

**Mott Middle
College
Student Handbook**





GENESEE INTERMEDIATE SCHOOL DISTRICT

Mott Middle College
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Flint, MI 48503

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Mott Middle College is a collaborative educational venture of Mott Community College, Genesee Intermediate School District, and the 21 public school districts of Genesee County. It serves students from Genesee, Oakland, Shiawassee, Tuscola, and Lapeer Counties.

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SCHOOL INFORMATION

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Mott Middle College Student Handbook **INTRODUCTION**

What Is Mott Middle College?

Mott Middle College is a high school option for high potential, at-risk youth from all 21 school districts in Genesee County, and on a tuition basis from Lapeer, Oakland, Shiawassee, and Tuscola Counties. The school has been designed to deliver "intensive care" education to students who possess academic potential but are at risk of dropping out before the successful completion of high school, are achieving well below their potential, and/or are feeling seriously disengaged in the traditional school setting.

Mott Middle College offers a fresh start to students in grades 9-11. The high school is designed to provide a guidance-based approach to all school experiences with heavy emphasis upon emulating and preparing students for the world of work and higher education.

The Goals of Mott Middle College

To create a learning community within a higher education environment where all who participate, students, staff, teachers, and community members, are cherished as both learners and teachers.

Mott Middle College prepares at-risk high school students for a successful career and educational future through the full integration of high school, community college, and world of work.

The mission of Mott Middle College is to give a fresh start to students who may be performing below their abilities, may be disengaged from school, or who may not relate to a traditional high school learning environment. The school employs the strengths within the program, the students, and their families in order to reinforce the following goals:

- ✓ Improve students' academic performance and self-concept
- ✓ Enhance college and career options
- ✓ Encourage students to view learning as a lifelong process, not limited to the classroom setting
- ✓ Increase high school completion rates

Meeting these goals required an atmosphere of fairness and equality. It can be neither regimented and rigid on the one hand, nor chaotic and irresponsible on the other.

The Michigan School Code authorizes local boards of education to enact "reasonable rules and regulations necessary for the proper establishment, maintenance, management, and carrying on the public schools...including regulations relative to the conduct of pupils concerning their safety while in attendance at school or at school functions."

This Student Handbook contains the rules and regulations necessary for maintaining an education environment that is conducive to maximum learning. It also describes the rights and responsibilities of students, parents, and staff. For each student to have maximum opportunity to fulfill his or her potential in achievement of the traditional "three R's" which encompass rights, responsibilities, and rules.

Mott Middle College Graduates Will:

- ✓ Have the ability to think and express themselves clearly, both orally and in writing.
- ✓ Be able to be informed about what it means to be a citizen of the United States in a world of the 21st century.
- ✓ Have an understanding of and ability to manipulate information about math, science, and technology.
- ✓ Have an understanding of how other humans have expressed their humanness through the ages and within various cultures.
- ✓ Have an understanding of their personal responsibility for their own behavior and their behavior toward others.
- ✓ Be able to be productive and contributing members of the world society.
- ✓ Possess employability skills, self-confidence, and the ability to work cooperatively with others.
- ✓ Have an understanding of how change and the information explosion will continue to affect their futures and the futures of those to come after them.
- ✓ Have the ability to meet their own individual needs for power, fun, love, freedom, and survival without infringing on the right of others to meet the same needs.
- ✓ Be other-centered and able to cooperate.
- ✓ Understand and participate in various creative expression from their own experience and exposure to other cultures' artistic heritages.
- ✓ Demonstrate the characteristics of a self-directed learner with enthusiasm for lifelong learning.
- ✓ Possess high self-esteem as a learner and person.

Mott Middle College Student Handbook

RIGHTS AND RESPONSIBILITIES

Speech

Every student has the right to express his/her opinion either verbally or symbolically as long as he/she does not disrupt the educational process. The rights of expression does not include the right to attack the reputation either through spoken words or symbolic expression or the use of obscenities towards others. Personal attacks and obscenities are prohibited.

