creek Middle School will be allowed to visit during the school day. All arrangements to visit must be by permission given by the principal or designee one day prior to the visit. All visitors are

required to register in the Principal's office and obtain a visitor's pass. Students that are not enrolled at Comstock Park should not be on school property during lunchtime or other school hours of the day without administrative permission.

● **WEATHER INFORMATION**

Procedures for actions during a weather emergency are placed in every classroom and will be reviewed by teachers. It is the responsibility of the student to know the procedures during such conditions. If such hazardous weather conditions occur before school begins, parents/guardians should listen to the local TV or radio stations for appropriate school information. If a tornado warning is in effect at regular dismissal times, all students, including those who walk or ride a bicycle, will remain in school until the warning is lifted or parents pick them up. After school events will be cancelled whenever tornado warnings are in effect. If students are to be released from school due to hazardous weather, the superintendent will make the final decision and regular bus routes will be used.

● **WITHDRAWAL PROCEDURES**

Parents/guardians should contact the counselor for exiting information if their student is withdrawing from Mill Creek Middle School.

Equal Rights - Comstock Park Public Schools are committed to a policy of nondiscrimination on the basis of race, religion, sex, age, national origin and disability in all its programs and activities

STATEMENT OF NON-DISCRIMINATION GRIEVANCE PROCEDURE

If any person believes that Comstock Park Public Schools or any part of the school organization has inadequately applied the principles and/or regulations of Title IX, Title VI, Title VII, or the Rehabilitation Act of 1973, Section 504, or is in some way discriminatory on the basis of sex, race, color, religion, national origin, or handicap, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Federal Law Compliance Coordinator at the following address: Federal Law Compliance Coordinator, Comstock Park Schools, Comstock Park, MI 49321, Phone 784-1740. Copies of Title IX, Title VI, Title VII and the Rehabilitation Act of 1973 are on file in the Central Office All filed grievances will follow the steps per Administrative Regulation #2800

RELEASE OF DIRECTORY INFORMATION

Comstock Park Public Schools, in accordance with the Family Rights and Privacy Act, has the practice of releasing student directory information to organizations or groups that request such information, unless the parents/guardians of a student request in writing that such information be withheld. Please forward that request to withhold directory information from being released to the attention of the building principal. This request must be made each school year.