

# MILLINGTON HIGH SCHOOL



## CARDINALS

[www.mcsdistrict.com](http://www.mcsdistrict.com)

Student Handbook 2011-2012

### Mission Statement

*Millington community high school is dedicated to creating a school environment that allows all students the opportunities to achieve personal success and to become productive, goal-oriented, self-respecting, caring members of our global society. Students will take ownership for their decisions and will possess the skills to become lifelong learners..*

**This Handbook belongs to:**

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STUDENT NAME

# Millington Community Schools

Millington High School  
8780 Dean Drive  
989-871-5221

District Office  
8780 Dean Drive  
Millington, Michigan 48746  
Telephone 989-871-5227

Kirk Elementary School  
8664 Dean Drive  
989-871-5270

Meachum Junior High  
8537 Gleason Street  
989-871-5269

Transportation/Maintenance  
8642 Gleason Street  
989-871-5251

Millington Accelerated Learning Center  
Glaza Building  
8655 Gleason Street  
989-871-5211

**Dear Students and Parents:**

**Welcome to Millington High School! We are excited to be working with you toward a successful and fulfilling high school career.**

**The mission of Millington High School is to provide an environment that fosters positive academic, social, and emotional behaviors and attitudes.**

**We will provide an educational program and experiences to support all students to become productive and responsible members of society. Our staff is committed to preparing students for a future beyond high school.**

**This handbook will serve to provide guidelines for student behavior and to be a resource of information about our school. The rights, responsibilities, policies, and procedures are derived from Millington School District Policies and Laws of the State of Michigan**

**Roger E. Bearss II**

**Principal**

**“Millington Community Schools will provide a quality, progressive education in a safe environment that prepares all individuals for a successful and productive future.”**

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*Millington School Song*

OH HERE WE ARE TOGETHER  
FIGHTING FOR YOU  
BACK THROUGH THE AGES  
YOU HAVE FOUND US TRUE.  
RAH, RAH, RAH  
JOIN IN OUR CHEERING  
WE'RE OUT TO WIN  
HAIL TO OUR COLORS  
FOR M.H.S.



Millington High School  
*FIGHT SONG*

Fight, fight, fight you Cardinals fight  
go on the Victory  
But win or lose we shall survive  
So fight you Cardinals fight  
Win, win win you Cardinals win  
go on to victory but  
Win or lose we shall survive so  
Fight on you Cardinals fight



**CANCELLATIONS OR DELAYS**

Emergency announcements such as alternate bus routes, delayed starts of school and cancellations will be announced on Millington Community Schools Voice Mail (989-871-5437), on Millington Community Schools web page (www.mcsdistrict.com) and by local radio and television stations. Athletic cancellations and/or rescheduling can be found on the school website by clicking on the athletic button.

**TIMES FOR DAILY CLASS PERIODS**

<b>Daily Schedule</b>		
2011-2012		
Breakfast	7:35 AM	- 7:50 AM
1st Hour	8:00 AM	- 8:51 AM
2nd Hour	8:55 AM	- 9:46 AM
3rd Hour	9:50 AM	- 10:41 AM
LUNCH A	10:41 AM	- 11:10 AM
4th Hour	11:14 PM	- 12:05 PM
4th Hour	10:45 AM	- 11:36 PM
LUNCH B	11:36 PM	- 12:05 PM
5th Hour	12:09 PM	- 1:00 PM
6th Hour	1:04 PM	- 1:55 PM
7th Hour	1:59 PM	- 2:50 PM

**Campus Curfew**

Students are not allowed on campus from 11:00pm until 6:00am without a legitimate reason. Any student caught on school grounds during this time will receive a automatic 10 day suspension from school. (This harsh penalty is due to the vandalism that the school has suffered during these hours.)

**Lunch Periods**

Lunch period is determined by which teacher the student has for 4th hour class. A list will be posted at the beginning of each year. The 9th & 10th graders will have "A" Lunch and 11th & 12th graders will have "B" Lunch.

There is an interval of four (4) minutes between classes which allows the student to pass to his/her next class. A student who is not in his/her classroom when the bell sounds is considered tardy.

<b>2 Hour Delay Schedule</b>		
2011-2012		
1st Hour	10:00 AM	- 10:35 AM
2nd Hour	10:39 AM	- 11:14 AM
3rd Hour	11:18 AM	- 11:53 PM
LUNCH A	11:53 PM	- 12:20 PM
4th Hour	12:24 PM	- 12:59 PM
4th Hour	11:57 PM	- 12:32 PM
LUNCH B	12:32 PM	- 12:59 PM
5th Hour	1:03 PM	- 1:38 PM
6th Hour	1:42 PM	- 2:17 PM
7th Hour	2:21 PM	- 2:55 PM

<b>½ Day Schedule</b>		
2011-2012		
1st Hour	8:00 AM	- 8:27 AM
2nd Hour	8:31 AM	- 8:58 AM
3rd Hour	9:02 AM	- 9:29 AM
4th Hour	9:33 AM	- 10:00 AM
5th Hour	10:04 AM	- 10:31 AM
6th Hour	10:35 AM	- 11:02 AM
7th Hour	11:06 PM	- 11:33 PM

**IMPORTANT DATES**

**2011-2012 Calendar Dates  
Millington High School**

<b>August</b>		<b>February</b>	
29 <sup>th</sup>	Teachers' First Day	24 <sup>th</sup>	Snowcoming
<b>September</b>		<b>March</b>	
6 <sup>th</sup>	1 <sup>st</sup> Day school for Students	23 <sup>rd</sup>	End of Third Marking Period 1/2 day of School
8 <sup>th</sup>	School Picture Day	<b>April</b>	
30 <sup>th</sup>	Homecoming	2 <sup>nd</sup>	No School-Spring Break Begins
<b>October</b>		10 <sup>th</sup>	School Resumes
12 <sup>th</sup> & 13 <sup>th</sup>	Parent-Teacher Conferences	<b>May</b>	
14 <sup>th</sup>	1/2 Day	22 <sup>nd</sup>	Senior Awards Night
18 <sup>th</sup>	School Picture re-takes	23 <sup>rd</sup>	Baccalaureate
<b>November</b>		24 <sup>th</sup>	Senior Graduation
4 <sup>th</sup>	End of 1 <sup>st</sup> Marking Period – ½ day school	28 <sup>th</sup>	No School-Memorial Day
23 <sup>rd</sup>	No School-Thanksgiving Break	<b>June</b>	
24 <sup>th</sup>	No School-Thanksgiving Break	5 <sup>th</sup>	Exams—1st Hour (Full day)
25 <sup>th</sup>	No School-Thanksgiving Break	6 <sup>th</sup>	Exams—2nd & 3rd Hour (Full day)
<b>December</b>		7 <sup>th</sup>	Exams—4th & 5th Hour (½ day)
21 <sup>st</sup>	No School-Winter Vacation begins	8 <sup>th</sup>	Exams—6th & 7th Hour (½ day)
<b>January</b>			Last Day School for students & Teachers
3 <sup>rd</sup>	School Resumes		
17 <sup>th</sup>	Final Exams—1st Hour (Full Day)		
18 <sup>th</sup>	Final Exams—2nd & 3rd Hours (Full Day)		
19 <sup>th</sup>	Final Exams—4th & 5th Hours (½ Day)		
20 <sup>th</sup>	Final Exams —6th & 7th Hours (1/2 Day)		
	End of 2 <sup>nd</sup> Marking Period		

## INTRODUCTION

### MILLINGTON HIGH SCHOOL STUDENTS...

- Are expected to realize that homework is a daily process whether it is completion of work due the next day, review of on-going materials, or continued work on long term assignments.
- Should show pride in their work by turning in legible and neat assignments.
- Are expected to complete and hand in all assignments on due dates.
- Should hand in all final assignments, showing evidence of proofreading and editing. Grammar, spelling, and usage should be at the level appropriate for each student.
- Should do their own work. Plagiarism, whether from published works or another student's work, is unacceptable.
- Will be responsible for asking teachers for help and assistance when needed.
- Will respect the rights, worth, and dignity of others.

### RIGHTS AND RESPONSIBILITIES

The Constitution of the United States, through the Bill of Rights and subsequent amendments gives all persons certain rights. The United States Supreme Court has declared that students do not shed those constitutional rights by walking through the school door. Students are protected by the Constitution, and the responsibility for this protection applies to Boards of Education as it does other individual and agencies. As the State Legislature has given school boards rule-making authority regarding student's behavior, that authority is balanced by the Constitution and courts.

Each person is responsible not only for their own education, but, also responsible for their own behavior. You have the responsibility to be sure you are not infringing on someone else's right to learn.

### MHS STUDENTS HAVE THE RIGHT TO:

- A. Through study and self application, quality education at public expense and to attain personal goals through participation in the entire school program.
- B. Participate in school activities without being subject to unlawful discrimination on any basis. Where access to participation in programs or activities is on a competitive basis, each student has the right to an opportunity to compete on an equal basis.
- C. Practice freedom of speech, freedom of expression of ideas, and freedom of the press.
- D. Express views or protest symbolically so long as the manner of expression does not interfere with the orderly operation of the school or the rights of others.
- E. Participate in patriotic exercises or refrain from participating.
- F. Be secure in their persons, papers, and effects against unreasonable searches and seizures, privacy in regard to their personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by the law.
- G. Determine their own dress except where such dress is unsafe, unclean or is so distracting as to clearly interfere with the learning and teaching process.

### MHS STUDENTS HAVE THE RESPONSIBILITY TO:

- Attend classes daily, be on time to all classes, and obey school rules.
- Foster good human relations within the school by practicing courtesy and tolerance in their dealings with each other and with members of the school staff. Respect the dignity and worth of other individuals.
- Refrain from libel, slanderous remarks and obscenity in verbal and written expression.
- Develop tolerances of the viewpoints and opinions of others. Recognize the right of other individuals to form different points of view and to dissent in an orderly and respectful manner.
- Respect the rights of classmates who do wish to participate.
- Respect the rights, property and privacy of those students and school personnel. Carry only those materials which are acceptable under the law and which are not hazardous to any person or property. Accept the consequence for the articles stored in their lockers.
- Observe the basic standards of cleanliness, modesty and good grooming. Wear clothing which contributes to your own health and safety as well as that of others. (see dress code)

## Academic Concerns

### GRADUATION REQUIREMENTS

A student graduating from Millington High School must earn:

Class of 2012—26 of a possible 28 credits

Class of 2013—26 of a possible 28 credits

Class of 2014—26 of a possible 28 credits

Class of 2015—26 of a possible 28 credits

Credit will be awarded on a semester basis.

#### Graduation Requirements Class of 2012-2015

4 credits of Language arts	3 credits of Social Studies	1/2 credit of Health
4 credits of Mathematics	1 credit of World History/Geography	1/2 credit of Physical Education
1 credit Algebra I	1 credit of US History/Geography	3 credits of Science
1 credit Geometry	1/2 credit of Civics	1 credit Biological Science
1 credit Algebra II	1/2 credit of Economics	1 credit of Earth Science
1 credit Math of Choice	1 credit Visual, Performing, and Applied Arts	1 credit of Physics or Chemistry
? credits of electives (depending on graduation class)		1 credit of Computer Literacy
1 credit must be an online learning experience		Multi-Media, Desktop Publishing, or Computer Applications

In order to participate in graduation ceremonies (including walking) it is expected that all course work will be successfully completed and the student will have met the required credits, as specified in this handbook, for graduation. However, students working towards credit recovery must be enrolled in an approved credit recovery program and have the recovery credits in progress by March 27, 2011 in order to participate in graduation ceremonies, verification of enrollment must be provided to the guidance office. Any student who fails a class that is needed as part of the credits required for graduation during the 2nd semester will not be allowed to participate in graduation ceremonies.

1. All basic requirements may be taken at any grade level but guidance will be given to the student concerning the recommended sequence.
2. Seven semesters of enrollment will be required for each student for graduation.
3. Two credits may be allowed through adult education night school or through correspondence courses from an accredited correspondence school. All adult education night school courses or correspondence courses from an accredited correspondence school must be approved in writing by the High School Principal prior to enrollment.
4. A senior may receive permission to attend adult education classes beyond a typical seven (7) hour school day, if the High School Principal agrees.
5. Students transferring from other state approved high schools from anywhere in the United States will be allowed full credit up to the time of enrollment here providing they have satisfactorily passed all courses to be counted. Any student transferring in at mid-semester will be allowed credit from a combination of courses from his/her sending high school and courses offered here. Testing-out procedures and state testing may be utilized to insure proper placement.
6. Only grades awarded for courses taken at the District or at a school approved by a state education agency may be considered in class ranking and for entering on the transcript. A minimum of two years in a row of attendance at Millington High School will be needed to qualify for Valedictorian or Salutatorian. Beginning with the class of 2015, at the end of the third marking period of their senior year, the high school principal will select Valedictorian, Salutatorian, and the top Ten for the senior class.  
The formula for calculation is:  $(\text{Student GPA} * 250) + (\text{Student ACT} * 27.778) = \text{Class Rank}$
7. All course work shall be graded on an A-E grading scale and shall be given equal weight in the determination of the grade point average (G.P.A.) with the following exceptions: a. Credit and No Credit Classes b. Advance Placement Classes
8. All students shall be enrolled in either a six or seven hour day throughout their senior high career depending on financial conditions of the district with the exceptions of special education students and students enrolled in the Tuscola Technology Center. Tuscola Technology Center Students will enroll in a six or seven hour day to fulfill the clock hour requirement of the state depending on financial conditions.
9. Students may be encouraged to enroll in area colleges or universities if the student has met dual enrollment prerequisites.
10. Special Education guidelines are determined in a separate document on file with the Millington Community Schools
11. In order to participate in graduation ceremonies; all course work must be successfully completed, and/or no more than two (2) credits in progress during the senior year.
12. Seniors may be allowed an abbreviated schedule for the second semester, if administrative requirements are met.

