

Farwell Middle School
Student/Parent Handbook
2008/09



500 East Ohio Street
Farwell, Michigan 48622
(989) 588-9915
farwellschools.net

FARWELL MIDDLE SCHOOL STAFF

Principal

Ms. Catheryn Gross

Assistant Principal

Mr. Hugh Lewis

Counselor

Mrs. Lynn Hoerauf

Enrichment

Mr. Tom Wilberding	Technology
Mrs. Nikki Taylor	Choir
Mrs. Laurie Warner	P.E.
Mr. Gordon Risbridger	P.E.
Mr. Jeff Thompson	P.E./Careers/Drama
Scott Thaler	P.E./Careers/Nutrition
Mr. Brian Barrett	Woods
Mr. Paul Shimmons	Band
Mrs. Seanne Danielak	Band
Mrs. Brenda O'Brien	Art
Mr. Chuck Simmons	Art

8th Grade

Mrs. April Frost	Science
Ms. Penny Lew	English
Mrs. Laura Pfeiffelman	Math
Ms. Tiffany Pangborn	Social Studies

Special Education

Mrs. Bethany Rosselit	5-8 C.I.
Mrs. Julie Ranck	5-8 L.D./E.I.
Mrs. Gail Gorman	5-8 L.D./E.I.

7th Grade

Mr. Mike Chapo	Science
Mr. Bernie Starnes	Math
Mrs. Pat Harris	Social Studies
Mrs. Pam Krell	English

Paraprofessionals

Mrs. Jenny Peters
Mrs. Deb Smith
Mrs. DeAnn Eichorn
Mrs. Teresa Mackie
Mrs. Carol Romatz
Mr. Mark Wieferrich

Custodians

Mrs. Pam Scott
Mrs. Sharon Sprague

6th Grade

Ms. Paula Andreck	Language Arts
Mr. Tim Veenkant	Math
Mrs. Pamela Case	Social Studies
Mr. Frank Militello	Science

Cafeteria

Mrs. Jill Archbold
Mr.s. Deb Banach

Liaison Officer

Deputy Don Lowery

5th Grade

Mrs. Kasey Veenkant
Mrs. Dawn Sponseller
Mrs. Jennifer Brown
Mrs. Dawn Wood
Mrs. Patti Ruckle

Secretaries

Mrs. Jodi Higgins
Mr.s. Jennifer Shimmons

Social Worker

Mrs. Michelle McDonald

TABLE OF CONTENTS

Staff Directory	Inside cover
District Mission, Vision	Page 3
Central Office Administration and Board of Education	Page 3
Letter to Parents and Students	Page 4
Forward, Federal Law Compliance	Page 5
Philosophy & Purpose	Page 5
Beliefs	Page 6
Expectations	Page 7
School Hours/Closing	Page 8
Medication	Page 9
Immunizations	Page 10
Counseling & Guidance	Page 10
Attendance	Page 10
Reporting Absences From School	Page 11
Registration/Withdrawal	Page 11
Remediation and Retention	Page 11
Open House	Page 12
Parent/Teacher Conferences/Report Cards/Student of Character	Page 13
Standardized Testing	Page 13
Phones/Visitors, Closed Campus	Page 14
Student Dress and Grooming/Lockers	Page 15
Search of School Property/Hallway Behavior/Tardiness	Page 16
Bikes/Skateboards/Motorized Vehicles	Page 17
Textbooks & Learning Supplies	Page 17
Library	Page 17
Lost & Found	Page 17
Money/Electronic Devices	Page 18
Field Trips	Page 18
Fund Raising /Assemblies	Page 19
7th and 8th Grade Dances	Page 19
Liaison Officer Program	Page 19
Discipline	Page 20
Discipline Code	Pages 21-23
Explanation of Discipline Code	Pages 23-27
Due Process Procedures	Pages 28
Harassment Policy	Pages 29-31
Bus Rules/Transportation Rules and Regulations	Pages 32-34
Computer User Policy	Pages 35-39
Student-Parent-Teacher Compact	Page 40
Signing Page (computer use & handbook acknowledgment)	Page 41
Calendar	Back cover

District Vision:

Farwell – School, Family, and Community, Hand in Hand, Doing What is Best For All Kids.

District Mission:

Together with family and community, Farwell Area Schools will educate all students in a supportive environment, engaging them in learning through a variety of challenging experiences to ensure success in an ever-changing world.

School Motto:

P.R.I.D.E.

Proud Responsible Individuals Doing Excellently

Central Office Administration

Mr. Dave Peterson, Superintendent

Mr. Carl Seiter, Business Manager

Ms. Sue Robison, Superintendent and Board's Administrative Assistant

Board of Education Members

Mr. Michael Jenkins, President

Mrs. Penny Parsons, Vice-President

Mr. Alan Reiss, Secretary

Mrs. Irene Hanner, Treasurer

Mrs. Rose Sharp, Trustee

Mrs. Letha Raymond, Trustee

Mrs. Bernice Marhofer, Trustee

Letter to Parents and Students

Dear Parents and Students,

Welcome to the 2008-09 school year at Farwell Middle School! We are excited about the upcoming year and promise academic excellence combined with enriching activities. The educational opportunities and extra curricular activities at Farwell Middle School are many and varied. You can profit from these multiple opportunities by becoming involved.

This handbook will guide you through your middle school experience. The intent of this document is to help both students and parents understand policies and procedures that are in effect at the middle school. Each student will be taken through its contents with the teachers and principals. We are committed through our District Vision to working hand in hand with parents to do what's best for all kids.

In order to be successful in school, students need to be both organized and responsible. To promote these skills, teachers will encourage students to keep a **PLANNER** that students fill out in each of their classes. We ask parents to help with this process by reviewing the planner each evening and monitoring their student's daily assignment. This can also be an excellent tool for communicating with teachers.

All students will be required to carry their personal planner to all classes. It will also be a hall pass. The school will provide this planner the first time. If it is lost or destroyed a replacement must be purchased at the middle school office.

Farwell Middle School students are expected to pass all of their classes. Failure is not acceptable. If for some reason a student is missing assignments in any core class, he or she will be required to attend lunchtime tutoring until all assignments are turned in. We are looking forward to making this year an educationally sound experience for everyone.

Yours in Education,

Middle School Staff

Forward

This handbook is intended to provide basic information for the parents and students of Farwell Middle School throughout the school year. Please take a few minutes to go over it with your child. Other information will be given to you in a variety of ways, such as: Newsletters, area newspapers, notes sent home with students and the website (farwellschools.net). All teachers have an email address. Please feel free to call us if you have specific questions or concerns.

All State, Federal and Farwell Board of Education policies will be followed for general education, IDEA and 504.

Statement of Assurance of Compliance With Federal Law

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

The Farwell Area School District is an Equal Opportunity Employer.

Philosophy and Purpose

Our school will be only as good as the people who are members – students, teachers, administrators, paraprofessionals, cooks, custodians and bus drivers. The faculty is committed to preparing to help students learn. Of utmost importance to your school is students' enthusiasm for classes and activities, diligence in study and the spirit with which students' approach school. These factors will determine how successful students will be at Farwell Middle School. Our buildings, equipment and personnel are provided by the residents of the Farwell Area School District to allow each person to reach his/her highest potential in academic skills, individual growth and development, responsible citizenship and personal habits that will be an asset in the world as an adult. This handbook is a guide for the rules and regulations of Farwell Middle School and reflects Board of Education policy and state laws. The rules may be modified by school administration as warranted.

