Evart Middle School

"Home of the Wildcats!"

Student Handbook
2021-22

Every Child…Every Chance…Everyday…

At Evart Middle School our Responsibility is to
MAXIMIZE the LEARNING PROCESS
Of Everyone
In a Safe and Respectful Environment

Welcome to Evart Middle School!

The next few years are important years of educational growth. These are also the years that students will begin to enjoy the choices and responsibilities that encompass maturity. It is our expectation that all students will strive to do their best at all times. With students, parents, and the school faculty working together as a team, our intention is to provide the best learning experience possible for all students.

The information in this handbook has been prepared to help students and their families become acquainted with the middle school. If there are any questions, please feel free to consult any member of the faculty or staff at 734-4222.

Respectfully Yours,

Middle School Staff

PHONE NUMBERS/MODES OF COMMUNICATION

Middle School Principal	Mr. Jason O'Dell	734-4222
Middle School Secretary	Mrs. Jenny Joyce	734-4222
Superintendent	Mrs. Shirley Howard	734-5594

Facebook: Evart Middle School
Twitter: @evartmid
Web: www.evartps.org

BOARD OF EDUCATION

Alan Bengry ……..... President
Gerald Nichols ……..... Vice-President
Kelly Millen……..... Secretary
Rosie McKinstry ……..... Treasurer
Karen Pylman……..... Trustee
Eric Schmidt……..... Trustee
Kelly Whitman ……..... Trustee

Core Academic Teams

5th Grade Teachers

Mr. Araujo….Reading/Social Studies
Ms. Shorts….Science/Social Studies
Mrs. Vincent….Math/Social Studies

***Planning Period….7:30--8:25

6th Grade Teachers

Mrs. Helmling….Math Support
Miss Jack….Social Studies, Math
Mr. Junker…Science
Mrs. Keysor….Math
Mrs. Natale….Science, Reading
Miss Wright….Reading

***Planning Period….7:30 - 8:25

7th & 8th Grade Teachers

Mr. Bishop….Social Studies (8th)
Mrs. Cherry….Language Arts (8th)
Mr. Couturier….Social Studies (7th)
Mrs. Helmling….Math Support (7th/8th)
Mr. Junker….Science (8th)
Mrs. Keysor….Math (7th)
Mr. Sims….Math (7th/8th)
Mr. Wetters….Science (7th)
Miss Wright….Language Arts (7th)

***Planning Period….8:28 – 9:23

Special Education Support

Ms. Colbert….5th/6th
Mrs. Isanhart….5th/6th
Mr. Isanhart….7th/8th
New Staff….5th-8th

Multi-Grade-Level Enrichment Teachers

Beginning Band, Cadet Band: Mrs. Craven
Physical Education: Mrs. VanBuren, Mr. Zeller
Coding: Mrs. Helmling, Mr. Wetters
Art: Mrs. Schneider
Industrial Arts: Mr. Gutierrez
Orienteering: Mr. Bishop

Support Staff

Miss Abby Apsey……..Special Education Para-Professional
Mr. Alex Bengry……Special Education Para-Professional
Mrs. Jeanine Dyer……..RTC Coordinator
Ms. Mary Grein…….……Special Education Para-Professional
Ms. Ashlyn Joyce……Special Education Para-Professional
New Staff……..Special Education Para-Professional
Mrs. Elizabeth McPherson……..……Social-Emotional Wellness Coach
Mr. Patrick Mulkerns……...School Guidance Counselor
Mrs. Anneliese Rider.....……Media Center Para-Professional

FOOD SERVICE STAFF

Mrs. Angie Cushman...…….....Director of Food Service
Mrs. Marie Park…….…… Food Service Staff
Mrs. Linda Tapling…...……..... Food Service Staff

CUSTODIAL STAFF

Mr. Scott Booher…...……..……Middle School Custodian
Mr. Bart Gallinger……Custodial/Maintenance Supervisor
Mr. Geoff Scott.……Middle School Custodian

EMS DAILY SCHEDULE 2021-22

Regular Day Bell Schedule

5th – 6th Grade		7th – 8th Grade	
7:30 – 8:25	Block One	7:30 – 8:25	Block One
8:28 – 9:23	Block Two	8:28 – 9:23	Block Two
9:26 – 10:21	Block Three	9:27 – 10:21	Block Three
10:24 – 11:19	Block Four	10:24 – 11:19	Block Four
11:19 – 11:55	Lunch	11:22 – 11:55	Power Hour
12:00 – 12:31	Power Hour	11:55 – 12:30	Lunch
12:34 - 1:29	Block Five	12:34 – 1:29	Block Five
1:32 – 2:07	Exploratories	1:32 – 2:07	Exploratories
2:10 – 2:25	Advisory	2:10 – 2:25	Advisory

Early Release Bell Schedule

5th – 6th Grade		7th – 8th Grade	
7:30 – 8:05	Block One	7:30 – 8:05	Block One
8:08 – 8:43	Block Two	8:08 – 8:43	Block Two
8:47 – 9:22	Block Three	8:47 – 9:22	Block Three
9:26 – 10:01	Block Four	9:26 – 10:01	Block Four
10:01 – 10:36	Brunch	10:05 – 10:40	Block Five
10:41 – 11:01	Power Hour	10:40 – 11:15	Brunch
11:05 – 11:40	Block Five	11:20 – 11:40	Power Hour
11:44 – 11:55	Advisory	11:44 – 11:55	Advisory

Delay Day Bell Schedule (fog, etc.)

5th/6th Grade		7th /8th Grade	
10:30 – 11:12	Block Two	10:30 – 11:12	Block One
11:12 – 11:42	Lunch	11:16 – 11:58	Block Three
11:47 – 12:29	Block Three	11:58 – 12:28	Lunch
12:33 – 1:15	Block Four	12:33 – 1:15	Block Four
1:19 – 2:01	Block Five	1:19 – 2:01	Block Five
2:05 – 2:25	Advisory	2:05 – 2:25	Advisory

***Teachers arrive no later than 7:25 am and may leave at 2:50 pm. Buses will be scheduled to arrive no later than 7:25 am. The building will be open to students at 7:25 am and students will report to their home classrooms by 7:30. Students should leave the school building and school area no later than 2:35 pm unless they are participating in a scheduled, supervised event.

COVID-19 PREPAREDNESS AND RESPONSE PROCEDURES, ROUTINES, ETC.)