As an intellectual being, every student has a right to search vigorously for truth by examining opposing ideas and to espouse and express in an orderly manner whatever views he/she has. Where soundness of his/her position can neither be proved nor disproved with documentation, he/she shall in no way be penalized academically for holding those views.

Student conduct that includes such actions as: distribution of unauthorized printed materials, disruption of the education process, false reports, indecency in behavior, obscenity, sexual harassment, threatening/intimidating acts, unauthorized petitions/protest may result in disciplinary action by the Mott Middle College.

Press

School-Sponsored Publications: Journalism provides many learning experiences. In a school community, students involved in student publications shall convey information with accuracy and insight in such a manner that truth shall remain predominant. Such publications shall operate under the concept of the First Amendment which guarantees freedom of the press. The responsibility and authority for decisions based on the standards mentioned above are vested with the principal or to whomever he/she delegates this authority.

Non-School-Sponsored Publications: Students who edit, publish and/or wish to distribute non-school-publications (handwritten, printed, or duplicated matter) among their fellow students within the school must assume responsibility for the content of such publication and may be restricted as to the time and place of distribution or may be prohibited from distribution if the principal determines that the material is libelous or obscene according to current legal definition, or would threaten to disrupt the educational process.

The display or distribution of certain written materials which subject a student to discipline include, but are not limited to, materials determined as:

1. causing a material and substantial interference to the educational environment;
2. obscene to minors or containing indecent or vulgar language;
3. defamatory or libelous;

4. invading the privacy of another person;
5. offensive to a person's race, religion, ethnicity or gender;
6. encouraging illegal activity or violation of school rules

Assembly

Students have the right to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting and/or participating in demonstrations which interfere with the operation of the school or classroom is inappropriate. Behavior that results in the destruction of the educational process, includes unauthorized protest, or violates any of the previously mentioned standards may result in disciplinary action by Mott Middle College.

Personal Appearance

Students have the right to determine their pattern of dress and grooming provided that such dress and grooming do not interfere with the health and safety of themselves or others and do not interfere with the educational process of the school.

Student Activities

Students have the right to participate in school activities regardless of race, sex, color, creed, religion or national origin.

Students may not be denied participation in any activity for any reason other than those established by state, county, and school eligibility requirements legitimately related to the purpose of the activity.

Privacy – Student Records

It is the responsibility of the school to protect the student's privacy. Disclosure of information from student permanent records should serve legitimate and educational needs.

Access to permanent student records is available, in consultation with school officials, to authorized school personnel, to the student's parent or legal guardian, and to the students who have reached the age of majority.

Access to transcripts of permanent student records may be available to persons or agencies outside the school with consent of the students, if of legal age, or with the consent of parents or legal guardian or by court order of subpoena.

Student records will be compiled, preserved, and accessed in conformity to state and federal statutes.

Privacy – Age of Majority

Although 18-year-old students are recognized as adults under the Age of Majority Act, the Board of Education is nonetheless committed to the equal treatment in application of its policies and procedures to all students. With the following exceptions, the rules and regulations set forth in the Mott Middle College High School Handbook will apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may have the same privilege as their parents/guardians as it relates to access to their students records. Eighteen-year-old students may also represent themselves during disciplinary conferences and be in receipt of their own grade reports.

Student Property

A student's personal property is his/her own. Students are, however, discouraged from bringing to school valuable items such as jewelry and expensive coats, which could be stolen, damaged or prove disruptive to others. If valuable personal property is to be used in a school-related project, the student should arrange with the staff for its keeping. Radios, cassette players, pagers and other electronic communication devices are prohibited without permission from administration. The carrying of electronic communication devices, prohibited per section 1303 of the School Code, will result in disciplinary action by Mott Middle College.

The search of student property is outlined in the district's search and seizure policy and references made in this document under search and seizure.