Farwell Middle School Beliefs

The Farwell Area School District is committed to:

The principle of **Learning**.

We value sound educational research and implement “best practice” into our teaching.

We challenge everyone to learn to his or her highest potential.

We provide active and engaging experiences through a variety of academic and extra curricular activities to promote personal and team achievement.

The principle of **Collaboration**.

We strive to build partnerships with school, family, and community.

We provide open lines of communication.

We believe that customer service is necessary.

We operate our schools through teamwork.

The principles of **Integrity** and **Dignity**.

We operate from a foundation of trust and respect for one another.

We exhibit a caring attitude.

We will embrace local and global differences to enrich, strengthen, and connect our community.

The principle of **Excellence**.

We work to improve the quality of education.

We set rigorous standards.

We have high expectations for all.

We will employ highly qualified staff that is committed to continuous professional improvement.

The principle of **Accountability**.

We are responsible as a school, family and community for student success.

We expect staff to conduct themselves in an ethical, professional manner.

We build budgets that demonstrate fiscal responsibility.

Expectations

At Farwell Middle School we practice P.R.I.D.E.
Proud Responsible Individuals Doing Excellently

A major component of the educational program at Farwell Middle School is to prepare students to become responsible by learning how to conduct themselves properly in accordance with established standards and to be thinkers and problem solvers.

EXPECTED BEHAVIORS

Students need to:

Come to class every day with necessary supplies and materials; prepared to learn.

Be prompt to school and on time to every class.

Respond positively to all staff members and follow school rules.

Respect the civil rights and property of others.

Respect themselves, other students and adults.

Use the correct doors when entering or leaving the building. 5th and 8th grades will use the main entrance doors, while 6th and 7th grades will use the doors connecting the cafeteria, in the 7th grade hall.

Take your hat off inside the building and dress appropriately.

Have good behavior at all times.

Take responsibility for your actions.

Do your best in all of your classes.

Help maintain a learning environment that is safe, friendly, and productive.

Act at all times in a manner that reflects pride in self, family, and school.

SCHOOL HOURS

Classes for students begin at 8:00 a.m. Afternoon dismissal is at 3:00 p.m. Students must remain in their respective halls until classes begin. Students must leave school after dismissal unless they are involved in an after-school activity. Students are expected to be in the after-school activity by 3:10 p.m. Students serving a detention must go directly to the detention room and not leave the building for any reason.

The school office is open from 7:30 a.m. to 4:00 p.m. on school days.

Arrival time is between 7:45 and 7:55. Students must remain outside the building or in their respective areas until 7:45 a.m. Students should enter the building through the doors designated for their grade level.

Exceptions:

Students that have a pre-arranged entry pass from a faculty member specifying why the student is to be allowed in the building early may enter through the main door.

Students with a doctor's note may also enter the building by the main door.

Once students arrive, they may not leave school grounds, especially to go to the gas station. Middle school students are not allowed in the high school or elementary school unless given permission by a staff person.

School Closing

In the event that school is closed or delayed, an announcement will be made over the Harrison, Clare and Cadillac radio stations, as well as, TV 9&10 of Cadillac. The decision to close schools because of bad roads is normally made about 6:00 a.m. and will be announced between 6:30 and 7:30 a.m. Please do not call the school. If road conditions are such that the bus cannot pick the student up in the morning and parents provide transportation to school, the parents will be expected to provide transportation home at the end of the day. The decision to cancel evening activities will be made early in the afternoon. **PLEASE BE SURE THAT YOUR CHILD KNOWS WHAT TO DO IN THE EVENT THAT SCHOOL IS CLOSED EARLY IN THE DAY.**

A new automated phone message system will contact the homes of students with school closing messages.

Medication

Any student who is currently taking prescription medication, that needs to be given at school, **must** have completed a “Permission for Prescribed Medication” form. This form must be signed by the parent and returned to the office before any school personnel can administer medication. This form can be found in the back of this handbook.

Likewise, any student needing **non-prescription** medication must also have a form on file filled out by the parent and **signed by a doctor**. The medication must be in the original container. This form may be picked up at the office. Failure to comply with medication policy may result in an out of school suspension or expulsion.

Use of Medications:

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

Parents should determine with their physician’s counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.

The Medication Request and Authorization Form 5330 F1 must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours.

The building administrator shall designate, the staff member(s) authorized to administer the medication or required treatment.

Form 5330 F1c – Authorization for the Possession and Use of Asthma Inhalers or Other Emergency Medication shall be completed and signed by a physician and the parents authorizing the student use of a metered dose or dry powdered inhaler, or prescribed emergency medication at school, on District transportation and school activities. This form must be received by the building principal. Notice of this authorization shall be delivered to the staff members and transportation personnel to whom the student is assigned. Students may possess and self-administer prescribed emergency medication or a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent the onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity if there is written approval from the student’s physician or other health care provider and parent/guardian to possess and use the inhaler and the building administrator has received a copy of the written approvals.

All medications to be administered during school hours must be registered with the principal’s office, properly secured, and provided in the exact dosage prescribed. Any unused medication unclaimed by the parent will be destroyed by administrative personnel when a prescription is no longer administered or at the end of a school year.

Immunizations

The Farwell Area Schools must follow State law concerning immunizations. Michigan requires certain immunizations for all students, and if your son or daughter does not have these immunizations with the appropriate records on file in the school office, he/she may not be allowed to attend school. If you have any questions, please feel free to call the school (588-9915), your doctor, or the local health department.

Counseling and Guidance

There is one counselor in the middle school. She is available to assist students with scheduling, academic concerns, peer and personal issues, and other transitional adjustments. The counselor assists in coordinating the four years of middle school for the child's individual growth. Call the school office if you would like to make an appointment.

Attendance

Students must attend school every day unless they are ill. School experiences are an important preparation for a young person's development. Class attendance is necessary for academic achievement, as well as for developing the habits and responsibilities necessary for citizenship: punctuality, dependability, and self-discipline. The purpose of the attendance policy is to help students develop these responsibilities and to maintain academic standards. Parents may be called in the evening by our automatic call system notifying them that their student has been absent. Parents/guardians need to send a note or call the attendance secretary the day following an absence in order for it to be recorded correctly.

Sixth, seventh and eighth grade attendance will be taken in each class. Fifth grade will be taken each morning and after lunch. A tardy will be considered an unexcused absence after the class has been in session for **five** minutes, and the student will be issued a referral.

Written notification to parents of absenteeism will be made on the **seventh absence**. **Students who are absent from school are not eligible to attend any extra curricular events that day or evening.** It is encouraged that students not be picked up before 3:00 p.m. as this disrupts the learning process in classrooms.