We are optimistic that schools will look more like they did prior to the pandemic with many restrictions being removed. However requirements and recommendations coming from the Federal and State as well as the Michigan and Local Health Departments are continually being revised.

Our goal is to provide a learning environment that existed before the pandemic while maintaining some of the protocols that allowed us to be face to face for the entire 2020-21 school year. We will be moving forward with the following guidelines for 2021-22…

- We will return to the virtual learning opportunities that were in place prior to the pandemic. All K-8 teachers will only be teaching students face to face. At the high school level, virtual opportunities are available through APEX and Educere, two programs that were used prior to the pandemic.
- Staff and students will not be required to wear masks in our school buildings. However many may wish to wear a mask and are encouraged to do so if they have not been fully vaccinated. However, this is a personal choice.
- **Face masks are required on all school transportation. This is a current federal regulation.**
- Vaccinations for staff and students will not be required. We do encourage those who are able to be vaccinated.
- We will ask that both staff and students stay home if they are not feeling well. I really believe that the cooperation we received from our families in keeping students home was one of the reasons we were in school all year.
- We will not require antigen testing.
- We will follow MHSAA guidelines to allow out students the opportunity to participate in the MHSAA tournaments. At this time guidelines have not been published.
- We will continue to maintain a healthy environment with proper cleaning and sanitizing as recommended by the CDC.
- Frequent hand washing is part of the daily schedule.
- We will be following the state recommended guidance of “cohorting” (as it is feasible to do this in our building). This means that students will be in a specific classroom group of students for the entire day (with the exception of enrichment/exploratory classes as well as lunch).

We hope that we will be able to maintain these guidelines through the entire school year. However we know we will need to be flexible if additional requirements rather than just recommendations are put into place. Thank you for your continued patience and understanding as things can changes at a moment’s notice. If you have any questions or if you are in need of further clarification, please do not hesitate to contact the EMS office at 734-4222.

Student Timeliness and Preparedness

Students are offered the privilege of a 3 to 4 minute passing period to use the restroom and get class materials from their locker. When it is time for class to start students are to be in their seat, with their materials, ready to work. For safety reasons and space-available reasons, jackets, coats, backpacks, book bags and purses are NOT allowed in the classrooms or hallways. Tardiness is disrespectful and disruptive. The EMS tardy process will be followed.

Closed Campus

Evart Middle School has a closed campus. This means that students are not allowed to leave the school premises once they arrive on school property. Students who leave campus without permission will be subject to disciplinary action for truancy. When outside at lunchtime or participating in other outdoor events, students must remain in designated areas as determined by the supervising teacher.

Contacting a faculty member: The best time to reach a faculty member is during their planning period (see list of teachers for times). Messages received during the day will be relayed to the faculty member who will return the call as soon as possible. Parents also have the ability to leave voicemails for staff members in order to leave detailed messages. Classes will not be interrupted except in cases of extreme emergency. E-mail is also encouraged as a form of communication. Staff e-mail addresses may be found at www.evartps.org.

Contacting your student during school hours: Parents/visitors must check in at the middle school office when entering the school building during school hours. **For passing on information to students, parents are asked to contact the office**. Messages/deliveries will be relayed to the student by the middle school office staff. *If there is an absolute need to text and/or call your child during the school day, please do so prior to the start of the day or after school dismissal.*

INCLEMENT WEATHER, SCHOOL CLOSINGS AND DELAYS

If school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

WTCM	103.5 FM	WCEN	94.5 FM	TV 7&4
WWBR	100.9 FM	WYBR	102.3 FM	TV 9 &10
WJZQ	92.9 FM	WUGN	99.7 FM	FOX 32

Messages will also be posted via Facebook, Remind and Skyward regarding cancellations.

******All Delays are 3 hours. When school is delayed, the starting time is 10:30 a.m.***

ELECTRONIC EQUIPMENT POLICY

Our school is a 1:1 building as all students are issued Chromebooks for use during their years here at EMS. All students must comply with the EMS Chromebook Users Agreement before receiving their school issued technology. Students may also choose to participate in the Evart Middle School BYOD initiative. This initiative allows students to utilize their own technology in the classroom. Please read the EMS BYOD Handbook for more information. Classroom teachers will notify students when BYOD activities will be taking place in their classrooms. Unless utilized for BYOD, students are encouraged to keep their electronic devices at home. Cellphones are to remain in "silent" mode for the duration of the school day. **Phones are to remain in locked lockers during all class periods. Violation of this will result in phone confiscation and parents being notified to pick up the device.** Students may use their devices at breakfast/lunch in accordance with the district's BYOD policy.

DRESS CODE

While fashion changes, the reason for being in school does not. Students are in school to learn. Students should consider the following questions when dressing for school:

1. Does my clothing expose too much?
2. Does my clothing advertise something that is prohibited to minors?
3. Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
4. Would I interview for a job in this outfit?
5. Am I dressed appropriately for the weather?

Some examples that students usually wonder about are listed below:

A. Clothing should not call particular attention to the body of the wearer because of design (holes, rips/tears/etc.), lack of length, type of cut (shirts that show cleavage) or overly loose fit (sagging pants, low cut arm openings, etc.). Other examples: Clothing with a bare midriff, halter tops, tank tops (must be worn with a shirt over or under it in order to be worn at school).
B. No undergarments are to be showing at any time.
C. Sleeveless shirts must not have enlarged underarm openings. No “spaghetti” strap type shirts are allowed unless worn underneath another shirt.
D. Hats and other head coverings or sunglasses are not to be worn indoors.
E. Clothing must not have letters, pictures, or sayings that are obscene or objectionable. Objectionable is defined as, but not limited to, clothes that advertise alcoholic beverages, tobacco products or slogans related to substance abuse, sex or inappropriate language and/or behavior.
F. Shirts are to be buttoned, so excess skin does not show, or wear an undershirt under it.
G. Spandex (running, aerobic or biking, etc.) shorts and pants are not to be worn unless other loose-fitting clothing is worn over them.
H. Students are not to wear outdoor garments in classrooms.
I. Pajama pants and house slippers are not to be worn at school.