Rights carry with them certain responsibilities which must be shared by the student, parents, teachers, administrators, and the Board of Education. The primary responsibilities of each group are listed below:

Responsibilities of Students

- A. To attend school regularly, on time, prepared to learn to the best of their ability;
- B. To respect the rights and feelings of other;
- C. To respect the property of others, including school property for which parents have paid through taxes;
- D. To follow the requests, instructions, and directions of school personnel, and to contribute at all times to the peace and tranquility of the school;
- E. To communicate ideas for improvement of the school through representative student government and appropriate staff.

Responsibilities of Parents

- A. To assist your child in attending school regularly and on time;
- B. To provide for your child's health, personal cleanliness, acceptable grooming and suitable dress;

- C. To listen to, consult with, understand, and trust your child;
- D. To work with school personnel and community groups to communicate concerns which may interfere with a child's education;
- E. To teach your child to respect lawful procedures and the rights of others, and
- F. To encourage and be responsible for and insistent upon your child's understanding and development of self-reliance and independence.

Responsibilities of Teachers

- A. To know and enforce consistently and fairly the rules of the individual school and the policies of the school district;
- B. To respect the individuality of students;
- C. To assist students in becoming self-reliant and independent;
- D. To work with parents, students, and school staff to provide for positive change, and
- E. To notify parents when a student may be failing the course i.e., progress reports, parent conferences, report cards and telephone calls.

Responsibilities of the Board Of Education

- A. To hold the Genesee Intermediate School District Superintendent and the school employees responsible for the fair and consistent application of policies of the Board of Education;
- B. To work to adopt clear, understandable policies that enforce the goals of the school system, and
- C. To maintain open communication with all segments of the community to foster attainment of the best possible educational environment.
- D. To adopt policies that clearly promote and provide for a safe and orderly school environment.

Mott Middle College Student Handbook Family Educational Rights and Privacy Act

Annual Notification of Rights and Designation of Directory Information

Each year the Intermediate School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act ("FERPA"). Parents and eligible students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the Mott Middle College High School. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated official of the Mott Middle College High School decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the United States Department of Education concerning the alleged failure of the Mott Middle College to comply with FERPA. Your complaint should be directed to:

Family Policy and Regulations Office
Office of Management
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202
(202) 732-2057

5. RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA. A copy may be obtained in person or by mail from:

Thomas Svitkovich, Ed.D.
Superintendent, Genesee Intermediate School District
2413 W. Maple Avenue
Flint, Michigan 48507-3493

6. RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION: Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information. The board of Education has designated the following personally identifiable information contained in a student's education record as "directory information":

- ✓ Name, address, telephone number
- ✓ Date and place of birth
- ✓ Major field of study
- ✓ Participation in school activities
- ✓ Honors and awards
- ✓ Other similar information, e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in the yearbook

7. You have 10 days from the receipt of this notice to advise the school in writing of any or all of those types of information about the student which you refuse to permit the school to designate as directory information. Your objections should be addressed to:

Chery S. Wagonlander, Ed.D., Principal
Mott Middle College
1401 E. Court Street MMB1123
Flint, Michigan 48503

Mott Middle College Student Handbook Enforcement of Rights, Responsibilities & Rules

Discipline

A student entering Mott Middle College becomes a member of a group. For that group to effectively function, each member needs to think not only about himself/herself, but about the other members of the group as well. Discipline, fairly administered, helps maintain the balance between the rights of the individual and the rights of the group. Good discipline controls the behavior of individuals and of groups so that the rights of all students are protected. It ensures justice and equality and recognizes the dignity and worth of each individual.

The goal of disciplinary action in the schools is to assist the student in learning self-discipline or control of his/her own behavior, so that the student's actions are acceptable within the group, contributing to friendly and business like atmosphere where effective learning can take place. Attainment of the goal or self-discipline depends on the good judgment and compassion of teachers, understanding and leadership by administrators and the Board of Education, and the support of all parents within the community.