## CLASS STATUS

Students with 6.5 Credits are considered a Sophomore  
Students with 12 Credits are considered a Junior  
Students with 18 Credits are considered a Senior

A.....93% - 100%  
A- ....92% - 90%  
B- ....87% - 89%  
B.....83% - 86%

## GRADING GUIDELINES

B.....80%-82%      D+ .67% - 69%  
C+ ...77% - 79%      D ...63% - 66%  
C.....73% - 76%      D- ..60% - 62%  
C- ....70% - 72%      E ...59% or below

## CREDIT RECOVERY

Students who fall behind on credits may be assigned by administration to the credit recovery school.

9<sup>th</sup> / 10<sup>th</sup> grade – if a student fails a core class they will be required to a) take learning recovery provided by Millington Community Schools during the summer immediately following the year when credit was lost or b) be returned to the core class for next school year. Students may only take two learning recovery courses each summer. Students understand that if they do not take learning recovery courses they will not be on track to graduate with their class in four years.

11<sup>th</sup> grade – If a student fails a core class during their junior year they will be required to take learning recovery in the summer immediately following their junior year or they will not be able to graduate with their class.

12<sup>th</sup> grade – if a student fails a core class during the first semester of their senior year they will be enrolled in Millington Community Schools night school program or MVHS (MVHS will only be available to students who have available electives). Seniors may only take 2 learning recovery courses in night school or MVHS. If a student fails a second semester course required for graduation they will not be allowed to participate in graduation ceremonies.

## SCHEDULE CHANGES

A student **MAY NOT** drop classes without the permission of their parent/guardian and the guidance department. All schedule changes must be done prior to the start of the term. Exception: Changes after the start of the term must be completed within two days and will only be made for the following reasons:

- Inappropriate academic placement
- Improper grade level placement.

## HONOR ROLL

Honor Roll status is determined at the end of each marking period. Students with all "B" 's or better will qualify for the honor roll. Students earning all grades of "A" will be listed separately. Students must be carrying a full schedule in order to be considered for the honor roll. Classes that are marked Credit/No Credit will not be part of the grade point average. The all A honor roll is made up of only A's. The B or better honor roll is figured on grades that are B's and above (including B-). The "B Average" Honor roll will include students who have a 3.0 average (with no grade lower than a "D"). Honor Roll names will be submitted for print in the area newspapers at the end of each marking period.

## CONFERENCES WITH TEACHERS

- ◇ Parents may contact teachers via the MCS website ([www.mcstdistrict.com](http://www.mcstdistrict.com))
- ◇ E-mail may be rejected or thought of as junk mail by the MCS server. If a response is not received within 24 hours, please call.
- ◇ Students and parents are encouraged to consult with teachers pertaining to any phase of the learning process.
- ◇ Each teacher is assigned a conference period and is available at that time for a conference.
- ◇ Parents are requested to call the school, 871-5221, for a conference with a teacher if they feel such a need exists.
- ◇ Parents should report to the office upon arrival for a conference.

## SOCIAL WORK/COUNSELING SERVICES

MCS employs a full-time social worker. He/she works with students in groups, as well as individually with students who are experiencing social/emotional needs that may impact academic progress. Students who are experiencing difficulty with school adjustment, friendship, divorce, and / or grief can access counseling services. The social worker is available to students and parents/guardians during regular school hours and can be contacted through the school office. The school social worker collaborates with teachers, presents lessons in character education or other areas of concern, and may intervene in cases of discipline at the request of the administration. If you do not want your child(ren) to receive counseling/social work services, please inform the school in writing.

MILLINGTON HIGH SCHOOL  
EXAM SCHEDULE

Tuesday, January 17, 2012 Schedule  
1st Period Exam

A LUNCH		B LUNCH	
1st Hour	8:00-9:30	1st Hour	8:00-9:30
2nd hour	9:34-10:19	2nd hour	9:34-10:19
3rd hour	10:23-11:08	3rd hour	10:23-11:08
Lunch	11:08-11:38	4th hour	11:12-11:57
4th hour	11:42-12:27	Lunch	11:57-12:27
5th hour	12:31-1:16	5th hour	12:31-1:16
6th hour	1:20-2:05	6th hour	1:20-2:05
7th hour	2:09-2:54	7th hour	2:09-2:54

Wednesday, January 18, 2012 Schedule  
2nd & 3rd Period Exam

A LUNCH		B LUNCH	
1st Hour	8:00-9:30	1st Hour	8:00-9:30
2nd hour	8:00-9:30	2nd hour	8:00-9:30
3rd hour	9:34-11:04	3rd hour	9:34-11:04
Lunch	11:04-11:34	4th hour	11:08-11:53
4th hour	11:38-12:23	Lunch	11:53-12:23
5th hour	12:27-1:12	5th hour	12:27-1:12
6th hour	1:16-2:01	6th hour	1:16-2:01
7th hour	2:05-2:50	7th hour	2:05-2:50

Thursday, January 19, 2012 Schedule  
4th & 5th Period Exam

4th Hour	8:20-9:50
5th hour	10:00-11:30
Dismissal	11:30

Friday, January 20, 2012 Schedule  
6th & 7th Period Exam

6th Hour	8:20-9:50
7th hour	10:00-11:30
Dismissal	11:30

IN THE EVENT THAT SCHOOL IS CALLED OFF FOR INCLEMENT WEATHER  
THE EXAM SCHEDULE MOVES ONE DAY FORWARD

## FINAL EXAMS

Final exams are given at the end of each semester (18 weeks). Exams are required in all classes. Exams will count 20% toward final grades.

In the event of an EMERGENCY, a student absent from a final exam must have their parent or legal guardian call the high school by 10:00 a.m. the day of the exam and upon returning to school shall provide documentation in writing from proper emergency personnel. A student's parent or legal guardian who fails to notify the office about being absent shall receive a 0% for the final exam. A list of those students, who may fall under this category, will be made available to teachers and those students will be allowed to make up exams.

In the event of a school cancellation, an alternate exam schedule will be made available on the school web site by noon of that day. However, please note this alternative schedule may push the exam schedule to the next day. Please plan accordingly, mark down in your calendar not to have events or activities scheduled around the last day of the semester or end of school year that would take you away from completing your exams. No exceptions shall be made unless it is an emergency.

Second semester seniors may be exempt by meeting course criteria. This only applies to second semester seniors.

## COLLEGE VISITATION

Juniors and Seniors can go for college visitation provided they have filled out a pre-arranged absence form in the main office and picked up a college visitation form from the Counseling Center. A maximum of 2 days may be granted. Exceptions may include military physicals or college pre-testing. These visitations must be prearranged with high school principal 2 days in advance to be considered school business. Students may attend 2 on campus presentations by colleges.

## HIGH SCHOOL INFORMATION

### ASSEMBLIES

Assemblies are held periodically throughout the year. Students are required to attend. Students are expected to appropriately participate. Anyone leaving must have turned in a pre-arranged one day prior to assembly. Students will not be allowed to call home nor leave the building without administrator permission. Without a pre-arranged absence, the parents MUST come into the office to sign their student out. Tech Center students will only be excused from their program at the tech center for the homecoming and snowcoming assemblies.

### CAFETERIA AND LUNCH HOURS:

1. Breakfast will end at 7:50. Doors will be closed at that time and no other food will be served. Tardies are not excused due to students eating breakfast.
2. During lunch, students are to be in designated hallways only. These are the halls adjacent to the cafeteria only. If hallway problems occur, students may be confined to cafeteria.
3. Student behavior in the lunch room will be based on courtesy and cleanliness.
4. The only students authorized to leave are those students that have the permission of the administration.
5. MILLINGTON HIGH SCHOOL IS A CLOSED CAMPUS. Students are not to be in the parking lots or to leave the high school grounds. There is no leaving the building to run errands or get lunch. This includes all testing days.

MILLINGTON HIGH SCHOOL  
EXAM SCHEDULE

Tuesday, June 5th, 2012 Schedule  
1st Period Exam

A LUNCH		B LUNCH	
1st Hour	8:00-9:30	1st Hour	8:00-9:30
2nd hour	9:34-10:19	2nd hour	9:34-10:19
3rd hour	10:23-11:08	3rd hour	10:23-11:08
Lunch	11:08-11:38	4th hour	11:12-11:57
4th hour	11:42-12:27	Lunch	11:57-12:27
5th hour	12:31-1:16	5th hour	12:31-1:16
6th hour	1:20-2:05	6th hour	1:20-2:05
7th hour	2:09-2:54	7th hour	2:09-2:54

Wednesday, June 6th, 2012 Schedule  
2nd & 3rd Period Exam

A LUNCH		B LUNCH	
1st Hour	8:00-9:30	1st Hour	8:00-9:30
2nd hour	8:00-9:30	2nd hour	8:00-9:30
3rd hour	9:34-11:04	3rd hour	9:34-11:04
Lunch	11:04-11:34	4th hour	11:08-11:53
4th hour	11:38-12:23	Lunch	11:53-12:23
5th hour	12:27-1:12	5th hour	12:27-1:12
6th hour	1:16-2:01	6th hour	1:16-2:01
7th hour	2:05-2:50	7th hour	2:05-2:50

Thursday, June 7, 2012 Schedule  
4th & 5th Period Exam

4th Hour	8:20-9:50
5th hour	10:00-11:30
Dismissal	11:30

Friday, June 8, 2012 Schedule  
6th & 7th Period Exam

6th Hour	8:20-9:50
7th hour	10:00-11:30
Dismissal	11:30

IN THE EVENT THAT SCHOOL IS CALLED OFF FOR INCLEMENT WEATHER  
THE EXAM SCHEDULE MOVES ONE DAY FORWARD

5. Any violation of cafeteria rules may result in after school detention, *in-house* or suspension. These may be issued by cafeteria, supervisor, teachers, administration or any Millington staff personnel.
6. Food and beverages are to remain in the cafeteria during school hours except for water.
7. Panhandling/soliciting is not allowed. Any form of intimidation will result in disciplinary action.
8. All students will pick up their trash and return chairs to their proper location.
9. Students may be given an assign seat if their behavior warrants one.

### HALL PASSES

Teachers are responsible for knowing where the student is at all times when under their supervision. Teachers shall keep a pass log. The student shall have a hall pass written from the teacher **IN THEIR HANDBOOK**. Wooden Hall **WILL NOT BE USED**. Hall passes are a privilege. They may be taken away from students when misused. Passes are to be kept to a minimum (**NOT TO EXCEED 2 PER CLASS PER MARKING PERIOD**). Students in the hall without a pass will be considered truant and dealt with as such.

### ILLNESS/SICK ROOM

Students who become ill during the day must secure a pass from their classroom teacher and go to the office. The extent of the illness and what action shall be taken will be determined by office personnel. No medication will be administered by the school without written directions from a parent and/or doctor. The sick room is available on a short term basis to those students who are in need of it. Any student needing to use the sick room will remain for the hour and be marked absent from class. Any student needing to remain for more than an hour will be encouraged to call home.

### PRE-ARRANGED ABSENCES

When a student knows ahead of time that he will be absent, a "Pre-Arranged Absence Form" which is to be signed by the parent and each teacher can be picked up from the office. The form is then turned in to the office. Pre-arranged absences will count towards the students total accrued absences. Pre-arranged absences used for athletes on the day of an event must have the reason pre-approved by administration and proof of attendance of that even and/or meeting must be submitted upon return to school. Note: The pre-arranged form must be signed by the parent before being submitted for school signatures.

### STUDENT SIGN OUT/IN

All students must sign out in the office before leaving school during school hours. Students must bring a note from their parent or have a telephone call placed to the parents by a secretary for permission to leave. Students who fail to sign out properly shall come under the truancy section of the Student Code. Students leaving the building to go to other buildings will check in and out in the office.

All students must sign in if they arrive late to school or are returning from an appointment. It is important that this is done to keep our attendance records accurate.

Students will only be allowed to sign in and out on the same day if they have an appointment and can show evidence upon return. If a student leaves because of illness, it is in the best interest of all that they do not return for any remaining function that day. Students who sign out for lunch may not return.