Clothing or grooming shall be considered unacceptable if it endangers the health or safety of other students and staff or it creates a disruptive influence on the educational process.
Additional health and safety standards may be required of students enrolled in special classes, for example: physical education, science, art, technology or computers. Certain extracurricular activities have specific and reasonable dress requirements. Since participation is voluntary, it is expected that students dress in compliance with the rules established by the organization, its sponsors and advisors.
Students not conforming to this dress code will be asked to obtain acceptable clothing before returning to the classroom. New or gently used clothing is available at EMS in limited quantities. In the event that appropriate clothing cannot be obtained, the student may be required to remain in the office or be sent home.

AFTER SCHOOL EVENTS AND ACTIVITIES

After school activities sponsored by the school are considered a privilege. These activities may be held after school or in the evening. Students leaving the activity (including sports events) will not be allowed to re-enter. A student with excessive or severe school rules infractions may be prohibited from attending these events or activities. Students failing to comply with school rules while at the activity will be removed and their parents will be contacted. They also may be restricted from attendance at any after school activities for the rest of the school year.
Any student absent on the day of an after school event or activity may not attend.

GENERAL INFORMATION

PLANNERS

The student planner is a tool for learning both organization and time management, as well as being a means of communication between home and school. At Evart Middle School, the planner serves as a hallway pass, as well as a place to record assignments, goals, activity dates, and much more. Students are required to have their planners with them during every class period. Students will be issued one planner at the beginning of the school year at no cost. Students are expected to treat their planners just as they would other school textbooks or school equipment. In the event of loss, replacement planners may be purchased at a cost of $15. With parents and school working together, this will be tremendous tool for student success and home/school engagement.

HALLWAY EXPECTATIONS

During class time, a hallway pass must have been completed (via the student planner) in order to be in the halls. Students should always be quiet in the halls so as not to disrupt other classrooms. Inappropriate or unsafe hallway behavior may be referred to RTC.

LOCKERS

A combination lock will be provided for every student. The lock will "stay" with the student throughout their time at EMS. Your locker is your responsibility for the entire school year. We will set aside specific days for the purpose of cleaning lockers.

Each locker will have a combination lock. Please keep it locked at all times. Do not give your combination to other students. The school will not be held responsible for items stolen from student lockers. Students are to keep the locker that is assigned to them and keep it locked at all times. A fee will be charged for lost padlocks. Padlocks will be turned in at the end of the school year and will be re-issued to the student during registration of the following year.

Accepting a locker is accepting the fact the locker is school property and may be checked, or otherwise administered, to guarantee student body safety and protection. School personnel will open a locker when there is reason to believe that a locker contains stolen items or materials and/or substances that may be harmful or unlawful.

LOST AND FOUND

The lost and found area is a table located just inside the doors used for morning entry (south doors, cafeteria). Students who have lost items are encouraged to retrieve them as soon as possible. Unclaimed items will be given to charity. Students are to only take items out of the lost and found that belong to them.

S.T.A.R.S ACADEMIC TUTORIAL PROGRAM

This program (Students Taking Academic Responsibility Seriously) provides an opportunity for students to receive additional help and/or time with their course work. Students who refuse to work during class time, may be referred by their classroom teacher to attend the afterschool program (parent contacted). Those who have been referred to the program and refuse to attend will be referred to the lunch RTC. Students may self-refer themselves to the program for various academic reasons. Parents may also request for their child to attend the S.T.A.R.S. program. Coaches may request for their teams to attend the program in an effort to maintain eligibility.***This program takes place afterschool Mondays through Thursdays, 2:30-3:30, in the media center.

ASSEMBLIES, FIELD TRIPS AND ATHLETIC CONTESTS

Students are expected to follow all school rules when attending any of these events. A student may lose the right to attend these activities if their behavior at school has been unsatisfactory or if behaviors at a past assembly, field trip, and/or athletic contest have been inappropriate. Students who do not meet minimum standards of behavior may be excluded.

ANNOUNCEMENTS

Announcements will be made to the student body on a daily basis. Individual announcements should be received by the office no later than 7:45 a.m. in order to be included during the announcements for that particular day. No announcements or posting of outside activities will be permitted without the approval of the principal.

SAFETY DRILLS

State mandated safety drills are conducted throughout the year at EMS. Fire drills will be conducted throughout the year. Posted in each classroom, gymnasium and library are instructions relative to that room. When the fire alarm sounds, quietly exit the building in a single file line as soon as possible. Upon arriving at the assigned location, each teacher will take roll. Please wait for the signal to reenter the building. Tornado drills will be conducted during the tornado season using the procedures provided by the State. All tornado drills will be announced over the public address system. Students and staff will be asked to go to the hallway and assume the directed position. Lockdown drills will be conducted on a periodic basis. When in “lockdown”, only law enforcement and emergency personnel will be permitted to enter or exit the building.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the middle school principal. Violation of this may lead to disciplinary action.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class, including those dealing with instruction in health and sex education. Any parents who wish to review materials or observe instruction should contact the office prior to coming to the school. As always, a background check will need to be in place for those wishing to observe instruction in our classrooms

SCHOOL BUS (EXPECTED CONDUCT)

All students riding buses will be given a copy of the bus rules at the beginning of the year. Each parent is expected to return a form that states that all children in the family will adhere to these rules and regulations. These forms are received from and returned to the bus driver. The following rules are to be followed while on the bus:

1. Only students entitled to transportation will be permitted to ride the buses. If you want to ride a bus other than your own, you must show a note from your parent(s) and/or legal guardian to the school secretary. The office will generate a bus pass for you to give to your driver. If you do not show the pass to the driver, you will not be permitted on the bus.
2. Students must remain seated while the bus is in motion. This is the State law. Students are not permitted to save seats for fellow students. You must move over and share the seat and permit room for other students.
3. Fighting (throwing a punch) will be considered a severe disruption and will not be tolerated.
4. You must be at your stop five (5) minutes before the bus arrives. Drivers are told they are not to wait for tardy students.
5. No littering on the bus at any time.
6. Students shall refrain from scuffling and loud and boisterous conduct at all times

***Questions regarding rules and procedures should be directed to the transportation department at 734-2182.

SEARCH AND SEIZURE

The law is clear about search and seizure when it applies to a school setting. It has been repeatedly upheld by State and Federal Courts that the "reasonable suspicion" standard is all that applies. Students should be aware that school lockers, desks and coatrooms are school property and as such are subject to periodic inspection by school officials.

Additionally, a student and his/her personal effects may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Confiscated materials will be turned over to legal authorities.