Students who **miss** the bus or who are suspended from the bus are still expected to attend school. Plans should be made ahead of time by parents as to the best possible procedure to follow if a bus does not come at the expected time or if a student misses the bus. **Students that arrive to school more than 5 minutes late are to report to the office and sign in before reporting to class.**

Reporting Absences

If it is necessary for a student to be absent, a parent/guardian should call the school on the day of the absence at 588-9915 between 7:30 a.m. and 9:30 a.m. or send a note the following day. If a student must leave school during the day, he/she must be picked up and signed out by a parent or guardian. **If someone other than a parent or guardian is picking up a student, that person's name must be on the student's emergency card.**

A doctor's verification of illness may be required for prolonged absences. Work missed during an absence must be made up. Students will have two days, for each day absent, to complete missed assignments; not to exceed one week. For long-term absences, homework should be picked up and returned.

Registration – Withdrawal

Transfers: Students that leave Farwell Area Schools and enroll in another school district must have a release signed by the parent or guardian authorizing the school to send their cumulative record to the receiving school. A release form must be completed and supplies returned.

Students entering Farwell Area Schools may enroll only if current requirements for residency in the district are met. Generally, the person(s) having legal custody must reside in the school district. A "Power of Attorney" is sufficient for enrollment.

Remediation and Retention Policy

TWO STEP REMEDIATION PROCESS:

STEP ONE: MANDATORY LUNCH TIME TUTORING

1. Students with missing work or failing grades will be assigned to lunchtime tutoring.
2. Each day (Monday-Thursday) will cover a different subject area to be determined by grade level teachers.
3. A certified teacher will be assigned to all lunch tutoring sessions.
4. A student failing to show up at the appropriate time for tutoring will receive a referral for two lunch detentions.
5. Students will receive their tutoring form at least one day prior to the assigned lunchtime tutoring session.
6. The subject area teacher for that student will assign and hand out all tutoring forms and make available copies of missing work.

STEP TWO: ACADEMIC SUPPORT CLASS

1. Students who show a lack of progress in lunchtime tutoring will be placed in an academic support class.
2. Students will be placed in Academic Support for at least 6 weeks.
3. Students cannot be removed from Academic Support until the end of a marking period.
4. Parents will be notified when a child is placed in Academic Support.

RETENTION POLICY:

1. Students who have gone through the remediation steps above and are still failing will face one of the following options:
 - A. Students receiving two E's in a core class will be retained in that grade level.
 - i. Retained students will be automatically placed in an Academic Support class.
 - ii. The length of time in Academic Support will be at least one 6 week period or longer to be determined by appropriate staff.
 - B. Students failing one core class will be promoted to the next grade level but will be required to repeat that failed core class as well as their regular classes for that grade level.
 - i. Students will lose an enrichment in order to fit in their repeated core class.
 - ii. For example, a student failing 6th grade English would take 6th and 7th grade English at the same time.
 - iii. The only exception being math, which would involve the student repeating the math class, failed with an Academic Support class. In 8th grade they would take 7th & 8th grade math at the same time.
 - iv. Students failing one 8th grade class will receive HS elective credit for the repeated 8th grade class. If the student is successful in the class the first trimester, she or he will be moved to the high school on a full time basis.
 - v. Students failing the same course again will be retained in that grade level.

Open House

An open house is scheduled near the beginning of each school year. The purpose of this open house is to acquaint the school personnel with the parents and the parents with the functions of the building

Parent/Teacher Conferences

Parent-Teacher conferences are held for parents to visit school and confer with staff. See the school calendar in the back of this handbook for the actual date of the conference. It is encouraged that your student attends conferences with you and the teachers. During the course of the year, parents should feel free to contact the counselor, teachers, or the main office to arrange for an individual conference. Parents desiring to meet with a teacher are required to call the school and arrange a convenient time for both parties. Teachers are available from 3:00 – 3:15 p.m. and during their preparation period during the day. A 24-hour notice is appreciated for a parent/teacher meeting. For safety reasons, all visitors must report to the office upon entering the building.

Report Cards/Mid-Marking Period Reports

Report cards will be mailed home. Mid marking period progress reports will be sent home with the students. Students earning at least a 3.0 grade point average will be placed on the honor roll. To be placed on the honor roll, a student can have only one C, no D's, E's or I's. Students that attain all A's for at least one marking period will be placed on the "A" Team and take a special field trip at the end of the year if funds permit. Incomplete grades on a report card will become failures unless made up within a period of time specified by the make-up work timeframe. In cases of a long-term absence, the principal and teacher(s) will make arrangements. **Parents not currently accessing the web-based grading service may contact the school for their child's password.**

Students of Character

Each week a student from each grade level will be selected by the grade level teachers and recognized as "Student of Character". Criteria are based on citizenship in and out of class including lunch, pass time, and school activities.

Standardized Testing

MEAP (Michigan Education Assessment Program) is required for all 5th, 6th, 7th and 8th grade students. 5th grade students take Mathematics, Language Arts and Science; 6th grade students take Mathematics, Language Arts and Social Studies; 7th grade students take Mathematics and Language Arts; and 8th grade students take Mathematics, Language Arts, and Science. This testing is in October. Parents will be notified prior to testing and should encourage their students to do their best. The results are part of the students' permanent record.

Use of School Phones

Calls may **ONLY** be made in cases of emergency or illness and must **only** be made in the presence of a staff member. Cell phones are to be **turned off and not visible** during school hours. Staff members have the right to confiscate if they feel the phone is causing a disturbance.

Visitors

Parents are always welcome at school. When possible, advance notice helps plan a proper time for you. Teachers will be available upon request during their preparation time. Due to distraction in the learning environment, students enrolled in other districts may not visit middle school classes. **For safety reasons, all visitors must report to the office.** Video Cameras have been installed in Farwell High School and Middle School. The cameras have been installed to increase safety and security. If you have any questions or concerns about the video cameras and their use, please contact your building principal.

Closed Campus

Once a student arrives on school grounds, h/she may not leave and go to the gas station. This includes before classes begin, between classes and during lunch.

Student Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Research shows the kind of attire that students wear influences their behavior and their attitude toward work. Students are encouraged to dress in good taste. **Any fashion (dress, accessories, or hairstyle) that disrupts the educational process or presents a health or safety risk will not be permitted.** Questionable attire will be brought to the attention of the student and alternate clothing may be issued.

Student clothing should be neat and clean.

Student clothing should protect the health of the student.

Clothing that will damage school property such as cleats or rivets may not be worn.

Student dress that is likely to be sensational or distracting to the educational process will not be acceptable (i.e. sagging and low cut attire).

Skirts and shorts must extend below the student's fingertip when his/her arms are fully extended toward the floor. Any questionable attire will be at the discretion of the Principal.

Shirts may be sleeveless, however, no spaghetti straps or tank tops will be allowed.

No spandex.

Chains, other than reasonable necklaces are not permitted.

Hats and head coverage are not to be worn in the school. If they are worn in school, they will be kept in the office until a parent comes in to claim them.

No clothing can be worn that advertises cigarettes, alcohol, drugs, any unacceptable language, or has any sexual implications, or promotes violent behavior.

No clothing may be worn that identifies gang affiliation. No clothing may be worn in a manner that identifies gang affiliation.

No sunglasses, coats or jackets may be worn during classes. Coats and jackets must be kept in student lockers.

Shoes or sandals are required at all times (no slippers).