A student not in class has less opportunity to learn than one present. Disciplinary action therefore should, where possible, keep the student in the school setting engaged in learning activities rather than out of school. However, in order to maintain effective learning conditions, it may be necessary to deny certain students educational participation.

Physical Force

All school employees may use reasonable physical force upon a student as necessary to maintain order and control in a school or school related setting for the purpose of providing an environment conducive to safety and learning. The employee may also use physical force as follows:

- A. For self-defense of another.
- B. To prevent a pupil from inflicting harm on himself or herself.
- C. To quell a disturbance that threatens physical injury to another person.
- D. To obtain possession of a weapon or other dangerous object upon or within the control of a pupil.
- E. To protect property.

The employee, upon any of the above actions, shall notify or cause to be notified the student's parents or legal guardian, or other adult designated with authority over the student, and

immediately file with the school principal a complete written description of the incident and why, in the opinion of the employee, such action was necessary.

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GRIEVANCE PROCEDURE

Normally, complaints of alleged discrimination on the basis of race, sex, color, creed, religion, national origin or physical handicap can be resolved at the building level through dialogue between staff and students. Should a student or parent feel the informal process has been unsatisfactory, a more formal grievance procedure described below will further insure the rights of students.

Level I

- A. A parent or student may request a grievance form from the school office. It must be filled out and returned to the school office within 10 days after the incident occurs.
- B. The building principal or his/her designee will conduct a hearing within five school days from the receipt of the grievance form.
- C. A decision in writing will be mailed to the student's home within five school days after the hearing. The principal will additionally attempt to contact the parties by telephone.

Level II

- A. Should the student or his parent wish to appeal the decision, a contact in writing should be made to the Superintendent, Genesee Intermediate School District, 2413 West Maple Avenue, Flint, Michigan 48507, within 10 school days after receiving the principal's decision.
- B. A hearing will be arranged as soon as possible before the Superintendent or his designee.
- C. The Hearing Committee will adjust, revoke, or sustain the original decision within 30 days of the request for a level II hearing.
- D. Their decision is final.

Representation at all levels of appeals shall be at the discretion of the parent or the student who has reached the age of majority. The grievant(s) shall be notified that a spokesperson for a minor student shall be approved by the parent.

Copies of this procedure will be distributed to each student and his/her parents through the *Mott Middle College Student Handbook*. Other copies of the procedure may be obtained from the Mott Middle College office.

Mott Middle College Student Handbook **DENIAL OF EDUCATIONAL PARTICIPATION**

Disciplinary Measures

The following action may be taken when a student's behavior interferes with his/her educational opportunity or that of others, or in the safe orderly conduct of school activities.

- A. Exclusion from class
- B. Closing of classes
- C. Required counseling
- D. In-school suspension
- E. Behavioral probation, academic probation, attendance probation
- F. Suspension
- G. Expulsion
- H. Saturday school/support groups

The method of discipline used is at the discretion of school staff following guidelines of this Student Handbook. The type selected should be the least severe and most constructive possible for the circumstances. School staff recognize that the goal of any disciplinary measure is to assist the student to change behavior in such a way that the student's future conduct will be more acceptable and more directed toward educational attainment.

EVERY EFFORT SHOULD BE MADE TO HAVE THE STUDENT CONTINUE STUDIES DURING ANY DISCIPLINARY PERIOD.

A student who has his/her classes closed or has been suspended from school shall not be eligible to participate in any school function for the duration of such disciplinary action. In a long-term suspension, every attempt shall be made to continue the educational process in an alternate educational program.

After such denial of educational participation is made, every effort shall be exerted to determine and resolve the causes for such behavior which might lead to the student's reinstatement. These efforts may include psychological-psychiatric evaluation, social work and/or counseling services when available and/or appropriate.

The Board of Education Approves the Following Administrative Procedures:

A. EXCLUSION FROM CLASS

A teacher may remove a student from class when the seriousness of the offense, the

persistence of the misbehavior, or the disruptive conduct, in the opinion of the teacher, disrupts the educational process of the other students in the classroom, or when the student has been disrespectful and defiant to the teacher.