### TELEPHONES

Telephones in the office are for business use--students may use the office phone for emergencies and illnesses. Students are not allowed to use their cell phones during school hours. Parents should not expect to have students called to the phone during school hours. Messages will be delivered through the school office in cases of real emergencies. Frequent use of the phones by students interferes seriously with their work and with the smooth running of the school. The phones are not to be used during class time.

Video Cameras are used in surveillance and maybe be used in documenting in-appropriate behavior.

### EVERYDAY DRESS CODE GUIDELINES

It has long been the philosophy of the Millington Community School District that the public school system is responsible for the total development of each child enrolled within it schools.

This total development includes the training of students in social and moral standards, ethical conduct, good manners and good grooming as well as the teaching of academic subjects.

With this philosophy in mind, the Board of Education has approved the following dress code.

The courts have reaffirmed and upheld a school board's authority to regulate dress and grooming within the schools that the board serves.

The dress code has been adopted on the premise that students who dress and groom themselves neatly, and in an acceptable and appropriate manner, are more likely to become constructive members of the society in which they live. The dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards and develop awareness that there are distinct occasions appropriate for formal and informal attire.

These guide lines apply to all students enrolled in Millington Community Schools.

**MILLINGTON HIGH SCHOOL WILL ENFORCE THE FOLLOWING DRESS CODE.**  
**ADMINISTRATIONS DECISION IS FINAL**

- Cover the B's (boxers, belly, briefs, bikini, butt, breast, bra, etc.)
- Shorts, skirts and dresses may be worn if they are no shorter than your finger tips with arms extended at your side. Cut off jeans, Biking shorts, pajamas, running tights, and gym shorts from gym class are examples of specific articles of clothing not to be worn during school hours. No cleavage may be showing at any time.
- All Shirts must have a sleeve (short sleeve or long sleeve) Also, shirt must cover the midriff at all times. No student shall wear clothing that inappropriately exposes the body or undergarments. This includes, but is not limited to: swim suits, underwear worn as outerwear, or sleepwear. Printed apparel is acceptable only in good taste. Apparel displaying, profanity, gambling, suggestive language, or promoting substances or activities illegal for a minor are absolutely prohibited.
- Hats (including hair coverings, headbands, durags or any other head gear) are not permitted.
- Sun glasses are not to be worn in the classroom during school hours.
- Students must wear shoes or sandals that stay on their feet and have a hard sole. No house slippers.
- No coats, backpacks duffel bags, or purses in the classroom or cafeteria during school hours.
- Sweat shirts with hoods are acceptable, but no hoods may be worn during school hours.
- Any tattoos that are derogatory in nature shall be covered up.
- Pants must fit and must be worn with a belt at the waist. No saggy pants allowed.
- No chains are to hang from the body.
- No spiked or studded jewelry or wallet chains.

Clothing shall be clean and shall be free from holes and or tears. Holes above the knee are not allowed, but may have a patch that is adhered directly to the pant fabric. A layer of clothing under the pants with holes is not acceptable. Loaner clothing will be available in the office for violators of this rule and a 30 minute detention will be assigned to violators.

**BODY & FACIAL PIERCING**

Millington Community Schools are committed to providing an educational environment that is both safe and conducive to learning. Personal appearance should not detract from the educational environment of the school nor pose potential threats to students' safety. Facial or body piercing is not allowed at any time on school grounds or at school events. This includes visible jewelry; eye brows, nose, tongue studs, and any other similar items which are attached by body piercing to areas other than the ears. Earrings are permitted as long as they are tasteful in nature. No hole spacers that are meant for the purpose of enlarging the ear lobe. We believe this policy addresses two very important aspects in the educational field. First, facial and/or body piercing may create a potential safety hazard. Secondly, the policy is now in alignment with the rest of the schools here at Millington ensuring a consistent and unified approach to the dress code. Students with facial and body piercing, with the exception of earrings, will be asked to remove the facial jewelry while on school property, school bus, or at school events. Clear retainers (not colored) may be placed in the pierced area to ensure the piercing does not close. Students will receive a 30 minute detention when caught wearing a piercing. Students will be asked to remove the piercing. If the piercing is not removed, the student will receive a day of suspension for not following a reasonable request.

**CASUAL DAY DRESS CODE DURING SPIRIT WEEK**

During spirit week students may dress according to that day's themes day. These clothes should still be appropriate in nature within the theme for that day. Our body and facial piercing policy still applies during this time.

**9<sup>TH</sup> GRADE PHYSICAL EDUCATION, ADVANCED PHYSICAL EDUCATION, AND ADVANCED FITNESS**

All students enrolled in 9<sup>th</sup> grade Physical Education or students grades 10 -12 who chose to enroll in an elective Advanced Physical Education or Advanced Fitness class shall dress with proper Physical Education uniform attire. Failure to dress properly for P.E. class without an excuse from home and approval of an administrator will result in Saturday School, and may affect the student's grade.

**GENERAL GUIDELINES FOR PHYSICAL EDUCATION**

Line up ready to go 2 minutes after the tardy bell. After 2 minutes a student may be considered tardy.

Locks for lockers will be provided by the school. Physical Education teachers will assign a pad lock with a designated locker to each student. The student will be given a confidential combination. Students must put items in their locker and lock up lockers. ( Simple placing the lock on properly and locking up your locker then spinning the combination will prevent thievery) Students must not give their combination out to other students if they wish to have items secure. If a student loses their lock, the student will be required to purchase another lock from the school office, at the cost of \$7.00

Two minutes after the tardy bell the teacher will blow his/her whistle and expect students to be ready to engage in activity. Once this is done the teacher will lock up the locker room. No one will be allowed to enter the locker-room without teacher approval.

One properly sized physical education uniform will be provided for each student enrolled in a physical education class. These uniforms must be worn in all P.E. classes and shall not be worn during the rest of the school day. If a student loses or damages their uniform, they are required to purchase another uniform from the office at the cost of \$20.00 Students may purchase another uniform at any time. ( not during class )

If a student is ill and cannot participate in class, they must have a written note from home. A written alternative assignment will be given to the student in exchange for participation. On the 3<sup>rd</sup> consecutive day the student will be required to show a doctor's excuse. For extended periods of time in which a student may not dress due to injury or illness the teacher may assign a project in exchange for participation. Note: All injuries do not require a student to miss out on all activity, teachers will use discretion with individual students should this arise.

If a student athlete is in enrolled in class and is too ill or injured to participate in P.E. class, then they are too ill or injured to participate in practices and/or games in which they are involved.

### SCHOOL DANCES, ATHLETIC EVENTS, AND EVENING FUNCTIONS

1. All dances and athletic events must be scheduled with the building principal through the group sponsor with the appropriate form.
2. Basic high school rules, as well as handbook stipulations are in effect at all after school functions (on and off campus). If not followed, you may be asked to leave and not be reimbursed.
3. Any student involved in fighting, attempting to provoke a fight, creating other disturbances or being under the influence of alcohol or drugs at any school activities or dances will forfeit their right to attend all future school dance and activities for a length of time to be determined by the building administration. This is in addition to any penalties resulting from breaking the student code.
4. The doors will close one-half hour after a dance begins and no other students will be admitted unless a late arrival has been cleared by the building administration.
5. Once you leave a dance or other activity, you may not return that evening.
6. All senior high dances will end by 11:00 p.m. Exceptions may possibly be considered by the Superintendent.
7. All school dances are open only to Millington High School Students. Middle School students are prohibited. A Millington High School student may request to sponsor one guest for Homecoming, Snowcoming and/or Prom. A guest dance form shall be obtained from the office and turned in to the office within five days prior to the dance. Prom guest may need to turn in this form up to 2 weeks prior to the event in order to get an accurate food count. A list of students who are granted a visitor will be posted in the office at least one day prior to the dance. Guest attending must provide a photo ID at the door. All students attending the dance must be under 20 years of age or younger. Do not buy your ticket until your guest is approved by administration.
8. Any student wishing to participate in school dances or evening functions will not be allowed to participate if they are absent for any part of the day of the activity. Any exceptions, such as court dates, must be pre-arranged and approved by the principal in advance.
9. Students who give the staff reason to believe that they may be under the influence of drugs or alcohol may be asked to submit to a breathalyzer test. The police may also be called.

FORMAL~When going to dances consider the following guidelines for apparel :

1. Appropriate length (minimum of finger tip length)
2. Appropriate coverage of body (cover the B's)
3. General good taste

You must be in junior or senior standing in order to go to Prom. Underclassmen may attend prom with an upperclassmen as long as they are on track with credits to graduate. All students who attend prom must be in good standing with credits to graduate. Also, any guest that attends shall adhere to our dress code.

### VISITORS MUST CHECK IN AT OFFICE

ALL visitors MUST sign in at the office and sign out when leaving. Student visitors are not allowed. Any non-student in the building without authorization is considered to be trespassing. Visitors will receive a name tag that must be worn in plain sight.

### AGE OF MAJORITY

Parents have a right to be informed of all school matters provided the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954. This means that students living at home may not exercise their age of majority rights including excuses, sign in/out and the above.

### 18 YEAR OLD STUDENTS

All students, regardless of age, are expected to abide by the policies and guidelines of the school. (On and off campus while at school events) Students that have reached the age of majority and are independent (as described above) must follow the rules as stated in the student handbook with the following exceptions.

- A. May represent themselves at any discipline step that requires a parent conference.
- B. May request that correspondence be mailed to them as well as their parents.
- C. May request access to their records and must give approval before access to records can be given to anyone except a school official.

## ANNOUNCEMENTS

Keeping students informed of special upcoming and important items of interest has a definite place in the daily school program.

- Announcements will be read daily and distributed to teachers for posting.
- All announcements must be written on announcement forms and have the approval of a teacher or administration and be in the office before the beginning of first hour.
- If there are any activity cancellations they will be made during the end of the day announcements.

## COMPUTER USAGE

The following rules are the basic rules for computer usage. For more complete rules and discipline policies see the Technology Use Policy.

1. All students will check in with computer lab desk with appropriate pass (one pass per student) which states the purpose for being there.
2. Students cannot leave the computer lab without a pass to another destination or to return to class.
3. Students in the computer lab are under the direct supervision of computer lab personnel or classroom teacher.
4. Students are not permitted to eat or drink in the computer lab.
5. Students will be responsible for restitution for any misuse or destruction of materials and equipment in the computer lab.
6. Specific computer lab rules as presented by teachers and staff must be adhered to.
7. All other basic high school rules are in effect in the computer lab.
8. Students are not to use the computer for personal uses (printing invitations and cards).
9. Students will not make copies of software from school computers or networks.
10. Students will not give computer software to others without written permission from the technology administrator and/or copyright owner.
11. Students will only use school installed software or CD's, unless given permission from the instructor and/or technology administrator.
12. Students understand and respect that the district upholds the copyright laws of the United States as it applies to computer programs or licenses owned by the district.
13. Students will not try to obtain other user's passwords or will not attempt to read or alter other user's files.
14. Students will not modify, delete or change data that is not theirs.
15. Students will respect the privacy of other computer users.
16. Students will respect the integrity of computing systems.

## MEDIA CENTER

The following are some basic rules for the Media Center.

1. All students will check in with the media center desk with appropriate pass (one student per pass) which states their purpose for being there.
2. Students cannot leave the media center without a pass to another destination or to return to class.
3. Students in the media center are under the direct supervision of media center personnel or classroom teacher.
4. Students are not permitted to eat or drink in the media center.
5. Students will be responsible for restitution for any misuse or destruction of materials and equipment in the media center.
6. All other basic high school rules are in effect in the media center.

## SALE OF MERCHANDISE

The sale of merchandise in a public school must be approved by the building principal in advance. Selling merchandise must be scheduled through club and activity advisors. Other items may not be sold on school property.

## SUBSTITUTE TEACHERS

Substitute teachers deserve respect! Students should always be on their best behavior and particularly during the difficult time when the regular teacher is absent. To assist substitutes in the job of teaching, the following rules will be in effect:

- Any student creating a disruption or not carrying out a reasonable request from a substitute teacher will receive a minimum 30 minute detention.
- If the student's name is left by a substitute after a conference with the regular teacher, he may receive additional punishments ranging from detention to Saturday School. The students receiving a day of in-house will be required to take exams.
- Substitute teachers should be treated as guests in your school. Students should act especially courteous and well behaved toward them.

These are minimum penalties. Progressive penalties may occur if student behavior warrants it.

## SEARCHES

Random searches may be conducted by school personnel at any time. These may include the use of trained canines to assist in the search of school property. This includes vehicles in the parking lot, student lockers and students. Anything on school property may be searched at any time. Cell phones may be searched if reasonable suspicion of cheating, inappropriate images, or suspicious behavior.

Students are informed by the district that they have the authority to search student vehicles. If you are asked to unlock your vehicle and refuse, you are informed that the school/police may be entering the vehicle anyway, and that due to your refusal, property damage may occur.