Undergarments must not be visible.

No pajamas, articles of clothing, or slippers specifically intended as sleepwear are permitted.

Midriffs must be covered.

Any duffel bag or backpacks must be small enough to fit in the lockers.

Writing on body is not acceptable and students will be required to wash it off.

Lockers

Lockers are assigned to a student so that h/she may keep his/her coat and books under lock during the school day. All outerwear (hats, coats, jackets), backpacks and book bags must be removed and put in locker upon entering the building. Students are **not allowed** to share lockers unless assigned by staff.

STUDENTS SHOULD NOT KEEP MONEY OR VALUABLES IN SCHOOL LOCKERS OR LOCKER ROOMS. THE SCHOOL IS NOT RESPONSIBLE FOR MONEY OR VALUABLES LEFT IN LOCKERS.

Mistreatment of student lockers, including writing on them, will result in disciplinary action. Damage to a locker will be charged to the locker holder. Suggestive materials posted inside student lockers are prohibited and must be removed.

Search of School Property

It is the policy of the Farwell Area School's Board of Education that school authorities in the interest of security, maintenance, health and safety may inspect school property. **Lockers, although assigned to students, are school property and may be randomly inspected at the discretion of the administration.**

It is recommended that, insofar as possible, the student to whom the use of the locker is granted, be present for inspection. It is required that two members of the staff conduct inspections together, particularly when the pupil is not present.

Inspections for the location of drugs, narcotics, liquor, weapons, poisons and missing properties are matters relating to health and safety, security, and maintenance, and are regarded as reasonable purposes for inspection by school personnel.

Hallway Behavior

In the interest of safety in the hallways, students will be expected to follow the rules of common courtesy to others. In particular:

Students are to **walk** in the hallways, no running

Students will use only the hallway that is designated for their grade level.

Students should walk to the right side of the hallways.

Yelling or shouting and horseplay are not appropriate inside the building.

Open containers are not allowed anywhere except the cafeteria. Drinks may be kept in lockers only if unopened.

Hallways will be monitored by security cameras.

Tardies

To benefit from the primary purposes of the school experience, it is essential that each student maintain a regular and **punctual** daily attendance in all assigned classes. School experiences are an important preparation for the future. Class attendance is necessary for learning and academic achievement, as well as for developing the habits and responsibilities of punctuality, dependability and self-discipline.

Students are tardy when they are not in the classroom when class begins.

Students are allowed one tardy per class, per marking period (6 weeks). The second tardy and each of those thereafter will result in two lunch detentions. A referral slip returned with a parent/guardian signature will release the student from the second day of detention.

A chronic tardy situation may result in a parent meeting.

Bicycles, Skateboards, Motorized Vehicles

When arriving at school, bikes must be placed in the racks that are located on the east end of the middle school and should be locked.

In the interest of safety, motorized vehicles, scooters, etc. will not be operated on school property.

No skateboards, scooters, roller blades, or “Heelys” are allowed on school property during school hours.

Textbooks and Learning Supplies

Students receive textbooks and learning supplies free of charge. The student will pay for materials intended to become the private property of the student. The student is responsible for the cost of any materials that are lost or damaged. Students are expected to keep assigned books and library books in good condition. Students should have their names in ink in the appropriate place in all of their textbooks if assigned to them by the teacher.

Media Center

The media center serves as an instructional materials center and has information in all subject areas. The services of the media center are open to students who have permission from their teacher to be there. Arrangements may also be made with the media specialist for lunchtime use. The media center also has computers available for word processing and Internet research. Fees and restitution are assigned for overdue, damaged or lost books, materials and equipment. All charges need to be paid in full before additional books may be checked out.

Lost and Found

Lost and found items are turned in to the office. Items not claimed will be disposed of monthly.

Money

Students should not carry excess cash to school. Payments for any purchase or school activities should be sent by check only. Make checks payable to Farwell Middle School.

Electronic Devices

Radios, tape players, electronic games, beepers, pagers, cell phones, and laser lights are not appropriate in school since they may be lost, stolen, or create a disturbance in classes or in the building. If these items are brought to school, they may be taken and returned only when a parent picks up the item. Disruptive items may include but are not limited to: radios, tape recorders, beepers, cellular phones, laser pointers, mag-lites, or any other devices that are disruptive. The Board of Education policy bans student possession of laser pointers because of the potential for serious harm. Musical devices may be listened to during lunchtime. Volume must be low enough so that others don't hear it. The school is not responsible for lost, damaged, or stolen electrical or musical devices or cell phones. All should be marked with permanent marker for easy identification. It is suggested that parents monitor music selection. If visible (including earphones) in the classroom or hallway, teachers may confiscate and return at the end of the day. A repeat offense will result in the parent having to pick it up. Repeat offenders will be subject to disciplinary action.

Field Trips

Students attending field trips **MUST** have an appropriate field trip form signed by the parent and be on file in the school in order for them to participate. The teacher arranging the trip sends these forms. Students are required to make up all work missed because of the field trip when appropriate.

Field Trip Guidelines

5th & 6th grade: 4 weeks before the activity, students need 1 punch left and no suspensions.

7th grade: 6 weeks before the activity, students may have no more than one referral and no suspensions.

8th grade: 9 weeks before the activity, students may have no more than one referral and no suspensions.

Fund Raising

Individual students are not permitted to sell candy or any other items in school. School sponsored groups are permitted to participate in fund-raising activities with permission from the administration. Students are responsible to return all money or product from the fundraiser. Failure to do so may result in loss of fieldtrip privileges and may be turned over to law enforcement.

Assemblies

During the school year assemblies will be scheduled. These are part of our total educational program and students are required to attend and exhibit appropriate behavior.

7th and 8th Grade Dances

Dances are for 7th and 8th grade FMS students only.

No guests, high school or alternative education students allowed.

Evening dances must end by 8:00.

Dances must be approved by the class advisor and the principal.

Neither food nor beverage allowed in the gym (refreshments will be in the hall and/or the cafeteria).

No one admitted after the first 30 minutes.

School dress code applies to all informal dances. No inappropriate attire will be allowed.

Suspended students are not allowed at dances.

Students attending must have been in school for a full day on the day of the dance.

If a person leaves a dance early, he/she will not be readmitted under any circumstances. The student will be asked to sign out with date and time recorded or call a parent for permission to leave early.

It is the responsibility of the group sponsoring the dance to see that the dance area is neat and orderly immediately after the dance.

Light and sound level and intensity will be at the discretion of the principal or his/her designee.

All school rules apply to dance activities.

Liaison Officer Program

As a response to the needs of our youth, the Clare County Sheriff's Department and the Farwell Area Schools have established a full-time youth liaison program in the district. The objective of this officer is to help our youth in dealing with their problems by accessing the resources of the department and the community to provide the best possible approach to problems.

The goal of the officer will be to help students with school, home, and community issues. We hope students and parents view the officer as a positive resource, not an authority figure to be avoided since there will be times that liaison officer assistance will be necessary in disciplinary issues.

Discipline

All students are expected to conduct themselves in such a manner as to contribute to the betterment of themselves, the school, and the community. The following code of conduct applies to extracurricular activities as well.