TEXTBOOKS AND SCHOOL OWNED MATERIALS

Students are responsible for all school materials loaned to them during the school year. If they are not returned in good condition, students will be asked to pay for damages, loss or excessive wear. This fine may equal, but not exceed, the actual replacement cost of the item. Students who lose a textbook will be required to pay for it before another is issued. If extra books are available, a loaner may be made available for class use only.

USE OF THE LIBRARY

The library is available to students throughout the school day. Books on the shelves may be checked out for a period of two weeks. Students with overdue materials may not check out more until they are returned or paid for. Students are expected to be quiet and refrain from bothering others. Forfeiture of library privileges will occur if the rules are not followed.

USE OF TELEPHONES

Office telephones are not to be used for personal calls. Arrangements for non-school activities should be made prior to coming to school (asking friends over, going to the public library, etc.). Except in an emergency, students will not be called to the office to receive a telephone call. Office personnel will initiate all calls on behalf of a student seeking permission to leave school (due to illness or other extenuating circumstances).

VISITORS

Parents and other guests are welcome at the school. Successful background checks are required to be on file before volunteering in or visiting our classrooms. Forms for background checks can be obtained from the district central office located in the north wing of the middle school. Please make prior arrangements with the office and classroom teacher prior to your visit. In order to monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a visitor pass. Students may not bring visitors to school other than their parent/guardian.

STUDENT VALUABLES

Students are encouraged to take care in what items of value they bring to school. Items such as jewelry, expensive clothing, money, electronics, and the like are tempting targets for theft and extortion. Students assume all responsibility for the safe-keeping of their property and the school will not be liable for loss or damage to personal valuables.

ENROLLMENT INFORMATION

EMERGENCY CONTACTS

Parents must update the emergency contact information for each of their children each year. Current contact information will be sent home in each student's registration packet on the first day of school. All documents in the packet should be returned as soon as possible.

MANDATORY DOCUMENTS

All students must have birth certificate and shot records on file in the office. New students must provide proof of residency upon enrollment.

INTERNET USAGE

Use of the internet is part of our core curriculum. Students will be given a user agreement form which requires a parent signature acknowledging an understanding of the guidelines for internet use and consequences for misuse.

SCHEDULING

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space.

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from Evart Middle School, the parent must notify the office as soon as possible. Transfer will be authorized only after the student has completed the arrangements, returned all school materials and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

CONFERENCES AND GRADING POLICIES

PARENT-TEACHER CONFERENCES

Parent conferences at EMS will be held at various times throughout the school year. Formal conference opportunities will be provided approximately two times during the school year. A letter will be sent to all parents announcing the dates of the conferences. Informal individual student conferences with the teachers may be arranged upon request. Teachers are available during their planning period and after school until 2:55 p.m. unless otherwise scheduled. Parents are encouraged to call or e-mail staff at any time during the school year with any questions or concerns that may arise.

The grading policy is as follows:

Report cards are issued at the end of each semester. Formal progress reports will be sent home with students approximately every three weeks.

At Evart Middle School we contend that students should be secure in their learning and their attainment of the educational standards set forth by our state. Students will be given the following marks indicating learning competency on grade level content expectations:

Learning Target Descriptors and Scores for daily practice work, assessments, progress reports and Standards-Based Report Cards			**Letter Grade Equivalent: Will be posted on Report Cards**	
Incomplete	0	The student has not attempted any work towards the standard as described by the learning target for this grade level.	0-.99	F
Attempted	1.25	The student is not meeting the standard as it is described by the learning targets for this grade level. The student is working on key indicators that are one or more years below grade level.	1.0 – 1.49	D

Beginning	2	The student is beginning to and occasionally does meet the standard as it is described by the grade-level learning targets. The student is beginning to grasp and apply the key concepts, processes, and skills for the grade level but produces work that contains many errors.	1.5 – 2.49	C
Developing	3	The student meets the standard as it is described by the grade level learning target more than half of the time, with few errors.	2.5-3.49	B
Secure	3.5	The student regularly meets the standard as it is described by the grade level learning targets. The student, with limited errors, grasps and applies the key concepts, processes, and skills for the grade level.	3.5-4.0	A
Exceeds	4	The student consistently meets and at time exceeds (more depth/extension with grade-level work and/or performing at a higher grade level) the standard at it is described by the grade level learning targets. The student, with relative ease, grasps, applies, and exceeds the key concepts, processes, and skills for the grade level.		A+

*****STUDENTS WILL RECEIVE A GRADE MARK OF CREDIT (C) OR NO CREDIT (NC) FOR POWER HOUR AND ADVISORY.**

PROMOTION POLICY

Policy Statement: To be promoted to the next grade level:

- Assessment scores must indicate satisfactory acquisition of skills and concepts.
- No core class can be failed for the entire year.
- More than half of the learning targets are fully or consistently met.

Retention: If a student does not meet the criteria listed above, multiple criteria will be used to determine if that student should be retained in the same grade for a second year, or placed into the next grade, for further academic support.

Note: Special education students are expected to complete all assignments and assessments. The I.E.P. Team will determine minimum criterion for success.

Student Support Team: a student support team meeting will be conducted for students who are having academic difficulties.

Additional academic support may include participation in our S.T.A.R.S. program.

HEALTH & WELLNESS INFORMATION

IMMUNIZATIONS

Each student shall have the immunizations required by law or have an authorized waiver. This is for the safety of all students and in accordance with State Law. Any questions about

immunizations should be directed to the building principal. Students may be denied admittance or removed from school until the required immunizations are obtained or a waiver is presented.

In order for your child to be sufficiently immunized, the following shots are required for all new students and recommended for all other students:

4 doses of DPT (one must be after the fourth birthday)
3 doses of Polio (one must be after the fourth birthday)
2 doses of MMR (both must be after the first birthday)
3 doses of Hepatitis-B
2 doses of Varicella vaccine or past history of chicken pox (starting 2002)
1 dose of Meningococcal (MCV4 or MPSV4) vaccine required for all children entering 6th grade.
I dose of Tdap for children 11-18 years of age if 5 years since the last dose of tetanus/diphtheria containing vaccine. (Remember to get a tetanus booster for your child every ten years).

Please check your child's immunization card. If you feel they need shots, you can call the Health Department at 832-5532 for an appointment. The shots may also be done at the doctor's office. Once the shots are done, please bring an updated copy of the immunization record to the school so we can update our records.