### BREATHALYZER POLICY

The Millington School handbook states that Millington students shall not possess or use alcohol in any amount of school premises, or be under the influence of alcohol at school activities or at extra curricular activities.

A student who is suspected of alcohol use in any amount will be subject to a breathalyzer test. Refusal to take the breathalyzer will be construed as an admission of alcohol use. Besides using the breathalyzer to determine alcohol use traditional observable behaviors such as impaired speech, impaired physical coordination, glazed eyes and/or alcohol on the breath will continue to be used as criteria for determining alcohol use. A breathalyzer test is not necessary for the district to find that a student has used alcohol.

The breathalyzer test will be administered by individuals trained in the use of the instrument, in a private area.

Parents/guardians will be contacted to inform them of the alcohol problem.

Discipline for alcohol use will be administered according to the Millington High School Handbook. Police may be contacted if a student is under the influence.

### SIGNS AND POSTERS

Bulletins, signs, posters or announcements to be posted in the halls shall have a teacher's or administrator's signature. Only glass and unfinished brick surfaces may be used for posting.

### WORK PERMIT (AGES 14-17)

Step 1- Acquire application for a working permit from the high school office. Fill in the applicant's portion and have your employer complete the form,

Step 2- Return this application for the working papers with birth certificate or driver's license to the high school office to receive a work permit.

### BEFORE AND AFTER SCHOOL SUPERVISION

Any student who is in the building before and/or after school should be involved in athletics, a co-curricular activity or working with a faculty member.

Students should not be in the halls or causing disturbances. No student is to be in the building unless they are under the direct supervision of a faculty member, advisor, coach or administrator. Students will not arrive more than 30 minutes before school begins and will have 30 minutes to leave the building after school unless they are supervised. Custodians will ask violators to leave.

### ACADEMIC "M"

Requirements for Membership:

1. All students in grades 9 through 12 are eligible.
2. Three of the credits shall be in the areas of English, Mathematics, Science or Social Studies.
3. Each eligible student shall carry an overall grade point average per year of 3.5.
4. The award shall be given in the fall of each year for last year's accomplishments.

### CLUBS AND ORGANIZATIONS

Clubs and organizations exist to benefit the special interests of students. While we all recognize the academic school day program as being the heart of our educational system, we also believe it is important to provide students with co-curricular programs. Millington High School encourages students to contact members or advisors for information and membership.

The following organizations are currently active:

Academic "M"	Book Club	Computer Club	Math Club	Powerlifting	Science Club	Spanish Club
Equestrian Club	Indoor Tack	National Honor Society	Rocket Club	Shop Club	Student Council	Yearbook

### Fine Arts Opportunities

Band	Choir	Drama	Industrial Arts Fair	Snowfest	Art At the Inn
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While this represents most of the active clubs in the school, there is no reason to limit any teacher or any group of students in a given area who wish to formulate a club and develop their own aims and objectives, as long as they are within the framework of providing a meaningful and worthwhile educational opportunity.

### NHS

Students are invited to join the National Honor Society based upon four criteria: **Scholarship, Leadership, Character, and Service**

#### 1. Scholarship

At the beginning of the year, a list of all students with a cumulative GPA of 3.20 or higher is obtained from the Counseling Office. These students fulfill the scholarship requirement for NHS induction. Each qualifying junior or senior receives an invitation to complete the selection process. School schedules must have a minimum of 3 core classes, one of which must be college prep/advanced placement.

## 2. Leadership, Character, and Service

Students who fulfill the scholarship requirement are given a form on which to report their activities in and out of school. Any activities in which the student has demonstrated leadership, acceptance of responsibility, service to their community, involvement in school, or volunteerism are appropriate for fulfilling this requirement. A well-rounded variety of activities are preferred, but activities are considered on an individual basis, not by comparison. . At least 5 accumulated activities or services are needed, with at least 2 school related and no more than 2 in any one area of activity (sports, band, cheerleading, skill center, etc.). Activities will count one time only, not once a year.

## 3. Faculty Council

The faculty council consists of five faculty members representing a cross-section of the content areas. Each candidate's materials are reviewed and voted upon. The NHS advisor votes only in the case of a tie. The decision of the faculty council may be

- a) recommendation for induction into NHS
- b) recommendation that the candidate be re-evaluated after a one-year "growth period" has passed, provided that the candidate continues to qualify by GPA.

## 4. Notification

A letter of the results of the selection meeting notifies the candidates. Candidates that are not selected are advised of the selection criteria and that which they need to strengthen. This is not a personal judgment of the candidate, merely a reflection of the candidate's perceived strengths and weaknesses as reported by the evaluators. Questions regarding non-selection should be addressed to the high school principal. The faculty council and staff evaluators are not made available in these matters.

Once selected for NHS, you must maintain the criteria used in that selection. If the criteria is not maintained, then a student may be put on probation or dismissed from the society. If a student is on probation, they may not wear any NHS insignia. If you choose to join NHS, after induction there will be dues collected of \$10.00.

## DISCIPLINE CODE

STUDENTS WHO CONTINUALLY DISREGARD OUR SCHOOL HANDBOOK MAY BE CONSIDERED HABITUAL OFFENDERS. The Millington Community School District is committed to giving all students a first class education experience. However, some students who continually choose not to follow rules may be brought on persistent disobedience charges.

THIS LIST IS NOT EXHAUSTIVE. INAPPROPRIATE BEHAVIOR NOT LISTED WILL BE APPROPRIATELY PENALIZED BY THE BUILDING ADMINISTRATOR.

DISCIPLINE MAY BE BASED ON THE SEVERITY OF THE OFFENSE. A SEVERE OFFENSE, EVEN A FIRST OFFENSE, MAY RESULT IN AN INDEFINITE SUSPENSION AND A RECOMMENDATION FOR EXPULSION.

SATURDAY SCHOOL MAY BE SUBSTITUTED FOR IN-HOUSE AT ADMINISTRATIONS DISCRETION.

AN IN-HOUSE MAY NOT BE SUBSTITUTED WITH AN SUSPENSION. IF A STUDENT STAYS HOME, THEY WILL SERVE THEIR IN-HOUSE ON THE NEXT SCHOOL DAY THAT THEY RETURN.

THESE RULES APPLY TO ANY STUDENT WHO IS ON SCHOOL PREMISES, ON A SCHOOL-RELATED VEHICLE, AT A SCHOOL-SPONSORED ACTIVITY, OR WHOSE CONDUCT AT ANY TIME OR PLACE DIRECTLY INTERFERES WITH THE OPERATIONS, DISCIPLINE, OR GENERAL WELFARE OF THE SCHOOL.

Students who fail to attend a 30 minute detention in one weeks time of three detention periods will result in a day of Saturday school. Example: a STUDENT EARNS A DETENTION ON TUESDAY WILL HAVE THE NEXT 3 DETENTION DATES TO SERVE THE DETENTION WITHOUT EARNING a Saturday School. Detention period begins 5 minutes after the end of the school day. Detention will be offered 3 days a week for students to serve their classroom violation.

Two (2) detentions in one (1) day will result in a Saturday School.

Once a student has served 5 detentions in a semester, each subsequent detention offense will result in a day of Saturday School.

### 1. Inappropriate, vulgar, obscene language, obscene gestures, rowdy behavior and /or disruption of the educational process.

- 1<sup>st</sup> Offense: Detention to Saturday School
- 2<sup>nd</sup> Offense: 1 day suspension or Saturday School
- 3<sup>rd</sup> Offense: 1-3 day suspension

**2. Inappropriate Display of affection**

"Inappropriate" will be determined by the individual staff member making observation. Holding hands is acceptable. The staff member will inform students of inappropriateness of their actions. Students may be written up for insubordination if they fail to follow a reasonable request or for repeated offences.

1<sup>st</sup> Offense: Detention

2<sup>nd</sup> Offense: Saturday School

3<sup>rd</sup> Offense: 1-3 day suspension

**3. Classroom Rule Violation**

Teachers will give written notice to students of their class rules at the beginning of the school year. All classroom rules shall be posted in the classroom. Violations of classroom rules will be handled by individual classroom teachers. Teachers may call home on classroom violations.

**4. Cheating**

All cases of cheating should be reported to the administration. The offenses will be cumulative per semester in each class.

- *1st offense:* A mark of zero should be given for the test or assignment and teacher will notify parents and a report is placed in their file.
- *2nd offense* in the same class: A grade equal to 50% of the earned grade for the marking period will be granted, the administrator will notify parents and a report is placed in their file.
- 3rd offense in the same class: An "E" for the semester and administrator will notify parent and a report is placed in their file.

**5. Lying to Staff Member**

1<sup>st</sup> Offense: Detention —1 day suspension and parental notification

2<sup>nd</sup> Offense: 1 – 3 day suspension or Saturday School

3<sup>rd</sup> Offense: 3 — 5 day suspension

**6. Forgery**

The act of fraudulently using the name of another person or falsifying time, dates, grades, addresses, or other data on school forms. Making a false telephone call for the purpose of attendance, discipline or unauthorized dismissal from class or school. Signing someone else's name.

1<sup>st</sup> Offense: 1 day suspension or Saturday School

2<sup>nd</sup> Offense: 3 day suspension

3<sup>rd</sup> Offense: 3-5 day suspension

**7. Insubordination**

The failure to respond to or carry out a reasonable request by a staff member.

1<sup>st</sup> Offense: Detention, up to suspension.

2<sup>nd</sup> Offense: 1-3 day suspension

3<sup>rd</sup> Offense: 3-5 day suspension

**8. Disrespect Toward Staff Members**

**a. Inappropriate language or gestures in or out of school**

1<sup>st</sup> Offense: Saturday– to- 3 day suspension

2<sup>nd</sup> Offense: 3-5 day suspension

3<sup>rd</sup> Offense: 5-10 day suspension

**b. Threat to person or property in or out of school**

1<sup>st</sup> Offense: 5-10 day suspension or possible recommendation for expulsion (referral to law enforcement)

2<sup>nd</sup> Offense: Recommended expulsion (referral to law enforcement)

**c. Assault of a staff member or damage to a staff member's property**

1<sup>st</sup> Offense: 5-10 day suspension or possible recommended expulsion (referral to law enforcement)

**9. Theft**

Possession of property belonging to others. Law Enforcement may be notified.

1<sup>st</sup> Offense: 1-3 day suspension

2<sup>nd</sup> Offense: 3-5 day suspension

3<sup>rd</sup> Offense: 5-10 day suspension with possible recommendation for expulsion.

**10. Assault / Fighting**

Physical contact between two or more participants which does or could cause bodily harm. Physical contact refers to but is not limited to hitting, shoving, pushing, tripping, or spitting. Students who violate this policy will be referred to law enforcement through the police department.

**a. Hitting/Spitting or Physical Contact**

1<sup>st</sup> Offense: 1-10 day suspension—possible recommended expulsion

2<sup>nd</sup> Offense: 5-10 day suspension—possible recommended expulsion

Students involved in fighting with another student will not attend classes for the remainder of the day. After an investigation, administration will contact parents by the end of the day to inform them of disciplinary action. Suspensions will begin on the next scheduled school day. Every effort will be made to contact parents so the student can be picked up.

b. Fight Instigator (Verbal or Physical) \*This violation can be in addition to violation consequences in item (a) above.

Per Offense: 1-10 day suspension—possible recommended expulsion

Students involved in provoking or instigating a fight are subject to disciplinary action after an investigation is conducted by administration.

#### 11. Intimidation

We believe a congenial, non-threatening atmosphere is conducive to good education. Intimidation of any kind threatens the victims and cannot be condoned. It is the duty of school employees to be alert to these situations and to intervene promptly. All persons in the school community, employees and students must understand that intimidation is unacceptable behavior.

Intimidation refers to a type of harassment which is based on a personal gender, occupation, ethnic origin, race, religion, disability, height, weight, or physical appearance of a person, sexual preference, intellectual ability or handicapping condition of a person, which creates a hostile, intimidating or offensive environment.

Intimidation and threats may include but is not limited to the following:

1. The making of written or verbal innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, race, religious beliefs or other speech that is slanderous or libelous.
2. The placing of objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow individual.
3. Any intimidating or disparaging action such as: hitting, hissing, or spitting on a fellow individual.
4. The making of insulting noises such as barking or animal barnyard noises or other speech that invades the rights of other persons.  
1st offense: detention-3 days Suspension  
2nd offense: 3-5 day Suspension  
3rd offense: 5-10 day Suspension

#### 12. Tardiness

A tardy is defined as coming to class up to 5 minutes late after the bell has stopped ringing. A student who is more than 5 minutes late will be credited with an absence.

2 tardies in the same class: free  
3-6 tardies in the same class: one 30 minute detention per tardy  
7 or more tardies in the same class: Saturday School Detention and/or community service

Excused tardies do not fall under this policy. These include passes from teachers, counselors, or administrators. This policy is per marking period.

#### 13. Truancy

The act of unauthorized absence from school, or individual class, including skipping school.

This includes students leaving campus after arriving to school in the morning.