If the seriousness of the situation warrants, the teacher will accompany the student(s) to the proper administrator, or, in less serious circumstances, the teacher will telephone the main office informing the principal or designee that a student is to be removed. The administrator shall be responsible for removing the student from the building as soon as possible.

The teacher, as soon as possible or no later than the end of the school day, will report, in writing, to the principal or designee the circumstances leading to the student's removal from class.

In cases when a student is sent to the principal or designee from class for extended disrespect or defiance of teacher authority, accompanied by a note stating such, said student shall not be readmitted without consultation between the administrator and the teacher. Additional conferences may be scheduled by the administrator and may include the student, parent, teachers, and assistant principal for student services or his/her duly authorized agent. The conference will be scheduled by the appropriate administrator and may be held during the hours of 8:00 a.m. and 5:00 p.m.

B. CLOSING OF CLASSES

A class or all classes of a student may be closed by the principal or designee.

1. Procedure

If the principal determines the student is to be sent home, he/she shall immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or designee cannot reach the parents or legal guardian, or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a letter must be sent informing them of the school's action.

If the principal or designee determines immediate removal of the student(s) is necessary to restore or maintain order or to protect persons on the school grounds, he/she may close the student's classes immediately.

In such cases, the principal or designee is not required to conduct an investigation before he/she closes classes, but he/she shall carry out such an investigation and decide on formal disciplinary actions as soon as possible, but not to exceed the end of the third school day following the closing of classes.

Should investigation show that the student is free from any part of the alleged misconduct, he/she shall be reinstated to his/her classes, and he/she shall be allowed to make up his/her classwork.

2. Parent Conference

A class or classes may be closed pending a parent conference. The conference, with the parent, student, teacher and an administrator present, may be held in lieu of a suspension only

if the following criteria are met.

- a. the student's record shows regular patterns of truancy and/or tardiness, persistent disobedience, or gross misdemeanor.
- b. the principal or designee must ascertain that the above misbehavior can best be dealt with through a conference including the student, his/her parent or legal guardian, or other adult designated with authority over the student, and whatever staff would seem appropriate.

The conference should be as soon as can be mutually arranged with the parent or legal guardian or other adult designated with authority over the student. Upon completion of that conference, the student will be reinstated to the class or classes which have been closed unless otherwise mutually agreed. In no instance shall a student's class or classes be closed for more than three days.

C. REQUIRED COUNSELING

In certain instances, a student may be required to enter a counseling situation to remain in the Mott Middle College program. This may be individual or group counseling within the school environment or with a professional outside of the school.

A student may be required to leave the school environment temporarily to receive intense counseling.

Each case shall be handled on an individual basis, keeping the student's needs in mind as well as the needs of the school community.

D. IN-SCHOOL SUSPENSION

Where facilities are available, a student may be required to complete his/her regular class assignment in a specially supervised room for a prescribed period of time or until he/she is able to resume regular classroom instruction.

E. BEHAVIORAL PROBATION

Any student who has been involved in an infraction of school rules may be placed on behavioral probation by the Superintendent of GISD or his/her designee, the school principal or designee in addition to, or in lieu of, other disciplinary action. Probation will be for a definite time period during which critical examination and evaluation of the student's progress should take place.

During the probation period, the student may be denied the privilege of participation in or attendance at all extra-curricular activities. At the close of the probationary period, the individual case shall be reviewed and the student may regain all privileges.

If the student is further involved in an infraction of school rules during the probationary period, he/she shall be suspended or denied certain extra-curricular privileges under the stipulations set forth in the probationary agreement.

The parent will be notified by the principal or his/her duly authorized agent that the student is being placed on behavioral probation, including the length of the period, the terms of the probation, and the possibility of suspension if the student is found in further violation of the school rules during probation.