MEDICAL EMERGENCIES

State Law requires that all students have an emergency medical card completed, signed by a parent or guardian and filed in the school office. Emergency cards are handed out to all students at the beginning of the school year or when the student enrolls. In the event of an emergency, we will contact you as soon as possible. Please keep the emergency card information up-to-date.

MEDICATION ADMINISTRATION TO STUDENTS

The administration of medication by school personnel shall be authorized and performed in exceptional circumstances that render the administration of the medication by the parent at home impossible or extremely difficult. Only such school personnel as are specifically authorized by the building principal or his/her designated representative will administer medication. The authorization to administer medication shall be issued only in compliance with the following conditions:

A. The Request for Administration of Medication form must be signed by the student's parent/guardian and filed with the building principal.
B. Written instructions signed by the parent/guardian and the student's physician must be furnished and shall include:
    1. student's name, address, telephone number;
    2. physician's name, address, telephone number, and signature;
    3. pharmacy name, address, telephone number;
    4. name of medication, beginning date of administration;
    5. prescribed dosage, frequency and duration;
    6. parents will be responsible for informing the District if the child has experienced side effects from the medication the child is to receive;
    7. termination date for administering the medication;
    8. special handling and storage instructions.

C. Medication for students in grades K-8 must be brought to school by an adult and in a container appropriately labeled by the pharmacy. Students in grades 9-12 may bring prescribed medication to the office. Refill of the medication is the sole responsibility of the student's parent/guardian.

D. The building principal or other designated school personnel will:
   1. inform appropriate school personnel of the medication administration form (signed by both parent and physician);
   2. keep a log of the administration of the medication, which will include: date, time, dosage, and person administering the medication along with the initials of an adult witness (this witness can be a school employee/or adult);
   3. keep the medication in a locked cabinet;
   4. return the unused medication only to the student, parent or guardian (a student may retain his/her inhaler);
   5. any medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.

E. The student's parent or guardian assumes the responsibility to immediately inform the building administrator or his/her designated representative of any change in the child's health or change in medication, including the discontinuation or modification of the medication and any of the side effects experienced.

F. The student's parent/guardian has the sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

G. In no instance are District personnel to administer an initial dose of a new medication to any student.

H. Forgotten doses of home medication will not be made up at school.

I. Student self-possession and/or self/administration of medication for grades K-8 is prohibited unless the student's health is endangered by this prohibition.

J. No staff member will be permitted to dispense non-prescribed medication (OTC) to any student without a doctor's order.

K. Students in grades 9-12 who are able to self-administer medication(s) will be permitted to do so subject to the guidelines listed below:
   1. The student's parent or guardian shall provide written authorization for the student to self-possess and/or self-administer their own over-the-counter pain medication in the school setting (if a student is age 18 or older or is an emancipated minor, the student may provide this written authorization instead of the parent/guardian.) This form must be filed in the office.
   2. The medication shall be maintained exclusively and at all times under the student's control while in the school setting and the student will carry no more medication than necessary for that day.
   3. Students who receive authorization to self-administer their medication shall not convey, transfer or otherwise distribute the medication to other students; students who violate the conduct standard shall be subject to disciplinary penalties as specified in the student code of conduct.
   4. Building administrators and appropriate school personnel shall be informed on a need-to-know basis when a student is authorized to self-administer medication.
   5. The building administrator may discontinue the student self-administration privilege upon advance notification of the parent/guardian. If a student is under an Individualized Educational Program (IEP) or a Section 504 Plan, the action must be taken in accordance with the Individual with Disabilities Education Act (IDEA) or Section 504 Rehabilitation Act requirements.

VIRTUAL/REMOTE/DISTANCE LEARNING OPTIONS

We offer face to face instruction for all students in grades 5-8. Only in certain circumstances, will an alternative learning option be offered. For questions regarding virtual, remote or distance learning options, please contact Mr. O'Dell or Mr. Mulkerns.

FOOD SERVICE PROGRAM INFORMATION

MAXIMIZE LEARNING THROUGH HEALTHY EATING

Evart Middle School is a member of Team Nutrition, a national initiative designed to motivate, encourage, and empower schools, families and the community to work together to continually improve school meals and to make food and physical activity choices for a healthy lifestyle.

One important way of maximizing the ability to learn is to eat an adequate and nutritious breakfast and lunch. Students who have their nutritional needs met are better learners. Therefore:

- All students will receive a light breakfast during their first period class (free of charge).
- All students have the opportunity to purchase a nutritious lunch during their scheduled lunch time.
- All students receive an application for free or reduced price lunch.
- Healthy choice snack and drink vending machines are available to students in the cafeteria.
- For health and safety reasons, ENERGY DRINKS are NOT ALLOWED at school.
- POP is HIGHLY DISCOURAGED at school.

*****UNIVERSAL LUNCH INFORMATION FOR 2021-22.**

Adult lunches are still priced at $4.00. The School Food Service prohibits discrimination based on religion, race, color, national origin, sex, age, weight, height, marital status, disability or arrest record. Daily menus are subject to change without notice.

Also, the Michigan Department of Education is now using the number of students eligible for free lunch to determine the funding our school district will receive for our Title I and At-Risk programs. Several of our counselors, Title I teachers and educational assistants are paid for by monies from these programs that are important student support programs our district operates.

All school districts in the state submit to the Michigan Department of Education the total number of students in their district eligible for free lunch. This number is used to determine the funding each district receives for the student support programs they operate. An eligible student does not have to eat every day, but we need to have a completed household survey on file for every student so we can receive the funding necessary to operate our programs. No names are ever released. All students are treated the same way so there is no discrimination of students who do or do not receive free hot lunch or milk. Students who carry their lunch can receive free milk if they meet the eligibility criteria for free lunch. We realize family situations change continuously, so we encourage you to file an application even if you may not have qualified in the past and we encourage you to request a form if there is any change in your circumstances as the year goes on. Again, it is extremely important that we have all families complete the household survey distributed in the student's registration packet. Remember, even if eligible for free lunch, your student does not have to participate; however, having the application on file will

help in the funding of our Title I/At-Risk programs. Be assured that all information submitted is completely confidential.