It is the school staffs' responsibility to provide a safe and orderly learning environment. Discipline is within the discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. The total disciplinary history of the student while in middle school may be considered in determining appropriate sanctions.

The following chart is a list of infractions that will result in disciplinary action. An explanation of each behavior and possible consequence follows the list. **The absence of a behavior or any specific action from the list does not mean that such conduct does not violate that discipline code or that disciplinary action will not be taken.**

Disciplinary methods may include: warnings, after school and lunch time detentions, choice room, referrals to outside agencies through the counseling program for group activities such as anger management sessions, suspensions, expulsion. Disciplinary actions may also include referral to the appropriate law enforcement agency. Teachers and/or principals will write disciplinary infractions on a "Disciplinary Referral Form". Parents will be notified of suspensions. If phone contact cannot be made, written notification will be sent. In any event, the student will be issued a pink referral form to be given to the parent. Students that ride the bus will be placed on a "no ride" list with the bus supervisor for the day of the suspension. **At all times, the judgment of school personnel shall prevail in the interpretation and application of school policies.**

Discipline Code (Definitions Follow)

Infraction

Penalty

- | | |
|--|--|
| 1. Sale, possession, or use of firearms/weapons | Expulsion |
| 2. Sale or distribution of illegal drugs, controlled substances, look alike drugs, prescription medication | Expulsion |
| 3. Assault on staff
(State law MCL 380.1311a(12)(B): the Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other related vehicle, or at a school-sponsored activity or event.) | Expulsion |
| 4. Assault on another student | Suspension/Expulsion |
| 5. Bomb threats
Fire Alarms | Expulsion
Suspension/Expulsion |
| 6. Possession of firecrackers and all other types of incendiary devices (lighters/matches) | 3 or more days suspension |
| 7. Use and/or possession of drugs, alcohol, look alike drugs, prescription drugs or drug paraphernalia.
Report to police | Referral to Superintendent
(up to a 30 days suspension–1 st offense)
Expulsion– 2 nd offense |
| 8. Use of tobacco, tobacco products or look alike products
(State law #MCO 750.437 prohibits the use or possession of tobacco products on school property. Violators of this law will be referred to the proper authorities.) | 3 days suspension |
| 9. Extortion | Suspension
Possible expulsion |
| 10. Verbal threats against students | 3 day susp.- 1 st offense
5 day susp.- 2 nd offense
10 day susp. – 3 rd offense |
| Verbal threats against staff | 10 day susp – 1 st offense
(10+ beyond) |

Infraction

Penalty

11. Physical Aggression (Superintendent action required for 11-30 days suspension)	5-30 day susp. – 1 st offense 10 - 60 day susp. – 2 nd offense (Referral to Superintendent for Board action) Expulsion – 3 rd + offense (Referral to Superintendent for Board action)
12. Theft or possession of others' property	Discretion of principal
13. Gross disrespect to other students/property Gross disrespect to staff	Discretion of principal 10 day suspension
14. Harassment of students/staff (may be reported to police) (see pages 30-31)	see verbal threats (#10)
15. Insubordination (refusal to comply with reasonable request of school personnel)	Discretion of principal
16. Disorderly conduct – any behavior that infringes on the rights and/or safety of others (ie. snowballs, smoke bombs, water in or on school property or at school event)	Discretion of principal
17. Obscene and/or lewd behavior and/or language (obvious suggestive sexual gestures exhibited in view of students or staff; profane language - swearing)	Discretion of principal
18. Misuse of permits – the act of illegally using, writing, logging in, displaying in writing the names of another person or falsifying times, dates, grades, addresses, or other information on school forms	1 day suspension
19. Public display of affection	Warning up to suspension
20. Skipping (includes individual classes)	Detention up to suspension
21. Persistent Absences/Tardiness	Detention up to Referral to law enforcement
22. Trespassing	Referral to police
23. Unauthorized use of school property	Detention up to suspension

Infraction

Penalty

24. Arson	Expulsion and police referral
25. Aiding or abetting violation of school rules	Detention up to suspension
26. Possession of electronic equipment	Confiscation up to detention
27. Violation of school/classroom rules	Discretion of teacher/principal
28. Disruption of the educational process	Discretion of principal (may include suspension up to expulsion)
29. Novell Instant Messaging (see policy pages 34-38)	See Acceptable Use Policy
30. Poor substitute teacher behavior	Detention up to suspension

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE

1. Possession of a Weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or any object converted from its original use to an object used to threaten or injure another. This includes, but is not limited to padlocks, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to automatic expulsion and legal charges.

2. Delivery/Sale of Drugs

By law the School has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, distribution, or sale of drugs, fake drugs, steroids, inhalants, look-alike drugs, prescription drugs or possession of paraphernalia is prohibited. If caught, the student will be expelled and law enforcement contacted.

3/4. Physically assaulting a staff member/student/person associated with the district/or any person.

Physical assault on a staff member, student, or other person associated with the district or any person may result in charges being filed and the student will be suspended and/or expelled. The school will have jurisdiction during the school day, at school activities, and when students are en-route to and from school. (State law MCL 380.1311a(12)(B): the Board shall permanently expel a student in grade 6 or above if the student commits a physical assault against a district employee or against a person engaged as a volunteer or contractor for the district on school property, on a school bus or other related vehicle, or at a school-sponsored activity or event.)

5. Bomb Threats/False Alarms/Fire Alarms

Bomb threats of any kind or false alarms with intent to do bodily harm or endanger the safety of persons in the building. Fire alarms that evacuate and endanger those in the building during the regular school day and during after school activities. Reported to law enforcement.

6. Firecrackers/Incendiary Devices

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, firecrackers, and poppers are forbidden and dangerous. This includes lighters and matches. Violations of this rule will result in suspension or expulsion and legal action.

7. Use/Possession of Alcohol or Drugs

This includes non-alcoholic beers and wines (look alike). Any use and/or possession of alcohol or look- alike alcohol will result in a police report. Drugs include illegal as well as controlled substances. This also includes misuse or possession of prescribed medication for someone else.

8. Use of Tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use or possession of any form of tobacco during school time or at any school activity. This prohibition also applies when going to and from school and at bus stops. Violations of this rule will result in suspension or expulsion. Generally a violation of this rule will result in the following discipline and referral to law enforcement (which upon ticketing, results in a \$50 fine.)

(State law #MCO 750.437 prohibits the use or possession of tobacco products on school property. Violators of this law will be referred to the proper authorities.)

9. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in suspension or expulsion.

10. Physically/Verbally threatening a staff member/student/person associated with the district

Any statement or non-contact action that a staff member, student, or other person associated with the district feels to be a threat will be considered a verbal assault as will profanity. Verbal threats/profanity may result in suspension or expulsion.

11. Physical Aggression/Fighting/Provoking a fight

A fight is any physical contact with the intent of harm. This includes punching, shoving, slapping, knocking down or simulated wrestling moves. Provoking a fight may also lead to a suspension.

12. Theft/Possession of Property not Belonging to a Student

This includes possession by theft or by receiving such property from another person. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the office. The school is not responsible for personal property. Theft may result in suspension or expulsion. It is suggested that students keep locks on lockers.