1st Offense: 1 day Saturday School or 1-day Suspension  
2nd Offense: 3-5 day Suspension  
3rd Offense: 5-10 day Suspension

#### 14. Parking Lot

Students who meet the eligibility requirements for driving may use one of the designated student parking spots. Students are not allowed to park in the staff parking lot or bus lot. Students are notified that their vehicle may be searched while on school property. Students are to respect and follow directions of any school personnel, in the parking lot or while driving on school grounds at all times. Students may lose driving privileges for unsafe driving, not having a valid parking permit on display, inappropriate parking, or other inappropriate behavior. If a student uses their vehicle in a truancy, the student will be suspended 1 day for every truant student in their vehicle as well as loss of driving privileges for up to two weeks or up to the remainder of the school year.

Students in the parking lot without permission may receive the following:

1<sup>st</sup> offense: 1 day Saturday School  
2<sup>nd</sup> offense: 1-3 day Suspension  
3<sup>rd</sup> offense: 3-5 day Suspension

15. Vehicle Registration

Every vehicle on school property must be registered in the high school office each year. A student driver identification card must be completed by the student for each registered vehicle. Unregistered vehicles will be issued one warning. Vehicle registration must be purchased in the office. The registration charge is \$3.00 per semester, or \$5.00 per year.

Parking in the wrong spot and/or without a permit will result in the following:

1<sup>st</sup> offense: Warning

2<sup>nd</sup> offense: Saturday School

3<sup>rd</sup> offense: Vehicle may be towed at the owners expense and loss of driving privilege for 5-10 days

- No student shall disrupt the school program with a vehicle.
- Student drivers are to observe all safe driving procedures as defined by school officials and the Michigan Vehicle Code when on school property.
- Student drivers are not to interfere with the busses in any manner. Busses have the right-of-way on school property.
- Students are not permitted to go to any vehicle during school without administrative permission.
- Students are not to loiter in the parking lot before school, at lunch hour or during the school day. (No tobacco or other products illegal for minors are allowed on school property or in cars.)
- Speed limit on all school property is 20 mph.

*No person has the right to endanger the lives and property of others.*

If school personnel believes any of the above rules to have been broken, the following penalties are in effect:

1st offense: Minimum two week driving privilege suspension (10 school days)

2nd offense: Maximum semester driving privilege suspension (90 school days) and referral to local police.

3rd offense: Maximum driving privilege suspension of one school year (180 days) and referral to local police.

16. Skipping Saturday Detention = Automatic 2 -day Suspension

1st offense: 2 day suspension the two days immediately following Saturday school.

2nd offense: 5 day suspension the five days immediately following Saturday school.

3rd offense: 10 day suspension the ten days immediately following Saturday school.

17. Possession of controlled substances

Possession, use or under the influence of controlled substances, alcoholic beverages, look alike drugs, or other substances, non-controlled, which produce abnormal behavior such as over the counter medications. (This includes the huffing, sniffing, or inhaling of any substance with the appearance of or purpose of "Getting High."). Law enforcement may be contacted and a police report may be made.

1st offense 5-10 day Suspension and possibility of recommendation for expulsion.

2nd offense: 10 day suspension and recommended expulsion

18. Transfer of controlled substances.

Transfer of controlled substances alcoholic beverages, look alike drugs, or other substances, non-controlled, which produce abnormal behavior.

Law enforcement may be contacted and a police report may be made.

1st offense 5-10 day Suspension and possibility of recommendation for expulsion.

2nd offense: 10 day suspension and recommended expulsion

19. Possession of a non-controlled substance

Possession, or use of a non-controlled substances on campus, marijuana, cocaine, or other non-controlled drugs.

1st offense 10 day suspension and recommended expulsion

20. Selling or Distributing a non-controlled substances on school grounds or providing a non-controlled substance to be sold to students on school ground or at a school function.

1st offense: indefinite suspension and recommended expulsion.

21. Illegal Substance Odor

Smell of alcohol, marijuana, tobacco, etc. This violation may result in a search.

1st offense 1-3 day Suspension

2nd offense: 5-10 day suspension

3rd offense: 10 day suspension—recommended expulsion

22. Possession of Lighter/Matches

The possession of any lighter and/or matches at school is prohibited.

1st offense: 1 day Saturday School

2nd offense: 1-3 day Suspension

3rd offense: 5-10 day Suspension

23. **Tobacco/Chew**  
 The use or possession of tobacco at school, on school grounds, on school bus, or at any school sponsored event is prohibited. In all cases, law enforcement may be contacted and a police report may be made.  
 1st offense: 5-day Suspension  
 2nd offense: 5-10 day Suspension  
 3rd offense: 10-day Suspension
24. **Possession of Pornographic Material**  
 The possessing and/or displaying of any pornographic material or paraphernalia is prohibited. Referral to counselors may be required.  
 1st offense: 1-10 day Suspension and possibility of recommendation for expulsion.  
 2nd offense: 5-day Suspension and possibility of recommendation for expulsion.
25. **Possession/Use of Inappropriate Electronic Devices**  
 Students may NOT have bodily possession of laser pointers, cell phones or devices that can email or text during school hours. (Students are here to learn, and cell phones have been used for cheating, inappropriate pictures, and they disrupt the educational process.) iPods, walkmans, radios, mp3 players, etc. may be used in the cafeteria during lunch and in the classroom with teacher permission. Sporting event bus runs are with permission only for cell phones and musical devices. The school is not responsible in the event of damage or theft of these devices. If students do not follow a reasonable request to relinquish their device, a suspension will be given.  
 All offenses: Confiscation of device and in-house. Student may pick up device after school.  
 \*The school will not be responsible in the event of damage or theft of any of these devices.
26. **Technology Infractions**
- Logging on or attempting to log on as a different student (Saturday School and/or suspension from computers)
  - Loading software onto the school computer system (1-10 day suspension)
  - Attempting to log on as a teacher or administrator (3-5 day suspension)
  - Copying school's software (3-10 day suspension and/or suspension from computers)
  - Unauthorized use of software (Saturday School and/or 1-10 day Suspension )
  - Altering others files (Saturday School and/or 1-10 day suspension)
  - Altering software (Saturday School and/or 1-10 day suspension)
  - Damaging computer and peripherals (Saturday School and/or 1-10 day suspension and restitution)
  - Use of proxy web sites to access blocked web sites (Saturday School and/or 1-10 day Suspension )
  - Inappropriate material: acquired or created, in any way, on the computer or sent to the printer. This includes but is not limited to pornographic material, inappropriate language, controlled substance graphics and/or vulgar language  
 1st offense: Saturday and/or 1-10 day suspension  
 2nd offense: 1-10 day suspension  
 3rd offense: 5-10 day suspension with the possibility of expulsion
- Note: Students may be suspended from computer usage for any technology infraction.
27. **Arson**  
 The setting of fire to school property.  
 1st offense: Expulsion Recommendation and Restitution will be sought
28. **Burglary/Larceny/Robbery/Extortion**  
 Stealing of school or personal property; including items from cafeteria. Stealing from an individual by force or threat of force. Restitution will be sought.  
 1st offense: 1-10 day Suspension with the possibility of expulsion  
 2nd offense: 5-10 day Suspension with the possibility of expulsion  
 3rd offense: Expulsion Recommendation
29. **Possession of Explosive**  
 The possessing, using, or transferring of explosives, such as firecrackers or smoke bombs or other explosive device.  
 1st offense: Expulsion Recommendation
30. **False Alarms**  
 The issuing of words (either spoken or written) that reports a false or misleading report of a fire or a bomb threat. This includes the setting off of the school's fire alarm or burglar alarm system.  
 1st offense: 10 day Suspension—Possible Expulsion Recommendation (restitution may be sought)

**31. Firearms/Weapons**

Causing bodily injury or property damage or threatening to cause bodily injury or property damage through the use of any firearm, weapon, or instrument capable of inflicting bodily injury or property damage.

- a. Exhibiting weapons – consistent with Board policy (Expulsion Recommendation)
- b. Possession of firearms – consistent with Board policy (Expulsion Recommendation)

**32. Gambling**

Any game of chance which involves the exchange of money and/or personal property.

- 1st offense: 1-day Suspension or Saturday School
- 2nd offense: 3-day Suspension
- 3rd offense: 5-day Suspension

**33. Snap Suspension (Severe Clause)**

We believe that everyone has the right to learn in a positive learning environment. Students have the right to learn and teachers have the right to teach without abusive or disruptive interruptions. As students, you are expected to be prepared to participate positively in each class during the school day. If a teacher feels that a student's behavior in class is interfering with other students' opportunities to learn, or they are unwilling to work, the teacher may make a referral to the office where students will be assigned for the remainder of the period. This would include any behavior deemed so inappropriate that the student cannot remain in classroom. All teachers are responsible for you while you are in this building. Any teacher may correct your behavior at any time. Failure to cooperate will result in disciplinary action.

- 1st offense: 1 day to Saturday School and teacher will make parent contact
- 2nd offense: 1-3 day Suspension and teacher will make parent contact
- 3rd offense: 3-5 day Suspension and teacher will make parent contact

**34. Vandalism**

Defacing school property or equipment, including destruction of school or personal property. Student will make restitution by payment or working on site.

- 1st offense: Saturday School and/or 1-10 day Suspension with the possibility of expulsion
- 2nd offense: 1-10 day Suspension with the possibility of expulsion

**35. Bullying**

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

Students who engage in any act of bullying while at school, at any school function, in connection to or with any district sponsored activity or event, or while en route to or from school are subject to disciplinary action, up to and including suspension or expulsion. As may be required by law, law enforcement officials shall be notified of bullying incidents.

- 1st offense: 1-3 day Suspension
- 2nd offense: 3-5 day Suspension
- 3rd offense: 5-10 day Suspension

**36. Non-Discrimination/Sexual Harassment**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Discrimination is a criminal act and may result in involvement of law enforcement agencies.

*"It is the policy of the Millington Community Schools to provide all students a learning environment free from sexual harassment which interferes with learning. Unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct or communications of a sexual nature may create an intimidating, hostile or offensive learning environment."*

"Sexual harassment is unwanted, unwelcome behavior of a sexual nature. Sexual harassment is any act or comment (of a sexual nature), which makes another person feel uncomfortable. Schools are required by law to maintain an environment free from sexual harassment."

Sexual Harassment takes many forms. Here are a few:

1. Displaying gender-offensive items, photos, posters, etc.
2. Inappropriate gestures, touching or grabbing
3. Sexual remarks, suggestions or spreading rumors.

4. Pressure for unwanted activities or encounters.
5. Offensive jokes, language, or teasing, whistles or catcalls.

What can you do?

1. Say "STOP". Tell the harasser you do not like the behavior and you want it to stop.
2. Tell someone: a teacher, counselor, or principal
3. Keep records: If the behavior continues, write it down. Be sure to include dates, times, name, places, and witnesses.
4. Take action: File a written complaint with the principal.

What to put in a written complaint:

- a. The name of the person harassing you.
- b. Witnesses who can verify the harassment
- c. Documentation of the nature of the harassment
  1. What was said or done
  2. When the harassment took place
  3. How often it has occurred
  4. Adults you have notified

1st offense: 1-10 day Suspension with the possibility of expulsion

2nd offense: 1-10 day Suspension with the possibility of expulsion

3rd offense: 1-10 day Suspension with the possibility of expulsion

37. Rape

This is a criminal act and will result in involvement of law enforcement agencies.

1st offense: Consistent with Board Policy (Expulsion Recommendation)

38. Cafeteria Rule Violation

Cafeteria Rules

- Respect rights and property of others.
- Walking and quiet conversation is expected.
- Stay seated (except to throw away your trash).
- Clean up your area before leaving.
- Push your chair in when leaving.
- When asked, pick up your area (even if you didn't leave a mess).
- After a container has been opened, it may not leave the cafeteria. Containers that have been opened, and leave the cafeteria, will be confiscated and thrown away. (Pure bottled water is an exception)
- Pure bottled water may be allowed in classrooms at the teachers discretion.

Cafeteria Rule Penalty

1<sup>st</sup> Offense: Warning or Detention

2<sup>nd</sup> Offense: Detention or Saturday School

3<sup>rd</sup> Offense: 1-day Suspension or Saturday School

39. Lockers

Students will be assigned a locker.

- Students are to use **only the locker that they are assigned**.
- Students are advised not to share their locker combinations with others.
- Due to the high frequency of changes, there will be a \$2.00 fee if a combination is changed by student request.
- Students are responsible for items left in their lockers.
- Nothing is to be permanently attached to the inside or outside of lockers.
- The lockers are on loan to the students and the property of Millington Schools. As such, they are subject to periodic unannounced inspections.
- There is to be no profanity, nudity or other suggestive or offensive materials displayed in or on the lockers.
- There will be supervised cleaning out of lockers.
- Fines will be assessed by the monitoring teacher or maintenance personnel for any violations of the above.
  - 1<sup>st</sup> Offense: Using a locker not assigned to you — 1 day Saturday School
  - 2<sup>nd</sup> Offense: 1-3 day Suspension

#### 40. Bus Conduct Code

##### The purpose of this code is:

- To insure the safe, orderly transporting of children in our school district.
- To provide specific rules and enforcement procedures concerning bus transport in our district.
- To assign particular responsibilities to all those involved in or concerned with bus transport.