The student will be removed from probation if, at the completion of the probationary period, satisfactory adjustment has been made as agreed upon by the student, the staff member overseeing the student during probation, and the school's administrative staff.

In addition, any student who has amassed serious academic or attendance records may be placed on a probation program.

F. & G. SUSPENSION/EXPULSION

Section 1309 of Michigan School Code mandates that a student may be suspended from school for a definite period of time by the principal or his/her duly authorized agent (including classroom teacher) for persistent disobedience or gross misdemeanor or may be recommended for expulsion.

A teacher is authorized to immediately remove and suspend a student from a class, subject, or activity for up to one school day when the student's behavior materially interferes with the teacher's ability to effectively teach or manage the class, subject, or activity.

The authority for teacher-imposed suspensions is limited to teachers under contract with the Mott Middle College (Genesee Intermediate School District) and permanent long-term substitute teachers. All other teachers are not authorized to utilize the teacher-imposed suspension procedure and must refer student discipline matter to the building principal or designee.

Procedures - Students:

1. A student receiving a teacher-imposed suspension shall not return to the class, subject, or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.
2. At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject, or activity may be permitted to attend other classes, subjects, or activities if the student's conduct does not otherwise qualify for a multiple day suspension or expulsion in accordance with the Student Code of Conduct.
3. If the student remains at school, the student shall be appropriately supervised while suspended from the class, subject, or activity.
4. All teacher-imposed suspension shall be applied in a manner consistent with MMC's student discipline procedures, as well as all federal and state laws for students determined to be eligible for special education programs and services.

To establish the best possible learning atmosphere for the student, as well as to provide for the health, safety and welfare of all students and employees of Mott Middle College, the following categories of misconduct have been adopted along with guidelines for consequences (including suspension and expulsion) when a student engages in such misconduct. These standards of conduct apply to all school students for all activities of the Mott Middle College.

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school.

This list is not intended to be exhaustive, and includes, but is not limited to the following:

1. EXAMPLES

- a. ARSON—Setting fire to, or doing any act which results in the starting of a fire, or aiding, counseling, inducing, persuading or procuring another to do such act or acts. MCL 750.71. Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for an act of arson.
- b. ASSAULT—The Michigan School Code mandates that the Board of Education take the following disciplinary actions for students in grades 6 or above who engage in physical assault or verbal assault.

–Physical assault of a school employee, volunteer, or contractor—permanent expulsion [per section 1311a(1)].

–Physical assault of another student—expulsion up to 180 school days (per section 1310).

–Verbal assault of a school employee, volunteer, or contractor—expulsion up to 180 school days [per section 1311a(2)]

For purposes of this law and the Student Code of Conduct the following definitions will apply to these terms:

- ✓ Physical assault: Intentionally causing or attempting to cause physical harm to another through force or violence.
 - ✓ Verbal assault: Any statement or act, oral or written, which can reasonably be expected to induce in another person(s) an apprehension of danger of bodily injury or harm. Bomb threats and similar threats directed at a school building, school property, or a school-related event are included as verbal assaults.
 - ✓ At school: In a classroom, elsewhere on school premises, or a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises.
- c. CHEMICAL SUBSTANCE—The act of possessing, transferring, or using any chemical ejecting device, caustic or noxious substance capable of rendering a person unconscious temporarily or causing temporary or permanent injury.
 - d. CLOSED CAMPUS—Leaving the school premises without authorization during the student's scheduled class hours and/or the lunch hours.
 - e. CONTINUED CLASS DISRUPTION—Repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
 - f. DISRESPECT—To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing to any person.
 - g. DISRUPTION OF THE EDUCATION PROCESS—Behavior which seriously disrupts any school activity or the orderly and safe operation of the school.