13. Gross Disrespect/Damaging property

Gross disrespect toward school personnel, vandalism and disregard for school property will not be tolerated. Violations will result in restriction, suspension, or expulsion, possible legal action and restitution must be paid.

14. Harassment

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. See Board of Education Policy on pages 28-30.

15. Insubordination

School staff is acting "in loco parentis," which means law allows them, to direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply.

16. Disorderly Conduct

Any behavior that infringes on the rights and/or safety of others.

17. Obscene/Lewd Behavior/Language

Obvious sexual gestures exhibited in view of students or staff members (anything not decent); profane language – the act of swearing or cursing in or on school property during the day or at any school event.

18. Misuse of Permits/Forgery/Falsification

The act of illegally using, writing, logging in or displaying in writing the names of another person, or falsifying times, dates, grades, addresses, or other information on school forms. This includes falsifying a note from parents/guardians, hall passes, phone passes, and bus passes. Plagiarism and cheating are also forms of falsification.

19. Public Display of Affection

Hugging, kissing, holding hands or any variation.

20. Skipping

When students are expected to be in school, and they are caught off grounds without an authorization, they will be deemed skipping. This includes leaving school grounds after arrival and going to the gas station. It is also considered skipping if a student does not attend a class during the day without an excuse from a staff member.

21. Persistent Absences or Tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absences due to tardies/skipping will be reported to school counselor and liaison officer.

22. Trespassing

Although schools are public facilities, the law **does** allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Administrator.

23. Unauthorized Use of School Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use will be subject to disciplinary action.

24. Purposely Setting a Fire (Arson)

Anything, such as a fire, that endangers school property and its occupants. Arson is a felony and will subject the student to expulsion and legal charges.

25. Aiding or Abetting Violation of School Rules

If a student assists another student in violating any school rules, he/she will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Possession of Electronic Equipment

Most electronic equipment necessary in school is supplied by the school. Students are **not** allowed to bring radios, CD players (except during lunch), “boom boxes,” portable TV’s, pagers, cellular phones (must be turned off and not visible during the school day), and the like. The property will be confiscated and **returned to parents**. Disciplinary action will result when this rule is repeatedly violated.

Field Trips- devices may be permitted at the discretion of the trip leader.

27. Violation of Individual School/Classroom Rules

Each learning environment has rules for students. Rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations will result in a progression of disciplinary action.

28. Disruption of the Educational Process

Any actions or manner of dress that interferes with school activities or disrupt the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule will result in a progression disciplinary action.

30. Poor Substitute Teacher Behavior

If a substitute teacher, due to poor behavior, sends a student to the office, the student may be suspended the next school day.

Due Process Procedures

Short-Term Suspension

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the principal will make a decision whether or not to suspend. If a student is suspended, s/he and his/her parents will be notified, in writing or verbally within one (1) day, of the reason for and the length of the suspension. The suspension may be appealed, within two (2) school days after receipt of the suspension notice, to another administrator. The request for an appeal must be in writing. Suspension from co-curricular activities may not be appealed. During the appeal process, the student shall not be allowed to remain in school. When a student is suspended, s/he may make-up work missed while on suspension.

Long-Term Suspension or Expulsion

When a student is being considered for long-term suspension [more than ten (10) days] or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain:

- the charge and related evidence;
- the time and place of the Board meeting;
- the length of the recommended suspension or expulsion;
- a brief description of the hearing procedure;
- a statement that the student may give testimony, present evidence, and provide a defense;
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction.

Students being considered for long-term suspension or expulsion may be immediately removed from school. A formal hearing is scheduled with the Board of Education during which the student may be represented by his/her parent, legal counsel, and/or by a person for his/her choice.

The school makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appeal-able. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the principal.

Harassment of Students

It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students. This would include such activities as stalking, bullying, name-calling, taunting, hazing and other disruptive behaviors.

Any student that believes he/she has been or is the victim of harassment should immediately report the situation to a teacher, the principal or assistant principal, or, if the complaint relates to the principal, may report it directly to the superintendent. Complaints will be investigated in accordance with AG 5517. Every student should, and every staff member must report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports made to get someone in trouble are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been harassment, regardless of whether it fits a particular definition, he/she should report it and allow the administration to determine the appropriate course of action.

Harassment:

- A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

- B. submission to, or rejection of, the unwelcome conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;
- C. the unwelcome conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment, may include, but is not limited to:

- verbal harassment or abuse;
- pressure for sexual activity;
- repeated remarks with sexual or demeaning implications;
- unwelcome touching;
- sexual jokes, posters, cartoons, etc.;
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties;

Note: Any administrator, teacher, coach, other school authority that engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M. C. L. A. 722.621 et. seq.

Hazing:

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

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.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- illegal activity, such as drinking or drugs;
- physical punishment or infliction of pain;
- intentional humiliation or embarrassment;
- dangerous activity;
- activity likely to cause mental or psychological stress;
- forced detention or kidnapping;
- undressing or otherwise exposing initiates;

Note: If a school club or organization does not have an official and approved initiation procedure, and if no school staff is involved in the activity, there is a significant likelihood that the activity may result in violation of this policy.

Bullying:

The Board will not tolerate any gestures, comments, threats, or actions to a student which cause or threaten to cause bodily harm, reasonable fear for a personal safety, or personal degradation.

This policy applies to all activities in the District, including activities on school property and those occurring off school property if the student or employee 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, or where an employee is engaged in school business.

Bullying – intimidation of others by acts, such as but not limited to:

- threatened or actual physical harm;
- unwelcome physical contact;
- threatening or taunting verbal, written, or electronic communications;
- taking or extorting money or property;
- damaging or destroying property;
- blocking or impeding student movement;

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name-calling, taunting, making threats.

Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the superintendent.

Confidentiality

Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Bus Safety

Mr. Rex Raymond is the Director of Transportation and may be reached at 989-588-9111

Bus safety is a concern to school authorities. Drivers need to keep their attention on the road and not on unruly passengers. Please be aware of safety factors involved in bus transportation and cooperate with school officials in correcting improper behavior.

School Board Transportation Policy

Students will forfeit their eligibility for transportation by repeated misconduct on the school bus. Buses are equipped with video monitoring.

FARWELL AREA SCHOOLS K-12 BUS RULES

MISSION STATEMENT – It is our aim to safely transport students to and from school each day. Every possible precaution will be taken to ensure safety at all times. The driver’s primary responsibility is to properly and safely drive the bus. Riding a bus to school is a special privilege provided by the Farwell Area School District. The rules and regulations listed below are the result of careful study based upon the experiences we have had in the operation of a school bus system. Cooperation and courtesy in following these rules will permit us to better serve all students. **Buses are an extension of school property and all school rules apply. All Rules of Student Conduct stated in the Student Handbooks of Farwell Area Schools apply to student behavior on school transportation. Students who are suspended are not allowed to ride school transportation during the time of suspension from school. Students who are long term suspended or permanently expelled from Farwell Area Schools are not allowed to ride school transportation for any reason.**

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal and the transportation supervisor. (The building principal and the transportation supervisor may approve a change in a student’s regular assigned bus stop to address a special need, upon the principal’s approval of a note from apparent stating the reason for the request and the duration of the requested change.)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain that transportation safety.