##### Student Responsibilities

- To remember that their right to ride a bus is contingent on their ability to conduct themselves properly and satisfactorily while on the bus.
- To obey the bus driver while riding on the bus.
- To obey the rules and regulations set forth in this code and those posted on the bus.
- To conduct themselves in a proper manner while on the bus in regard to behavior, language and cooperation.

##### Rules for Riding the Bus

- Be at the designated station at the scheduled time.
- Cross in front of the bus only after all traffic has stopped.
- Respect and follow direction the first time they are given.
- Stay in your seat with your feet on the floor.
- Speak in a quiet voice with respect.
- Don't litter, write on, or damage the bus in any way.

##### Consequences for Violating Bus Conduct Code

1<sup>st</sup> incident: Verbal Warning.

2<sup>nd</sup> incident: Second warning regarding behavior, parent contact.

3<sup>rd</sup> incident: Misconduct Report & Conference with Principal.

4<sup>th</sup> incident: Loss of bus riding privileges for five (5) school days.

5<sup>th</sup> incident: Loss of bus riding privileges for ten (10) school days or loss of riding privileges up to the remainder of the school year.

##### Severe Clause

The above stated consequences are "minimum." The district may take more severe disciplinary measures necessary to ensure the safe, orderly operation of the bus.

Students who violate any part of the discipline code while on a bus or to/from the bus will be subject to further disciplinary consequences.

## CODES AND POLICIES

### ATTENDANCE POLICY

Regular attendance in school is paramount to doing a good job. Every student must strive to be in attendance every day and class period he can possibly be. Regular attendance is a joint responsibility of the parent, student and school.

#### Parental Responsibility

1. Providing an attitude at home that school attendance is important and valuable to the student.
2. Being sure their children will be in school every day that is possible.
3. Cooperating with the schools by making contact when absence is a must.
4. Providing a united front with the school in correcting any problem dealing with attendance.
5. Making appointments for their children outside of the school day if at all possible, so they can be in school as much as possible.

#### Student Responsibility

1. Making sure they attend every day and every period possible.
2. Providing reasons for absences immediately upon return to school if it has not been done already.
3. Being an example to friends and others that regular attendance in school is necessary.

#### School Responsibility

1. Implement a plan that assures parents we are a partner with them and insure a system of regular checks and follow-ups occur.
2. Counseling of parent and student as to the consequences of non-attendance.
3. Obeying all legal requirements regarding the students rights regarding due process.
4. Consistent, regular attendance will be recognized by the district as a worthy achievement.

#### Teacher Responsibility:

1. Record absences and tardies in the computer during the first 15 minutes of class.
2. Develop a routine that shall provide maximum accountability of student attendance records. This would include make-up work, and assigning grades.

## Implementation

1. Absences from school will be either excused or truant.
2. If a student is absent from school, the parent or guardian is to notify the school either by phone from 7:00 a.m.-3:00 p.m. the day of the absence or by note on the student's return to school. If, at all possible, the school would prefer notification by phone, (989) 871-5223, preferably by 9:00 a.m. Failing to make notification of the student's absence within 2 school days will result in a truancy for missed days.
3. It is the student's responsibility to obtain an admission slip before class begins. A student sent to the office from class to obtain an absence slip will be charged with a tardy to class.
4. Make-up Work
  - A. A student shall have the opportunity to make up school work missed due to an absence. However, it shall be the responsibility of the student to initiate a make-up procedure and schedule with the teacher.
  - B. The student will be given one day to get the assignments plus one day for each day missed to make up the work to receive full credit. Each student is expected to make up all assigned work for the time missed.
  - C. Students who are suspended are responsible for any work assigned for the period of suspension and shall obtain assignments prior to the beginning of suspension or from classmates. Assignments must be turned into the teacher upon returning to class. Test make-up dates will be at the discretion of the teacher.
  - D. Students who are absent are still responsible for any work assigned in class. For an absence of one or two days, students can and should obtain assignments from classmates, or by calling the teacher during their preparation time. Homework assignments for extended illnesses of three or more days can be handled through the counseling center or through teachers email. Please allow 24 hour notice for staff members to prepare materials.
6. Students who get sick in school will only be sent home when the parent or guardian has been contacted. No student is allowed to leave without permission from the office. Students who leave without permission from the office will be truant. Once a student has signed out for illness, there will not be able to return for that day.
7. The board believes that early awareness of student's non-attendance and the parents being informed can be effective deterrents. Even when the procedures for each absence have been accounted for, it is still possible for student to miss too much school.
  - A. Absences that are school business (SB) will not count in the student total.
  - B. Pre-arranged absences will count in the student's total absences, but parents are encouraged to pre-arrange absences when possible to help the student get the material to be completed. Pre-arranged absences shall be made 24 hours in advance in advance. Students shall obtain an admission slip from the office.
  - C. After four absences in any one class per semester a conference with the student may be held and the parents notified.
  - D. After 8 absences in any one class per semester a conference with the dean of students shall be held and the parent may be invited.
  - E. A "buy-back" window of three absences is allowed. Students will be required to make up each hour of absence in excess of 8 (absence 9, 10, & 11), on the last three Saturdays prior to final exam week of each semester. If it is possible, students may be given the opportunity to buy back absences through community service hours assigned by the school.
  - F. Students going over the 11 absence total, and failing to make up absences or failing to appeal, will lose credit in each course affected.
  - G. Appeals of this policy will be heard by an administrator. Appeals should be made prior to having final exams.

## General Policy Statement K-12

1. When a student knows ahead of time they will be absent, the school office is to be notified by the parents or guardians. Arrangements will be made for the absence, the student will be given a "Pre-Arranged Absence Form" which is to be signed by each teacher.  
The parent must make the request at least five days (24 hour minimum) before the absence occurs if possible. The responsibility for seeing the work is done and turned in lies solely with the student.
2. If a bus cannot complete its run on any given route due to hazardous roads, the parents will be encouraged to bring their students to school and if that is impossible the student will not be credited with an absence.
3. No student will be credited with an absence if he or she is out of a class on any school related or extra-curricular activity supervised by school personnel/designee.
4. Any student participating in an extra curricular activity and absent any part of the day of the activity will not be allowed to participate in the activity. Any exceptions must be approved by the principal in advance or through the pre-arranged procedure. The following are examples: band concerts, plays, dances, and athletic events.
5. If any student misses the bus for any reason, it is the responsibility of the parents to get the student to school.
6. Tardiness will be handled by the individual building and will be an addendum to this document.  
**High School Tardies-** A tardy is defined as coming to class less than 5 minutes late but after the bell has stopped ringing. A student who is more than 5 minutes late will be credited with an absence. Students will be allowed two free tardy for each class per marking period with no effect to them. Excessive tardies would fall under our current rules and progressive disciplinary action. EXCUSED TARDIES (with a pass) do not fall under this policy.
7. Students who are absent for an extended length of time for medical purposes are eligible for a homebound tutor. Contact the high school counseling center for procedure. Medical verification will be necessary to start the process.

## DISCIPLINE POLICIES

### DISCIPLINE

The Millington Community School District endeavors through its educational environment and programs to provide opportunities and experiences which assist each student in becoming a responsible, self-controlled individual capable of and willing to assume and fulfill his or her role as a participating citizen. An aspect of this growing-up process is to respect rules and regulations of conduct in the school community. One of the major responsibilities of both home and school is to help each student to learn the art of self-discipline, an art that leads to self-respect, an ingredient essential for a successful and happy adult life. To accomplish this, it is necessary to establish and require adherence to a well-defined standard of acceptable behavior. The school in itself is a miniature community, and the rules and regulations are established for the protection of the rights of all members of that community. Violations of school rules and regulations that are harmful to the rights and privileges of others cannot be tolerated.

The discipline policy that follows is based on humanitarian principles and ideals and recognizes the dignity and worth of each student. The primary purpose of these rules, policies, and procedures is to provide a school atmosphere where everyone can participate in the process of learning in an environment that is reasonable, orderly, safe, and conducive to teaching and learning. The purpose of the policies and procedures contained in this policy are to present not only guidelines for responsible student citizenship, but to provide a systematic, consistent approach to handling violations of these policies which may arise in the school setting. The immediate objective of school discipline is to provide for student growth in abilities, attitudes, and habits essential to acceptable and self-controlled behavior.

Every effort has been made to insure the retention of each student in the school setting as long as he/she can contribute to his/her growth and development. When the individual demonstrates that he/she are unable or unwilling to contribute to this development, and his/her actions are detrimental to the growth of others, it may become necessary to separate that individual from the group. If the facts indicate that a student is clearly a distracting or corrupting influence, suspension or expulsion is in order.

#### I. FACULTY AUTHORITY

The disciplinary authority of the faculty shall include:

- A. Classroom snap suspension of a student by a teacher following the misbehavior of that student in the classroom.
  1. Such temporary exclusion will require written notice to the Principal or Dean of Students within two days of suspension/occurrence.
  2. Students penalized with temporary classroom exclusion must go directly to the principal's office.
  3. Teachers shall contact parents and explain reason for snap suspension.

#### II. FACULTY PROCEDURES FOR STUDENT REFERRAL

Teachers are encouraged to talk to students on an individual basis to see if problems can be worked out without initial administrative involvement.

When teachers wish to refer a student to the principal or the assistant principal for disciplinary action:

- A. The teacher must notify the parent of the incident, administrative action can be taken at anytime.
- B. A disciplinary referral form must be completed.
  1. The referral form must contain an explanation of the problem or concern
  2. The referral form must contain the steps initiated by the teacher to resolve the situation or problem.
- C. The teacher will contact the administrator for a conference to determine what course of action needs to be taken to resolve the situation or problem.

#### III. ADMINISTRATIVE AUTHORITY AND RESPONSIBILITIES

The authority and responsibilities of the administration in regard to student discipline are:

- A. to suspend a student, (temporarily exclude from class and school for not more than ten (10) days) or to place in Saturday School.
- B. to promptly notify the parent or guardian of a suspension with a written statement of the reason for the suspension or Saturday School.
- C. to supply the Superintendent of Schools with a copy of the written notification of suspension.
- D. to receive and evaluate information presented by the parent or guardian which demonstrates that progress is being made in resolving the problem which led to the suspension or Saturday School.
- E. to consider exceeding MINIMUM RECOURSE on first offense but not to exceed ten (10) days unless expulsion is recommended.
- F. to consider exceeding MINIMUM RECOURSE on second offense but not to exceed ten (10) days unless expulsion is recommended.
- G. to assign detentions or Saturday School in addition to or in place of suspension.
- H. To assign detention, to place a student in Saturday School, to suspend a student (not more than 10 days) shall be, in extenuating circumstances, at the discretion of the building administrator.

#### IV. DUE PROCESS

The procedural guidelines which will govern the suspension process provide that:

- A. the student shall be informed of the specific charges against him/her.
- B. the student shall have the right to present to the school administrator any relevant information to support his/her defense.
- C. if a student is suspended from school, the administrator will follow specific procedures.
  1. The administrator will notify the parent or guardian.
    - a. Such notification will be in writing, and, if possible, by telephone.

- b. Such notification will include the reasons for suspension and the steps necessary for the student to return to school.
2. The administrator may request the parent or guardian and student to have a meeting before the student's satisfactory return.

#### V. BOARD OF EDUCATION AUTHORITY AND RESPONSIBILITIES

The authority and responsibilities of the Board of Education in regard to student discipline are:

- A. to expel a student, which means to exclude the student from attending school in the district.
  1. Authority to expel rests only with the Board of Education.
  2. The Board will expel only after receiving a recommendation- to do so by the Superintendent of Schools.
- B. to notify the student in writing of his right to request a hearing on the recommendation.
  1. The student and guardian will be informed in writing of the specific charges.
  2. The hearing may be public or private.
  3. The student has the right to be represented by counsel at the hearing.

#### DRIVER EDUCATION

Students who wish to take Driver Education may sign up through any available Driver Education program. Please check in the office for information on classes offered locally.

#### ATHLETIC CODE

Competition is an integral part of our democratic society. It creates allegiance, pride and spirit within the athlete, student body, and community. Athletic competition in our public school system provides a means for the development of leadership and self-discipline for our students and is a unifying force for our community and district.

Students who accept the privilege of becoming a member of one of our teams do so with the realization that rules and regulations must be followed to remain on the team. There are standards of conduct that must be adhered to by every athlete who wears a Millington uniform.

Every behavioral expectation cannot and should not be written because each athlete must have an inner sense of what is right and wrong to remain part of a team. There are certain basic rules and regulations that need to be outlined and are done so here. Pride, respect and attitudes are behavioral factors which must be considered.