ELASTIC CLAUSE

The principal reserves the right to amend any provisions in this handbook that he/she deems to be in the best interest of the educational process. Furthermore, the principal retains the right to issue penalties for acts of discipline not specifically stated herein and to alter any penalties, as he/she considers necessary.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ANNUAL NOTIFICATION OF RIGHTS AND DESIGNATION OF DIRECTORY INFORMATION

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

(1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed.

If the School decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4) Upon request, the Evart Public Schools discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5920

(6) Generally, school officials must have written permission from the parent/guardian or from a student if an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student's record. However, the Family Educational Rights and Privacy Act (FERPA) allows school districts to disclose, without consent, "directory" type information. The Board of Education of the Evart Public Schools has designated the following personally identifiable information contained in a student's education record as "directory information":

A. Student name, address, telephone listing.
B. Parent/Guardian name, address, telephone listing, e-mail address.
C. Date and place of birth.
D. Participation in officially recognized activities and sports.
E. Weight and height of members of athletic teams.
F. Dates of attendance, honors, degrees and awards received, grade placement.
G. Most recent previous school attended.
H. Photographic, video or electronic images of students.
I. Information generally found in yearbooks.

Unless you advise the Evart Public Schools that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated above as "directory information." Upon receiving written notice from parents/guardians or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

You have until October 1, 2012 to advise the District in writing of any or all of the above categories of "directory information" about the student which you refuse to permit the District to disclose. Your notification of objection should be addressed to: Shirley Howard, 321 North Hemlock, Evart, MI 49631.

Note: To ensure compliance with Title IV, Subpart 4, Section 4155 of the No Child Left Behind Act, all discipline records with respect to suspensions or expulsions will be placed in the student's permanent records (CA 60 File).

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

***These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Evart Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Evart Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Evart Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Evart Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

NONDISCRIMINATION POLICY

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding

collective bargaining or professional agreements are notified that the Evart Public Schools does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the school's compliance with the regulations implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975, or Section 504 is directed to contact the people designated to coordinate the school's efforts to comply with the regulations of implementing Title II, Title VI, Title IX, Age Discrimination Act of 1975, and Section 504, which is the Superintendent of Schools at 321 North Hemlock Street, Evart, Michigan 49631 (231) 734-5594 or his designee(s).

NON-DISCRIMINATION GRIEVANCE

If any person believes the Evart Public School district, school or institution or any part of the school/institution organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Title II of the Americans with Disability Act of 1990, (4) Section 504 of the Rehabilitation Act of 1973, and (5) the Age Discrimination Act of 1975, he/she may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Superintendent, Evart Public Schools
321 North Hemlock Street
Evart, Michigan 49631
(231) 734-5594

The person who believes he/she has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complaint. He/she may initiate formal procedures according to the following steps:

1. A written statement of the grievance signed by the complainant shall be submitted to the local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within (5) days.

2. If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools or administrator within five (5) business days after receipt of the Coordinator's response. The Superintendent or administrator shall meet with all parties involved, formulate a conclusion and respond in writing to the complainant within ten (10) business days.

3. If the complaint remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) business days of his receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within 40 days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) days of this meeting.

4. If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Regional U.S. Department of Education Office for Civil Rights, 600 Superior Avenue East, Bank One Center, Suite 750, Cleveland, OH 44114-2611.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, U.S. Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by state statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by state or federal law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which she/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

WEAPON FREE SCHOOLS

In compliance with State law, the Board may permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or rape in a District building or on District property. A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, brass knuckles, BB Guns, or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines that are available in the principal's office.

SEXUAL HARASSMENT

Sexual harassment has no place in the Evart Public Schools and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal.

TARDY POLICY

The tardy procedure starts over at the beginning of each semester. Tardies are kept for each individual class. The tardy procedure is as follows:

lst Tardy (unexcused) - student enters class, teacher will initiate RTP-like tardy

process at the appropriate time.

2nd Tardy (unexcused) - student enters class, student completes/negotiates tardy plan.
3rd Tardy (unexcused) - student enters class, RTP lunch referral takes place, student completes/negotiates tardy plan, teacher contacts parent.
4th Tardy (unexcused) - Team Intervention Meeting (staff and parents).

ATTENDANCE POLICY

At Evart Middle School, the expectation is that students will attend school every day. If it becomes necessary for a student to be absent, it is requested that the parent or guardian will notify the school between 7:00 a.m. and 9:00 a.m. on the day in which the student is absent. This may be done by utilizing our attendance reporting option via the phone system or by contacting the main office directly.

Examples of excused absences include the following:

- illnesses, hospitalization, medical or court appointments
- funerals, emergencies in the immediate family
- prearranged absences provided the school is notified in advance
- school sponsored activities or school imposed suspensions

Students who are chronically absent will be reported for Truancy. Extenuating circumstances will be taken into consideration.

TRUANCY

The Michigan compulsory attendance law requires every parent or guardian in this state having control and charge of a child 6-16 years of age to send the child to school during the entire school year. Failure to comply with the compulsory attendance law is a criminal misdemeanor.

Guidelines for Truancy Referral
(based upon the semester)
Type A Referral

1. 5 days absent - student receives a warning letter, educational counseling, and a parent/guardian conference will be requested.
2. 10 days absent - referral to the truancy officer.
3. More than 10 days absent - petition to probate court, police notification, and a referral to outside services (Youth Attention Center).

Extenuating circumstances will always be considered prior to any referrals.

Guidelines for Truancy Referral
(based upon the semester)
Type B Referral

1. A pattern of unexcused absences or directly observed skipping of school receives a letter of warning, educational counseling, and a parent and/or guardian conference will be requested.

2. 2nd Offense - referral to the truancy officer.
3. 3rd Offense - a petition to probate court, police notification, and a referral to outside services (Youth Attention Center).

Extenuating circumstances will always be considered prior to any referrals

The RESPONSIBLE THINKING PROCESS (RTP)

Teachers have the right to teach,
and students have the right to learn,
in a safe and orderly environment.

The Responsible Thinking Process (RTP) is a discipline process that teaches students how to think through what they are doing in relationship to the rules of wherever they are (i.e., classroom, cafeteria, playground, hallways, etc.). The key component of this process is its focus on teaching students how to achieve their goals without getting in the way of others that are trying to do the same thing. It teaches students how take responsibility for their actions by developing their ability to think for themselves, while respecting the rights of others.