Students must comply with the following basic safety rules:

Be on time at designated bus stops. Students should expect to walk some distance to a bus stop as required by state regulations. Students should be dressed appropriately for inclement weather.

Stay off the road at all times while walking to and waiting for the school transportation.

Line up single file off the roadway to enter the bus.

Wait until the bus is completely stopped before moving forward to enter.

Do not cross in front of the bus until the driver signals it is safe to cross.

Go immediately to a seat and be seated.

Be considerate of each other (hands off/ feet off).

Obey the bus driver's instructions at all times.

Report any damage/vandalism to the driver immediately.

No animals or glass containers are allowed on the bus.

It is the parents' responsibility to inform the bus driver or bus garage when absence is expected from school. The bus will not wait. If no one boards the bus at a designated stop for two days, the bus garage must be contacted before service will resume. Phone: 989-588-9111.

During the trip

Each student shall:

Remain seated while school transportation is in motion.

Keep head, hands, arms and legs inside the school vehicle at all times.

Not litter in the school vehicle or throw anything from the vehicle.

Keep books, packages, coats, and all other objects out of the aisle.

Be courteous to the driver and to other riders.

Not tamper with the school vehicle or any of its equipment.

Leaving the bus

Each student shall:

Remain seated until the vehicle has stopped.

Cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe.

Be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. Actual videotaping of the students on any particular bus will be done on a random-selection basis.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these tapes are considered part of a student's record, they may be viewed only in accordance with Federal law.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Handbook and the Student Discipline Code and may lose the privilege of riding the bus.

1st Violation: The Director of Transportation will meet with the student and the bus driver to discuss the problem, appropriate behavior, and the consequences to be administered. The bus driver will make contact with the parent by phone or a letter will be mailed, and the Bus Conduct Form will be sent home with the student.

2nd Violation: Two days off all bus routes in the morning and evening and a conference with parent, student, the driver, and Director of Transportation may be necessary. Possible assigned seat for a minimum of nine weeks.

3rd Violation: Ten days off all bus routes in the morning and evening and a mandatory conference with parent, student, and Director of Transportation before bus privileges are reinstated.

4th Violation: Off all bus routes in the morning and the evening the rest of the semester or a minimum of thirty school days. Suspension from any bus will result in being off all school transportation for the duration of the suspension.

The Building Principal will be informed of the bus violations and of the consequences. The building administrators reserve the right to impose disciplinary actions and consequences in conjunction with bus violation consequences.

Farwell Area Schools

Computer Networks

Acceptable Use Policy

General Information

Internet access is available to all students, faculty and staff in Farwell Area School. This access is gained by opening an account on our Internet host computer: Merit Network and/or utilizing Farwell Area Schools computer network. We believe this access will enhance the quality of education in our district by providing vast, diverse and unique resources. Our goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic communication system connecting millions of users to millions of resources from all over the world. Anyone connected to this Internet system has the ability to:

Send and receive electronic messages (email) to and from individuals
all across the globe.

Gather information and news from a variety of sources (like NASA or the US Census Bureau) on variety of topics as well as the opportunity to correspond with the people (like scientists and professors) who staff these agencies and provide data for these facilities.

Download "public domain" and "shareware" programs of all types.

Download a variety of graphics (such as weather maps or astronomical images), sounds, or other data.

Participate in discussion groups on an incredible number and variety of topics.

Search many libraries and databases (such as the Library of Congress).

Access resources through the worldwide web.

As mentioned, the Internet is made up of an enormous number of computer systems.

Some of these systems may unfortunately contain defamatory, inaccurate, abusive, obscene, threatening, racially offensive, illegal or otherwise inappropriate materials. Farwell Area Schools makes every effort to comply *with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA). Farwell Area Schools has implemented filtering and blocking technology for all computers with Internet access in Farwell Area Schools. This filter is now in place at the school district level and is meant to block/filter the following: depictions of obscenity, child pornography and material harmful to minors.* Some industrious, curious, or determined individuals may discover some controversial materials on their own. At Farwell Area Schools we regret this possibility, but firmly believe that it is not possible to control access to this material without negating the value of connecting to the Internet in the first place. It is therefore expected that each individual will accept responsibility for his or her actions on the Internet.

Internet access is coordinated through a complex association of governmental agencies and regional and state-wide networks. In addition, the smooth operation of the network relies upon the proper conduct of all its users, who must adhere to strict guidelines. These guidelines are provided here (in the Terms and Conditions section) so that you are aware of the responsibilities you are about to acquire. **In general, this requires efficient, ethical and legal utilization of network resources. If Farwell Area Schools Computer Network user violates any of these provisions, his or her account is subject to immediate termination and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read this Acceptable Use Policy carefully and understand(s) their significance.**

Terms and Conditions

Users of Farwell Area Schools Computer Network agree to the Terms and Conditions set forth in this document. Moreover, users agree that access to **Farwell Area Schools Computer Network is a privilege rather than a right** and that they will abide by the decisions and instructions of Farwell Area School's system administrators with regard to usage of the system. Many of these Terms and Conditions are specific, non-exclusive examples of mis-use of the system. Generally, users agree to engage in activities, which are legal, ethical and non-disruptive to others. Specifically, they agree to the following:

Appropriate use

The **use** of Farwell Area Schools Computer Network must be in support of education and research and be consistent with the educational objective of the user's local school district. Merit Network is a curriculum tool, designed to meet the local school district's educational needs. Any activity which fosters that purpose is encouraged. Any activity which doesn't is discouraged or in some cases, prohibited. The use of any other organization's network and/or computing resources through Farwell Area Schools Computer Network must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services accessed which require a monetary charge or financial commitment shall be the responsibility of the individual user. Use of the system for games is prohibited unless specifically authorized by a teacher. Users are expected to maintain their electronic mailboxes and work areas regularly and to keep their data within the limits imposed by Farwell Area Schools computer system administrators. Be thoughtful in your use of the various public topics on this system: keep the subject of your message within the guidelines for the area.

Network Etiquette

You are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:

- Be polite. Do not be abusive in your messages to others. Treat other's fairly.
- Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. Do not use sound-alike words in place of swear words.
- All communications deemed illegal by any federal, state or local ordinances are strictly forbidden. Discussions deemed illegal will be turned over to the appropriate authorities.
- Do not contact organizations of questionable intent or provide address of students or staff to such organizations.
- Chat room abuse will result in removal of Internet privileges.
- Do not use or access other mail systems other than REMCEN during school hours.
- Do not reveal the personal address and/or phone number of any user(s). If you want to publicize your own personal address and/or phone number, you must first have your parent's permission.
- **Your electronic mail is not guaranteed to be private.** People who operate the system have access to all electronic mail. Messages relating to or in support of illegal activities will be reported to the proper authorities. Use of Novell Instant Messaging is prohibited.
- Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
- As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

Copyrighted material

Copyrighted material must not be placed on any system connected to Farwell Area Schools Computer Network without the permission of the copyright holder. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.

Public domain material

Any user may download public domain programs for his/her own use or non-commercially redistribute public domain programs or data. Users assume all risks regarding the determination of whether a program is in the public domain.