To accept the role of the athlete, the student places on themselves an additional set of behavioral expectations that are to be followed year round.

#### Eligibility

##### SCOPE

- (A) School sponsored athletic teams.
- (B) Extra and co-curricular activities for which the school pays a sponsor from the contracts schedule (B) (Drama Club, Student Council, NHS, Drivers Education, etc.) However, band is excluded due to the fact that it is not considered extra curricular; participation after school is a mandatory part of the class grade.
- (C) ACADEMIC ELIGIBILITY

##### Grade Point Average:

Participating students will pass at least five (5) of their seven (7) classes with no less than a C- grade. This is not an average. This sets our minimum a full grade higher than the MHSAA minimum.

##### Eligibility Checks

Academic eligibility will be checked every (7) days. These checks will be done on Friday of each week. Teachers will submit current marking period grades to the office for participating students on Friday of each week to determine the eligibility status for each student for the next seven day eligibility period. The eligibility period for eligible or ineligible students will commence on the Monday following the Friday eligibility check and will last for seven days. This means that each eligibility check will take place on Friday of each week with current marking period grades determining the eligibility for each student for the next seven day period that will commence on the following Monday and last for a duration of (7) days which is until the following Sunday. This process will be repeated every seven days with our students always maintaining the stated goal of a minimum passing grade of at least (5) five of seven (7) classes with no-less than a C- grade. The athletic director shall email all coaches, the high school principal and superintendent a list of students who are on probation for the next week no later than 5:00 p.m. of that Sunday. Students shall be informed by the athletic director no later than 8:30 a.m. the following Monday.

#### Previous Semester

We will follow the MHSAA requirements. Anyone who does not meet these standards will be ineligible to participate the whole following semester. { Section (7) page 33 MHSAA Handbook} This in no way should be construed to mean that a student who passes weekly eligibility checks can return to full eligibility status in the affected semester. With the minimum MHSAA standard a full grade lower than the Millington Community School Policy we see no further need for adjustment on previous semester policy.

### Study Table

Study table is a tutoring/study group for all interested students. We encourage this process for all who wish to receive help to become eligible or to maintain and improve their academic performance.

### Review Committee

We acknowledge that every child is unique. Therefore, they mature at different rates, excel in different areas, and each one possesses different gifts or burdens. The review committee is designed to evaluate extenuating circumstances of individual students. The committee will be comprised of counselors, coaches, teachers, athletic director, special education director, or other relevant adults. This committee is for special circumstances regarding students with special needs and will exist only to address these particular issues. A written report will be given to the Superintendent for review of each individual case using this provision and final approval will be given at this level for any deviation of eligibility requirements requested involving this stated process.

\*These policy changes are for High School students only. A committee should be set up to formulate and or review current policy which would be developed for Junior High School use.

As stated in school policy these changes should be reflected in policy 2430 of our bylaws and any other relevant school policy documents. This policy should be re-visited once every calendar year and any changes submitted to the Board of Education for approval.

Eligibility requirements are measured in calendar days.

## ATHLETIC CODE

Competition is an integral part of our democratic society. It creates allegiance, pride and spirit within the athlete, student body, and community. Athletic competition in our public school system provides a means for the development of leadership and self-discipline for our students and is a unifying force for our community and district.

Students who accept the privilege of becoming a member of one of our teams do so with the realization that rules and regulations must be followed to remain on the team. There are standards of conduct that must be adhered to by every athlete who wears a Millington uniform.

Every behavioral expectation of athletes cannot and should not be written because each athlete must have an inner sense of what is right and wrong to remain part of the team. There are certain basic rules and regulations that need to be outlined and are so done here. Pride, respect and attitudes are behavioral factors which must be considered.

To accept the role of athlete, the student places on themselves an additional set of behavioral expectations that are to be followed year round.

### 1. Dual Enrollment

Student athletes are able to dual enroll, but will not be allow to miss practices and games to go to classes. Dual enrollment is a choice by the student athlete just like playing on the team. When you play on an athletic team you make a commitment to your team and coach that you will be there and that they can count on you.

### 2. Eligibility SCOPE

#### A. School sponsored athletic teams

B. Extra and co-curricular activities for which the school pays a sponsor from the contract's schedule B (Drama Club, Student Council, NHS, Driver's Education, etc.) However, band is excluded due to the fact that is not considered extra curricular; participation after school is a mandatory part of the class grade.

#### I. Grade Point Average

Participating students will pass at least five (5) of their seven (7) classes with no less than a C-. This makes our minimum a full grade higher than the MHSAA minimum.

#### II. Eligibility Checks

Academic eligibility will be checked every week. Teachers will submit their grades electronically to the office with their marking period grades to date for all students. The Athletic Director will inform all coaches, advisors, and teachers of all ineligible students no later than 5:30 on each Sunday.

#### III. Previous Semester

We will follow the MHSAA requirements (at least five (5) out of seven (7) passed classes for previous semester eligible students. Anyone that does not meet the states minimum standard of five (5) D-'s or better at the semester break will be ineligible to participate the whole following semester.

#### IV. Probation

Students who, for the first time in a semester, fall below our minimum (at least five (5) C-'s) but meet the state minimum (at least five (5) D-'s) will be placed on academic probation. This probation period lasts one (1) week, until the next eligibility check. During the probation

period the coach/advisor will require the student to attend at least four (4) sessions of Study Table. If the student raises their grades, they are taken off of probation. However, they may voluntarily continue to attend Study Table and receive assistance. If a student on probation fails to raise their grades within the one (1) weeks, they are ineligible until an eligibility check proves that their grades are back to minimum level for participation. After the one (1) week probation period is over, a students grades must be five (5) C-'s or higher or they will be ineligible for one week. Any student that does not meet the state's minimum (at least five (5) D-'s) throughout the semester will be ineligible for one week period (Monday thru Sunday) at a time without the chance of probation. Grades are collected on Fridays at 3:00 pm and that is the grade that is used for eligibility checks.

V. **No Quitters Here**

When an athlete goes out for a sport, they are making a commitment to he team that they will remain on the team for the whole season. Millington takes quitting a sport very seriously. If a student quits a sport before the season has ended, they must meet with the Athletic Director and High School Principal to determine if they are eligible to play the next sport they wish to go out for. If deemed not to be a valid reason to quit, the student may not be able to play the next sport or they may have to sit out some of the scheduled games of the next sport.

W. **Study Table**

Study Table is a tutoring/study group activity for students on academic probation, or for those students who voluntarily attend because they need extra academic help after school. National Honor Society students may help with Study Table as well as coaches and paid tutors.

3. **Regulations**

All incidents listed below must be reported and/or substantiated by a member of the Millington teaching, coaching or administrative staff, or any law enforcement agency.

Conduct unbecoming of an athlete

If an athlete displays behavior that is inappropriate or beyond the coverage of the class I, class II or class III violations, a committee will convene to send a recommendation of discipline to the superintendent. This committee will consist of the following:

Athletic Director, High School Principal, & 2 Head Coaches (not including involved coach)

A. **CLASS I**

1. Prohibits the selling of any controlled substance.
2. Prohibits the possession or use of weapons in an unlawful manner.

**VIOLATIONS OF CLASS I**

- This will result in a forfeiture of eligibility for one calendar year.

B. **CLASS II**

1. Prohibits the possession or use of alcohol, tobacco, or any controlled substance, except under physician's direction.
2. Prohibits any behavior that would result in a suspension from school, for more than three days with the exception of tobacco, which is covered in Class I-1

**VIOLATION OF CLASS II**

- A. **First offense:** in a High School Career will be the suspension from participation in the number of consecutive contests equal to 25% of the entire schedule of the current sport. If an athlete is not participating in a current sport, it will carry over to the next sport in which the athlete participates. If a student is honest and up front with about the incident, the suspension may or may not be lowered to 10% first offense of the entire schedule of the current sport.
- B. **Second offense:** in a High School Career will be the suspension from participation in the number of consecutive contests equal to 50% of the entire schedule of the current sport. If an athlete is not participating in a current sport, it will carry over to the next sport in which the athlete participates.
- C. **Third offense:** in a High School Career will result in a forfeiture of eligibility for the remainder of the high school.
- D. If the season ends with the sport while an athlete is on suspension, the loss of letter and awards are automatic.

C. **CLASS III**

1. Any team member must demonstrate respect for the officials at any event in which the team participates.
2. Each athlete must display fairness to other teams and their respective coach, regardless of what the other individuals or teams portray.
3. Each athlete must not display any misconduct including profane language, loss of temper, fighting and other irresponsible acts.
4. Each athlete will travel to and from the athletic contest on the mode of transportation authorized by the school, unless previous arrangements have been made with the building principal in writing by the parent or guardian.
5. No athlete can participate in any practice or contest if they are not in attendance the entire day of said practice or contest. Any exceptions to this must be approved by a building administrator in advance.

**Violation of Class III Regulation**

- This will be handled at the discretion of the building administration and the coach.

#### 4. Due Process Procedure

This conduct code assumes that the individual coach will establish reasonable rules and regulations to govern their team. Any discipline resulting from violation of training and conditioning rules is the direct responsibility of the coach. But, even so, every athlete must be assured that they have an opportunity for due process.

Therefore, the following steps are established to promote a fair and equitable due process. All hours referred to shall be from 8:00 am. Monday to 8:00 pm. Friday.

- A player who believes that a decision was not just and fair may appeal that decision by notifying the building principal, in writing, within 48 hours of said decision. Such an appeal must be delivered during normal office hours.
- The building principal must call the review committee together to meet about the problem within 48 hours of being notified by the player, or player's parent or guardian.
- The committee shall consist of:
  - Building Principal (or designee)
  - Athletic Director
  - Two Head Coaches (not including involved coach)
- The committee shall notify the athletes and the athlete's parents or guardian it's decision in writing within 48 hours of the close of the committee review meeting.
- The athlete or athlete's parents (or guardian) may appeal the review committee's decision to the superintendent (or designee), and then if dissatisfied to the Board of Education.
- Note: The coach's decision will remain in force during the DUE PROCES STEPS.

#### FUNDAMENTALS OF SPORTSMANSHIP

- \* Gain an understanding and Appreciation for the Rules of the Contest.
- \* Exercise Representative Behavior at All Times.
- \* Recognize and Appreciate Skilled Performance Regardless of Team Affiliation.
- \* Exhibit Respect for Officials.
- \* Display Openly a Respect for the Opponents.
- \* Display Pride in Your Actions at Every Opportunity.

#### SUGGESTIONS FOR SPORTSMANSHIP

##### ACCEPTABLE BEHAVIOR

- \* Applause during introduction of players, coaches and officials.
- \* Shaking hands with an opponent who fouls out while both sets of fans recognize the individual's performance with applause.
- \* Accept all decisions of the officials.
- \* Cheerleaders lead fans in positive yells in a positive manner.
- \* Handshakes between participants and coaches at the end of the contest, regardless of outcome.
- \* Treat competition as a game, not a war.
- \* Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- \* Applause at the end of the contest for performance of all participants.
- \* Everyone showing concern for an injured player, regardless of the team.
- \* Encourage surrounding people to display only the best sportsmanship-like conduct.

##### UNACCEPTABLE BEHAVIOR

- \* Taunting, trash talk and other intimidating actions.
- \* Not admonishing those sitting around you who engage in the practice of poor sportsmanship.
- \* Yelling or waving arms during an opponent's free-throw attempt.
- \* Disrespectful or derogatory yells, chants, songs, or gestures.
- \* Booing or heckling an official's decision.
- \* Criticizing officials in any way; display of temper with an official's call.
- \* Yells that antagonize opponents or single out players.
- \* Refusing to shake hands or give recognition for good performances.
- \* Blaming loss of a game on officials, coaches or participants.
- \* Laughing or name calling to distract an opponent.
- \* Use of profanity or displays of anger that draw attention away from the game.
- \* Entering the playing field/court without permission of the officials.

## MILLINGTON COMMUNITY SCHOOL DISTRICT NETWORK (MCSNET) Network and Internet Safety and Use Policy

The use of Millington Community School District's Network (MCSNET) is to promote the exchange of information to further education and research and is consistent with the mission of Millington Community School District. MCSNET is not for private or commercial business use, political or religious purposes. Any use of MCSNET for illegal activity is prohibited.

### *NETWORK ETIQUETTE*

- Be polite. Avoid being abusive in your messages to others. Treat others fairly. Using programs that harass MCSNET users or infiltrate a computing system and/or damage the software components is prohibited.
- Use of MCSNET to access obscene or pornographic material is prohibited. Sending material likely to be offensive or objectionable to recipients is prohibited.
- Make the most efficient use of network resources to minimize interference with others.
- Any use of MCSNET that accesses outside resources must conform to our "Network and Internet Safety and Use Policy".
- Subscriptions to Listservs, bulletin boards and on-line services must be pre-approved by the district.
- You are expected to abide by the generally accepted rules of network etiquette.
- Do not reveal your personal address or phone numbers of students or colleagues.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be private property.
- 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.