The Responsible Thinking Classroom (RTC) is where students are referred when they continue to violate the rights of others. In RTC, students work on a plan to learn how to achieve what they want without interfering with the rights of others. If a student chooses to disrupt the learning process in the classroom, the teacher will initiate a series of questions that are designed to allow students to think about what they want in relationship to the rules of the classroom. If the student continues to be disruptive, then he/she has made the choice to go to RTC.

In RTC, the student will create a written plan to deal with their disruptions. The plan must be negotiated and discussed with the teacher before returning to class. It is the student's responsibility to make and keep an appointment with the teacher to negotiate a plan. Each visit to the RTC will be documented in the student planner so that parents stay informed and involved in the process. Students who cause frequent disruptions may also be required to phone home.

Students who refuse to complete a plan and/or violates the rules of the RTC may choose to go home.

The Responsible Thinking Process will be used in all environments of the middle school (i.e., classrooms, cafeteria, playground, hallways, etc.).

CODE OF CONDUCT

The Evart Middle School code of conduct is in effect anytime that a student is on school property or at a district sponsored event. ***__This code is not exhaustive and the principal reserves the right to utilize alternative penalties than those stated below.__***

GENERAL MISCONDUCT

- Fighting - involving bodily contact and/or statements or actions which directly provoke aggressive actions by another student
- Forgery or falsifying school documents, plagiarism or cheating on assignments or tests

- Insubordination, suggesting others defy reasonable instructions or refusing to identify oneself
- Obscene, lewd or vulgar language toward another student
- Misuse of books, materials, computer hardware or software and equipment
- Harassment of any nature
- Stealing
- Unsafe and disorderly behavior which includes running in the halls, throwing objects, undue noise in the halls during class time, bringing screw top bottles to school, consuming food or beverages outside of the lunch room, possession of lighters or matches, etc.
- Use or possession of tobacco products
- Public displays of affection which include holding hands or other forms of inappropriate body contact such as kissing or necking
- Computer tampering, unauthorized access, modification or destruction of private files
- Leaving school grounds without permission

PENALTIES FOR GENERAL MISCONDUCT OFFENSE

- First Violation - Warning, up to three (3) days of O.S.S. suspension from school including a contact of authorities, if appropriate.
- Second Violation - Four (4) to Six (6) day suspension from school including a contact of authorities, if appropriate.
- Third Violation - Seven (7) to Nine (9) day suspension from school including a contact of authorities, if appropriate.
- Fourth Violation - Refer to INCORRIGIBILITY/PERSISTENT DISOBEDIENCE IN VIOLATION OF SCHOOL RULES AND REGULATIONS

Alternative discipline may be chosen when appropriate - such as referral to RTC.

GROSS MISCONDUCT (VERY SERIOUS)

Very serious infractions are those that involve the most pressing discipline issues.

The following are just examples and are not all inclusive (GROSS MISCONDUCT OFFENSES):

- arson or attempted arson
- assault and/or battery
- bullying - either physical or psychological
- bomb threats, false fire alarms, abuse of fire extinguishers and false police reports
- breaking and entering: unauthorized entry into school property, including, but not limited to, school buildings and school vehicles
- use or possession of explosives
- extortion, blackmail or coercion: obtaining money or property by violence or force
- use, possession, transfer or under the influence of illegal drugs, unauthorized prescription drugs, look-alike drugs and any abusable chemical substance. This also includes drug paraphernalia, i.e. “pipes”, vapor/vape type pens, etc..

- theft, including aiding and abetting
- interference or intimidation of school staff which include force or verbal threats
- malicious mischief - property damage
- other violations of federal, state or local ordinances
- obscene, vulgar or profane language toward a staff member

Any criminal acts taking place at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime) when school rules and the law are violated.

Any student who is a participant/accessory to misconduct, or hinders/interferes with an investigation will be subject to disciplinary action.

PROCEDURES AND PENALTIES FOR GROSS MISCONDUCT OFFENSE

The principal or his/her designee will:
1. Investigate the offense and allow the student to defend him/herself.
2. Notify the police when appropriate.
3. Notify the parents of those involved.
4. Notify the office of the superintendent.

PENALTY

One or more of the following may apply as determined by the principal or his/her designee:
1. Suspension (O.S.S) - one to ten days
2. Suspension of more than ten days
3. Recommendation for expulsion
4. Restitution of property (if applicable)
5. Conference with parents before readmitting student

PERSISTENT DISOBEDIENCE IN VIOLATION OF RULES AND REGULATIONS

Persistent and repeated violation of rules will result in a petition filed to probate court and/or long-term suspension and/or recommendation to the Board of Education for expulsion from school.

ADDITIONAL RULES CONCERNING SUSPENSION

The following rules will apply for all students suspended from Evart Middle School:

1. Student suspension will begin when the student leaves Evart Middle School or at such time designated by the principal.
2. Suspension will end when the student is fully reinstated into the school following the suspension. Example: A student suspended one day, Tuesday, will be on suspension until he/she returns to school on Wednesday. A student suspended for two days, Thursday and Friday, will be on suspension until reinstated on the following Monday.
3. Any student suspended from school, partial or full seven hours, on the day of an athletic or extra curricular activity/event will not be allowed to participate or be a spectator at that activity/event on that date. The above applies to any activity/event on a Saturday when the suspension takes place on Friday or before a vacation period. Example: If the suspension takes place on a Friday, the suspension will not end until the student is reinstated on Monday, the student will not be allowed to attend any school activities or events that take place during that weekend. If the suspension takes place on the day before a vacation period, the student will not be allowed to attend any school activity/event or participate in any practices until the student is reinstated in school after the vacation.

4. Students who are on suspension will not be allowed on school property until their suspension ends which is on the first full day the student returns to school. Students who violate this will have additional days added on to their suspension.
5. Students will be allowed to make up work that is missed while on suspension.

SUSPENSION AND EXPULSION RULES AND PHILOSOPHY

Through the school code, the Board of Education has the authority to suspend for a period of more than ten days or to expel a student from school when the student has committed a gross misdemeanor or has engaged in persistent disobedience.

School administrators are authorized by the Board of Education to suspend a student for committing a gross misdemeanor or engaging in persistent disobedience. Suspension for longer than ten student days may be imposed only by action of the Board of Education. A student may be suspended by the school administrator while charges and a recommendation for expulsion or suspension of longer than ten school attendance days is pending before the Board of Education unless otherwise limited by these procedures and/or requirement of law.