- h. ELECTRONIC COMMUNICATION DEVICE–The act of possessing, transferring, and/or using any electronic communication device, i.e., pocket pager, beeper, cellular phones.
- i. EXTORTION, STRONG ARM, COERCION–The act of securing or attempting to secure money or other items of value by use of threats, implied threats of violence or the act of threats of violence to force another person to do an unwilling act.
- j. FALSE ALARMS–The act of initiating a fire alarm or initiating a report warning of a fire or an impending bombing or other catastrophe without just cause.
- k. FALSE REPORTS–The act of falsely reporting incidents, or making false accusations, or giving false testimony, to school personnel which would affect the welfare of others.
- l. FIGHTING–The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under school sponsorship (i.e., dance, athletic event, etc.) The issue of self-defense, if involved, must be proven by the student accused.
- m. FIREWORKS OR EXPLOSIVES–The act of possession, using or threatening to use any incendiary devices, fireworks, explosive, or other such instruments capable of inflicting bodily injury.
- n. FORGERY/CHEATING–To falsely make, steal, alter, forge, or counterfeit any writing, including electromagnetic data.
- o. GAMBLING–The act of gambling for money or valuables.
- p. INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE–Encouraging by words, acts, deeds, demonstrations or protests which disrupt the normal educational process of the school.
- q. INDECENCY IN BEHAVIOR–The act of offending against commonly recognized standards of propriety, health, or safety including behavior which reflects obscene or vulgar actions or content.
- r. INSUBORDINATION–The willful failure to respond or carry out a request by authorized school personnel.
- s. LITTERING–The act of littering on school property or on private property passed when going to and from school.
- t. LOITERING–The act of being in or about any school building, or in specifically restricted area of a school building at unauthorized times or without the specific authorization of the school's personnel.
- u. OBSCENITY–The act of using obscene or profane language in verbal or written form or in pictures, caricatures, or obscene gestures on any school property.
- v. SEXUAL HARASSMENT–Sexual harassment has no place in the Mott Middle College High School and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and outlining grievance procedures may be obtained from the building

principal. Reports of sexual harassment should be made to the school's building principal or to the liaison officer, Mr. Mike Sullivan, who has been designated as the school's sexual harassment grievance officer.

Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for an act of criminal sexual conduct in any degree.

- w. THEFT–The act of taking or acquiring the property of others without their consent.
- x. TRUANCY AND TARDINESS–The act of unauthorized absence or lateness to school or classes for a specified period as outlined in the district's attendance policy.
- y. THREATENING OR INTIMIDATING ACTS–The act of verbally or by gesture threatening the well-being, health, or safety of any person on school property or enroute to or from school.
- z. UNAUTHORIZED SALE OR DISTRIBUTION–The manufacture, distribution, sale possession, use, or being under the influence of the following substances is prohibited.
 - Alcohol or any alcoholic beverage, including "non-alcoholic malt beverages".
 - Illicit drugs.
 - Any abusable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation.
 - Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines, and syrups, cold medicines, laxative, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school district's authorized use of medication procedures.
 - ✓ Steroids, human growth hormones, or other performance-enhancing drugs.
 - ✓ Substances purported to be illegal, abusive or performance-enhancing, i.e., "look-alike" drugs.

It shall not be a violation of this policy for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to school district policy.

These standards of conduct apply to all students while on school property or in school-sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location date or time.

- aa. VANDALISM*–The act of willful destruction of property belonging to others. This shall also include tampering with, and/or causing the discharge of, any sprinkler system or other apparatus installed in a school building for prevention of fire or for the safety of the school population or school property; also included is the placing of graffiti on any school property.

*The Board of Education shall seek to recover damages from parents and students who have willfully destroyed or damaged school property.

- bb. WEAPONS (POSSESSION OR USE)–The act of possessing, using or threatening to use

any weapon or instrument capable of inflicting bodily injury. Section 1311 of the Michigan School Code mandates permanent expulsion from all Michigan Public Schools for possession or use of a dangerous weapon committed by a student on school property, in a school vehicle, and/or any property used for school purposes

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Mott Middle College High School; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Students are permitted to park on school premises as a matter of privilege, not of right. The Mott Middle College High School retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

- cc. WEAPONS (LOOK-A-LIKE)–The act of possessing, handling or transferring any object or instrument that is a "look-a-like" weapon or instrument, i.e., starter pistol, rubber knife, toy gun.