Privileges

The use of Farwell Area Schools Computer Network **is a privilege, not a right**, and inappropriate use may result in cancellation of those privileges.

Security and Behavior

Security on any networked computer system is critical, especially when the system involves a variety of users. If you can identify a security problem, notify the Merit Network or Farwell Area Schools Computer Network system administrators immediately. Do not demonstrate the problem to any users except as directed by the Farwell Area Schools Computer Network system administrators. Do not attempt to gain security codes, passwords, or other private information regarding another user or system. **Do not share your security codes or passwords with anyone. Moreover, you shall not use another individual's account, nor shall you allow another person to use your account.** Your Farwell Area Schools computer network account is for your personal use only, it is not a shared account for your family or organization. You are completely responsible for the actions taken with your Farwell Area Schools computer network account, whether by you or someone else. Therefore, keep your password a secret and change it often - especially if you think someone may know it. You are not to misrepresent yourself on the system in any way. Do not claim to be someone you are not. Use of Novell Instant Messaging is prohibited. Any action by any user that is deemed by Farwell Area Schools Computer Network system administrators to be a threat to the integrity of system will result in the loss of all privileges.

Vandalism

Vandalism will result in the cancellation of all system privileges . Vandalism is defined as any attempt to harm, destroy, or disrupt the operation of the hardware, software, or the data of any other user on this system or any other system. This includes, but is not limited to, the uploading, creation, or knowing transmission or computer viruses.

Warranty

While Farwell Area Schools Computer Network makes every effort to maintain an error free system, it makes absolutely no warranties of any kind, neither expressed nor implied, for the services it is providing. Farwell Area Schools Computer Network will not be responsible for any damages suffered or caused by any user. This includes, but is not limited to, any loss of data by any means. Any and all use of any of the information obtained via the Internet or Farwell Area Schools Computer Network is at the user's own risk. Farwell Area Schools Computer Network specifically denies any responsibility for the accuracy and/or quality of any information obtained through its Internet services. The user (or parent/guardian, if applicable) agrees to indemnify and hold harmless Farwell Area Schools Computer Network and its sponsors, including but not limited to their individual board members, agents, or employees from and against any claim, lawsuit, cause of action, damage judgment, or administrative complaint arising out of the use of Farwell Area Schools Computer Network hardware, software, and/or network facilities under this agreement.

Termination of account

A user may terminate his/her account and Farwell Area Schools Computer Network by contacting the Farwell Area Schools Computer Network representative. The system administrators reserve the right, at their sole discretion, to suspend or terminate a user's access to

Farwell Area Schools Computer Network upon any breach of the Acceptable Use Policy by the user.

Enforcement provisions

While the system administrators make every effort to maintain and respect user's privacy, it may become necessary to monitor any or all activity on Merit Network and Farwell Area Schools Computer Network ~~and~~ to inspect any files, including electronic mail, stored on the system.

Privacy is not guaranteed.

Discipline

Violations of this Acceptable Use Policy will be turned over to Farwell Area School District administrators for disciplinary action. The status of the user's Farwell Area Schools Computer Network account will be determined by the local district administrators. Users should contact their Farwell Area Schools Computer Network representative when they are notified of a policy violation.

Summary

The following list of dos and don'ts should help you to better understand your responsibilities:

- DO NOT tell anyone your password.
- DO NOT use Novell Instant Messaging.
- DO NOT let anyone else use your account - this includes your mother, father, son, daughter, brother, sister, girlfriend, boyfriend, mailman, and your dentist. You will be held responsible for actions taken with your account.
- DO NOT send or forward chain mail or unsolicited advertising.
- DO NOT swear or use language that is intended, through context or spelling, to represent a curse word. For example, if "fissle" were a curse word, then "fi\$\$le", "phizzle" and "f!ssle" would be unacceptable.
- DO NOT threaten another person.
- DO NOT make links on your web page to inappropriate sites.
- DO NOT make commercial software available from your web page without permission of the copyright holder.
- DO change your password often.
- DO select good passwords (help is provided on-line).
- DO notify the system administrators when you receive chain mail or unsolicited advertising.
- DO treat other people with respect.
- DO email the system administrators when you don't understand the rules.

Farwell Middle School

Student/Parent/Teacher Compact

Parent Responsibilities

- Provide a quiet place to do homework.
- Set aside a specific time to do homework.
- Study area should be well-lit and well-equipped with pens, pencils, paper, ruler, crayons, markers, glue, dictionary, etc.
- Look over homework assignments to check for understanding.
- Be available to assist.
- Sign and return all papers that require a parent or guardian's signature.
- Encourage positive attitudes toward school.
- Require regular school attendance.
- Attend parent-teacher conferences.

Student Responsibilities

- Ask the teacher any questions about the homework.
- Take home materials and information needed to complete the assignment.
- Complete homework in a thorough, legible and timely manner.
- Return homework on time.
- Return signed homework form.
- Comply with school rules.
- Attend school regularly.
- Respect the personal rights and property of others.

Teacher Responsibilities

- Provide quality teaching and leadership.
- Assign homework/class work.
- Coordinate with other programs to make sure nightly assignments do not exceed time limits.
- Give corrective feedback.
- Recognize that students are accountable for every assignment.
- Check that homework has been completed and parent or guardian has signed homework form.
- Respect cultural, racial and ethnic differences.

Computer/Technology Use Agreement

As the parent or guardian of _____, I have been provided the Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize it is impossible for Farwell Area Schools Computer Network to completely restrict access to all controversial materials and I will not hold them responsible for such materials accessed on the network. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or guardian's name (please print)

Parent or guardian's signature

Date

Handbook Acknowledgment

The following is an acknowledgment that I have received a Student/Parent Handbook that includes:

Code of Conduct and Due Process
Computer Acceptable Use Policy
Bus Safety Rules
Parent Compact

I understand that my student's picture and video image will be used for school newspapers, web pages, school newsletters and yearbooks unless a written request prohibiting such images is made.

Student's name _____

Student's Signature _____

Parent's name _____

Parent's signature _____

Date _____

Please sign and return to your student's teacher by September 25.

First Student Day	September 2
Picture Day	September 10
End of 1 st Marking Period	October 6
Parent/Teacher Conferences 11:00 a.m.-7:00 p.m. (no school for students)	October 9
Vacation – No School	October 10
MEAP Testing	October 14 – 30
End of 2 nd Marking Period (1 st Trimester)	November 20
Records Day (no school for students)	November 21
Thanksgiving – No School	November 27 & 28
District Professional Development Day (no school for students)	December 1
Winter Vacation Begins – No School	December 20
Classes Resume	January 5
End of 3 rd Marking Period	January 16
District Professional Development Day (no school for students)	February 13
End of 4 th Marking Period (2 nd Trimester)	February 26
Records Day (no school for students)	February 27
Vacation – No School	March 2
Spring Vacation Begins – No School	March 28
Classes Resume	April 6
Good Friday Vacation– No School	April 10
Vacation – No School	April 13
End of 5 th Marking Period	April 17
Vacation Day – No School	May 22
Memorial Day Vacation – No School	May 25
End of 6 th Marking Period (3 rd Trimester)	
Last Day for Students	May 28
Half-Day Records/PD – No Students	May 29