### *SECURITY*

- Respect the rights and property of others. Do not improperly access, misappropriate or misuse the files, data, or information of others.
- Do not share your account with anyone or leave the account open or unattended.
- Keep all accounts and passwords confidential and not accessible to others.
- Change passwords regularly, using combinations of letters and numbers and avoiding Standard English words and names.
- You are responsible for making back-up copies of the documents critical to you.

### *SOFTWARE*

- You are responsible to take precautions to prevent viruses on your own equipment and Millington Community Schools' equipment.
- The illegal installation of copyrighted software or files for use on district computers is prohibited. Users may download copyrighted material for their own use only with the expressed permission of the owner or authorized person.
- Please see your school's Technology Director to install any software on district computers.
- E-Mail is provided for the purpose to exchange information consistent with the mission of Millington Community School District.
- MCSNET's E-Mail cannot be used for private or commercial offerings of products or services for sale or to solicit products or services.
- E-Mail cannot be used for political or religious purposes.
- E-Mail messages are subject to District review at any time.
- Mail should be deleted regularly from our E-Mail directory to conserve the file space.

### *CHILDREN'S INTERNET PROTECTION ACT ("CIPA")*

Certification for schools.--To be eligible to receive universal service assistance under subsection (h)(1)(B), an elementary or secondary school (or the school board or other authority with responsibility for administration of that school) shall certify to the Commission that it has---

"(A) selected a technology for computers with Internet access to filter or block material deemed to be harmful to minors; and

"(B) installed, or will install, and uses or will use, as soon as it obtains computers with Internet access, technology to filter or block such material

The Millington Community School District has Installed WebBlocker Internet filtering software that will block access of many resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

I understand that MCSNET will filter or block access to visual depictions of obscenity and child pornography when the system is in use by adults.

I understand that MCSNET will filter or block access to visual depictions of obscenity, child pornography, and material harmful to minors when MCSNET is in use by minors.

The use of MCSNET/Internet is a privilege, not a right, and inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Network and Internet Safety and Use Policy is within the sole discretion of Millington Community School District. Any questions or issues regarding this policy should be directed to Millington Community School District Administration.

Violation of any conditions of use described here, and in the District's Technology Ethics Regulation may be cause for disciplinary action.

MILLINGTON COMMUNITY SCHOOL DISTRICT NETWORK (MCSNET)  
Access Release and Authorization Form

As a condition of using Millington Community School's network (MCSNET), I understand the use of MCSNET and access to public networks (internet) is a privilege, and agree to the following:

The Millington Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

All information and services available on The Internet and MCSNET are placed there for informational purposes. I use MCSNET at my own risk.

Millington Community School District does not warrant the function of MCSNET or any information accessible through MCSNET to meet any specific requirements I may have, or that MCSNET will be error free or uninterrupted. Millington Community School District staff are not liable for any damages incurred in connection with the use, operation, or inability to use MCSNET.

In consideration for using MCSNET and having access to public networks, I hereby release Millington Community School District and its sponsors, individual board members, employees and agents from any claims and damages arising from my use, or inability to use MCSNET.

I have read and agree to comply with the Network and Internet Safety and Use Policy. I also understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

The Millington Community School District had installed WEBBLOCKER Internet filtering software that will block access of any resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

As a condition of using Millington Community School District's network (MCSNET), I understand the use of MCSNET and access to public networks (i.e. The Internet) is a privilege, and agree to the following:

The Millington Community School District has the right to review any material stored on any system provided by the District and to edit or remove any material. I hereby waive any right, which I may otherwise have in and to such material.

All information and services available on the Internet and MCSNET are placed there for informational purposes. I use MCSNET at my own risk.

Millington Community School District does not warrant the function of MCSNET or any part of it accessible through MCSNET to meet any specific requirements I may have, or that MCSNET will be error free or uninterrupted. Millington Community School District staff are not liable for any damages incurred in connection with the use, operation, or inability to use MCSNET.

In consideration for using MCSNET and having access to public networks, I hereby release Millington Community School District and its sponsors, individual board members, employees and agents from any claims and damages arising from my use, or inability to use MCSNET.

The Millington Community School District in has installed Web Blocker Internet filtering software that should block access of any resources that contain visual depictions of obscenity, child pornography, and any other materials deemed to be harmful to minors.

I have read and agree to comply with the Network and Internet Safety and Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action taken.

PARENT OR GUARDIAN (If you are under the age of 18, a parent or guardian must also read and sign this agreement.) As the parent or guardian of this student, I have read the Network and Internet Safety and Use Policy and Access Release and Authorization Form. I understand that this access is designed for educational purposes. Millington Community School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue and account for my child and certify that the information on this form is correct.

### SEVERE WEATHER AND TORNADO PROCEDURES

#### Tornado watch/warning

- In case of severe weather or a possible tornado, established procedures are posted in each classroom.
- A tornado watch is issued whenever conditions exist for severe weather to develop. The emergency receiver will be constantly monitored for updated information.
- A tornado warning is issued by the local Weather Service Office whenever a tornado or sever thunderstorm has actually been sighted or strongly indicated by radar.

#### Severe Thunderstorm Warning

Will be treated as a tornado warning. Normally instructions will be communicated through the speaker or with the wailing siren. However, should there be a watch in effect and there also be a power failure, move immediately to the area designated for a tornado warning. We will not be able to communicate with you at this time.

### FIRE REGULATIONS AND EMERGENCY EXITS

Classroom teachers and students have the special duty of seeing that drills and emergency action are characterized by safety, order, control and rapidity. Teachers shall always take a class list with them.

## **PANDEMIC INFLUENZA AND YOU**

An influenza pandemic occurs when a new flu virus emerges among humans and spreads easily from person to person. Because the virus is new to humans, people have little or no immunity to it and the virus spreads worldwide. Droplets are spread by coughs and sneezing. These droplets are infectious in people from one day prior to the onset of symptoms to about five days after onset. This means it will spread very easily. It is not possible to predict with certainty when the next flu pandemic will occur or how severe it will be, but the time to plan is now.

### **Flu terms defined:**

*Seasonal (or common) flu* is a respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available.

*Avian (or bird) flu (AI)* is caused by influenza viruses that occur naturally among wild birds. Low pathogenic AI is common in birds and causes few problems. H5N1 is highly pathogenic, deadly to domestic fowl, and can be transmitted from birds to humans. There is no human immunity and no vaccine available.

*Pandemic flu* is virulent human flu that causes a global outbreak, or pandemic, of serious illness. Because there is little natural immunity, the disease can spread easily from person to person. Currently, there is no pandemic flu.

### **In a severe influenza pandemic:**

Many people would become sick and would be unable to go to work or to public gatherings;

Many others would have to stay at home to care for sick family members; and

Many people would die.

As a result, businesses and schools might close, and basic services, including transportation and food delivery, may be disrupted. It is important that families and communities be prepared for an influenza pandemic and other easily transmitted diseases.

### **You can take some simple steps NOW to prepare:**

- Wash your hands often with soap and water, especially after you cough or sneeze.
- If you are not near soap and water, use an alcohol-based hand sanitizer.
- Cover your nose and mouth with a tissue when you cough or sneeze. Immediately throw the tissue away in a closed wastebasket after using it.
- Cough or sneeze into your elbow if you don't have a tissue.
- Avoid close contact with people who are sick.
- When you are sick, keep your distance from others to protect them from getting sick too.
- If you get the flu, stay home from work, school and social gatherings. This will help prevent the spread of the flu.
- Try not to touch your eyes, nose or mouth. Viruses often spread this way.
- In a pandemic, following the instructions of public health officials will be crucial-and in some cases, the law.

### **To plan for a pandemic:**

- Store a two week supply of water and food. During a pandemic, if you cannot get to a store, or if stores are out of supplies, it will be important for you to have extra supplies on hand. This can be useful in other types of emergencies, such as power outages and disasters.
- Periodically check your regular prescription drugs to ensure a continuous supply in your home.
- Have nonprescription drugs and other health supplies on hand, including pain relievers, stomach remedies, cough and cold medicines, fluids with electrolytes, and vitamins.
- Talk with family members and loved ones about how they would be cared for if they got sick, or what will be needed to care for them in your home.
- Volunteer with local groups to prepare and assist with emergency response.
- Get involved in your community as it works to prepare for an influenza pandemic.

### ***Before an Emergency Happens***

An emergency can occur without warning, leaving little or no time for you and your family to plan. What would you do if basic services-water, gas, electricity or telephones-were cut off? Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. It is necessary for you to learn about the things that you can do to be prepared, before an emergency occurs. Follow the steps listed below to create your family's disaster plan. Knowing what to do is your responsibility and your best protection.

## **4 Steps to Safety**

### **1. Find out What Could Happen to You**

- Meet with household members and discuss the dangers of possible emergency events, including fire, severe weather, hazardous spills, terrorism or pandemic influenza.
- Learn about the community's warning signals: what it sounds like and what you should do when you hear it.
- Find out how to help elderly or disabled persons, if needed.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters due to health regulations.
- Find out about the disaster plans in your workplace, your children's school or daycare center, and other places where your family spends time.

### **2. Create an Emergency Plan**

- Pick two places to meet:
  1. Outside your home in case of a sudden emergency, like a fire.
  2. Outside your neighborhood in case you can't return home.

- All family members must know their address and phone number.
- Choose an out-of-town or out-of state contact your family or household will call or email to check on each other should an emergency occur. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.
- Discuss what to do in an evacuation. Plan how to take care of your pets.

### 3. Complete This Checklist

- Post emergency telephone numbers by the phone (fire, police, and ambulance).
- Teach children how and when to call 911 for emergency help.
- Show each family member how and when to turn off the gas and electricity at the main switches.
- Check if you have adequate insurance coverage, with special attention to flood insurance.
- Teach each family member how to use the fire extinguisher (ABC type) and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Stock emergency supplies and assemble an Emergency Supply Kit.
- Take a Red Cross first aid and CPR class.
- Find the safe spots in your home for each type of emergency.
- Determine the best escape routes from your home. Find two ways out of each room.

### 4. Practice and Maintain Your Plan

- Quiz your kids every six months so they remember what to do.
- Conduct regular fire and emergency evacuation drills.
- Replace store water and food every six months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries twice each year when you change your clocks in the spring and fall.

By taking these steps, you will be better prepared for a pandemic and other emergencies.

For more information on how to protect yourself and your family, visit [pandemicflu.gov](http://pandemicflu.gov), [cdc.gov](http://cdc.gov), or call 1-800-232-4636 (CDC-INFO).  
*Information provided by the Tuscola County Health Department*

Sources of information: [pandemicflu.gov](http://pandemicflu.gov), [cdc.gov](http://cdc.gov), and the Emergency Management Division-Family Preparedness Guide.

#### **ANNUAL ASBESTOS HAZARD NOTIFICATION**

Millington Community Schools are required by 40 CRF 763.80 to have asbestos management plan for each of our buildings within the school district. This is known as AHERA and our buildings have been inspected as required and the plans were submitted to the Dept. of Public Health, Asbestos Division.

One (1) copy of the plan is on file in the office of the Maintenance Supervisor at the Maintenance Office. These plans are available for review by any person that has an interest in such, during normal business hours. Personal copies of the plan will be duplicated within seven business days at the cost of (15) cents per page. Please Contact: James Simmons, Millington Community Schools, 8642 Gleason Street, Millington, MI. 48746—989.871.5250

Our last re-inspection for 2007 was completed by John Rehkop of Northern Analytical Services, our next tri-annual re-inspection will be completed in 2010.

Notice to any outside contractors requiring admittance to the boiler room or tunnel areas where hazardous material may be located, you must sign "Notification of Potential Hazard" prior to entry.

Should any questions arise in regard to our AHERA Program, please contact:  
Asbestos Designated Person for our school at this office.  
This notice is to be published annually.

#### **PEST MANAGEMENT PROGRAM**

This yearly notice is to inform you that Pest Management Plan is in affect at Millington Community Schools, pesticides are occasionally applied. You have the right to be informed prior to any pesticide application made to the school grounds and buildings. In certain emergencies, pesticides may be applied without prior notification. Please contact James Simmons, Interim Transportation Supervisor/Maintenance Coordinator for notification requests. (989) 871-5250.

#### **DIRECTORY INFORMATION**

The Millington Community School District has designated certain information contained in the educational records of our students as directory information for purposes of FERPA (Family Educational Rights of Privacy Act). Information designated as directory information, which includes any and all video images, will be released for publication in yearbooks, sports programs, drama/music programs, honor rolls, and awards programs. If you do not wish to have information available for publication, you must notify the principal of the building your child(ren) attends not later than September of each school year. This information must be in writing. You have the right to obtain a copy of the Millington Community School District's policy for complying with FERPA. The policy explains your rights in greater detail, as well as the procedures for inspecting records, consenting to the disclosure information, and requesting an amendment of a record. To obtain a copy of our policy, please contact the Office of the Superintendent, 8780 Dean Drive, Millington, MI 48746 (989)871-5200.