SUSPENSION FOR LESS THAN TEN SCHOOL DAYS

When a principal determines that a student has committed a rule infraction that requires an out-of-school suspension, the student will be informed of the charges and have the opportunity to respond to the allegations. An attempt will be made to contact a parent or guardian. Written confirmation of the decision to suspend shall be promptly provided which states the length of the suspension and any special conditions related to the suspension.

If immediate exclusion is deemed necessary because the student's presence endangers persons or property, the meeting shall be provided promptly following such exclusion. The principal may state that the suspension is one pending a formal hearing before the Board of Education upon recommendation for expulsion or suspension longer than ten days.

EXPULSION AND SUSPENSION FOR MORE THAN TEN (10) DAYS

When a school administrator believes that a student has committed a gross misdemeanor or has engaged in persistent disobedience justifying a recommendation for expulsion or suspension for a period of time exceeding ten (10) school days, the recommendation shall be forwarded to the Superintendent of Schools for review and presentation to the Board of Education. The school administrator may suspend the student from school pending a hearing and determination within ten (10) school attendance days by the Board of Education, if the school administrator first determines that the student's continued presence endangers person or property and/or threatens disruption of the academic process.
The following procedural guidelines will govern the expulsion process:

1. The student and his/her parents or guardian will be provided with reasonable advance written notification of the recommended action and the specific charges and grounds which, if proven, would justify the suspension or expulsion according to the disciplinary policies of this school district. Included within this notice shall be a statement of the time and place for the Board of Education hearing. Time shall be reasonable for parties involved.
2. The hearing will be conducted before the Board of Education where the student will be provided an opportunity to present witnesses, evidence and defense of the charges and to request cross-examination of any adverse witnesses.
3. The student and his/her parents or guardian may be represented by legal counsel.
4. The hearing shall be conducted by the Board of Education, which shall make its determination solely upon the evidence presented at said hearing. The hearing is not a court proceeding, and court rules of evidence shall not be enforced at such hearings.

5. The student and his/her parents or guardian shall be informed of their right to request a closed session for the hearing of the expulsion or suspension charges and the Board's deliberations. However, any action of the Board of Education to expel or suspend a student must be by formal motion and vote of the majority of the Board of Education members elected to and serving on the Board of Education in open session. Such action shall appear in the minutes of the Board of Education and shall be part of the public record.
6. The Board of Education shall make a record of the suspension or expulsion proceeding.
7. The Board of Education, by a majority vote of those elected and serving, shall state, within five (5) days after the hearing, its findings as to whether or not the student charged shall be suspended or expelled. Such findings shall be reduced to writing and forwarded to the student and his/her parents or guardian.

SUSPENSION AND EXPULSION OF STUDENTS WITH DISABILITIES

It is recognized that the school district has an obligation under federal and state law to provide a free and appropriate public education designed to develop the maximum potential of all students eligible for special education. When a student with disabilities engages in a gross misdemeanor or persistent disobedience, the courts have determined that such students are not to be punished under the same procedures that apply to non-disabled students.

In accordance with Section 1311 of the School Code, if the school district possesses reasonable cause to believe that a pupil is disabled and the school district has not evaluated the pupil in accordance with rules of the State Board of Education, the pupil shall be evaluated immediately by the Intermediate School District of which the school district is a constituent of in accordance with Section 1711 of the School Code of 1976. For purposes of this policy, "reasonable cause to believe that a pupil is handicapped" shall be interpreted to mean that circumstances are observed which lead a reasonable person, acting impartially and without prejudice, to believe that the pupil is disabled.

1. **Short-term suspension** - Short-term suspension shall be defined to mean a temporary exclusion for a period of time not to exceed ten (10) school days from the student's educational program, class, transportation or any aspect of programs or serviced identified in the Individualized Education Program of the student.
   A. A disabled student may receive a short-term suspension from school if he or she is responsible for violation of school rules, gross misdemeanor or persistent disobedience. A single suspension of more than ten (10) days or an accumulation of suspension totaling more than ten (10) days in a school year shall constitute a long-term suspension or expulsion.
   B. Prior to short-term suspension of a disabled student, the school district shall afford such student the same procedural rights under this policy as are extended to non-handicapped students.

2. **Long-term Suspension/Expulsion**
   A. Long-term suspension or "expulsion" shall mean an exclusion of a disabled student for ten (10) days or more from his or her education program, class, transportation, or any aspect of programs of services identified by the student's Individualized Education Program by action of the Board of Education or its designee.
   B. A disabled student may receive a long-term suspension or be expelled for violation of school rules, gross misdemeanor or persistent disobedience as defined in this policy. However, prior to such long-term suspension or expulsion, procedural due process will be followed. A copy of this policy may be obtained at the Evart Middle School office.

3. **Emergency Situations** - An emergency situation means a situation in which the student's presence poses a substantial likelihood of injury to himself/herself or others.

In an emergency situation the IEPC must be convened within ten (10) days after the short-term suspension begins.
If within this ten (10) day period, long-term suspension procedures cannot be completed (with an un-appealed IEPC), the school district must either:

A. Obtain parental agreement to interim placement; or
B. Obtain injunctive relief from a court by showing that maintaining the student in his/her current placement presents a substantial likelihood of injury to the student or others.

PARENT/STUDENT ACKNOWLEDGMENT OF STUDENT HANDBOOK

WE, _____ AND _____
Parents/Guardians Student

have received and read the Evart Middle School Student-Parent Handbook for the 2021-2022 school year. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the School District. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects. ***Non-return of the acknowledgment page does not release the student and/or parents from the responsibilities of following the policies and procedures contained within the handbook.***An electronic copy of this handbook can be found at www.evartps.org. Once there, navigate to “Schools” and then select “Middle School”. You will find the handbook under the “Forms and Documents” section of EMS.

_____
Parent/Guardian Signature

_____
Student Signature

_____
Date

***PLEASE RETURN THIS SIGNED ACKNOWLEDGMENT PAGE, ALONG WITH ALL OTHER FORMS IN THE REGISTRATION PACKET, TO YOUR CHILD’S ADVISORY TEACHER BY FRIDAY, AUGUST 27TH. THANK YOU! ☺

PLEASE KEEP YOUR HANDBOOK COPY AT HOME FOR YOUR REFERENCE…ONLY RETURN THIS PAGE.