2. SUBSTANCE ABUSE VIOLATION

Possession, use, selling or transfer of drugs or alcohol will result in a minimum 10 day suspension from school, and a police report will be made. A student may receive a long-term suspension or may be recommended for expulsion. Students found in violation will be referred for an evaluation and/or counseling. Mott Middle College will not be financially responsible for the evaluation and/or counseling.

Possession, use, or transfer of any drug look-alikes, i.e., pills, alcohol, etc., is prohibited at Mott Middle College and will result in a suspension or expulsion.

3. GUIDELINES FOR EXPULSION

Mott Middle College students in possession of a dangerous weapon or firearm, who commit criminal sexual conduct in any degree or arson on grounds and/or property designated for Mott Middle College use, or destroy/damage property shall be expelled from the GISD operated Mott Middle College program. Expulsion procedures will be in compliance with the guidelines/policies in the Mott Middle College Student Handbook, the Gun-Free Schools Act, the GISD Weapon Free Zone Policy, and section 1311 of the Michigan School Code.

PA 328 of 1994 requires the permanent expulsion of public school students who are in possession of dangerous weapons as defined by the school code. Dangerous weapons means a firearm, dagger, dirk, stiletto, knife with a blade over 3" long, pocket knife opened by mechanical device, iron bar or brass knuckles. The law also requires the expulsion of students who commit arson in a school building or on school grounds.

The superintendent or designee, shall permanently expel a pupil from attending school in the school district if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil established, in a clear and convincing manner, at least one of the following:

- a. That object or instrument possessed by the pupil was not possessed for use as a weapon or for direct or indirect delivery to another person for use as a weapon.
- b. The weapon was not knowingly possessed by the pupil.
- c. The pupil did not know or have reason to know that the object or the instrument possessed by the pupil constituted a weapon or dangerous weapon.
- d. The weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of school or police authorities.

These policies are adopted to promote the welfare and safety of pupils and others. School officials shall notify by all appropriate means, students, their parents and guardians of provisions of the applicable statutes, these policies and penalties for violations. School offices shall continue to seek the cooperation and assistance of students, their parents and guardians in the ongoing effort to rid the schools of dangerous weapons, drugs and other contraband.

If a dangerous weapon is found in the possession of a pupil while the pupil is in attendance at a school or a school activity or while the pupil is en route to or from school on a school bus or MTA bus, the Superintendent, or his/her designee, immediately shall report that finding to the pupil's parent or legal guardian and the local law enforcement agency.

Guidelines

- 1) ONE TO FIVE DAYS FOR THE FOLLOWING OFFENSES—Closed campus violation; continued class disturbances; forgery; gambling; indecency; littering; loitering; obscenity; repeated truancy and tardiness; unauthorized distribution of printed material; unauthorized petitions.
- 2) ONE TO TEN DAYS FOR THE FOLLOWING OFFENSES—Disrespect; insubordination; fighting; threatening or intimidating acts; unauthorized sale or distribution; unauthorized student protest; disruption of educational process; electronic communication device; sexual harassment; weapons (look-a-like).

- 3) UP TO BALANCE OF SCHOOL YEAR OR EXPULSION—Arson; false reports; false reports of fire or bombs; inciting others to violence or disobedience; physical attack; possession (and/or use) of weapons; possession of chemical substance; possession, use, or sale of fireworks or explosives; repeated violation of the Student Handbook; theft; use, possession, transfer, or under the influence of any unlawful drug or behavior-altering substance; vandalism; extortion, strong arm and coercion.

5. SPECIAL EDUCATION STUDENT SUSPENSION

Students who are receiving special education services are expected to follow the District's rules the same as is expected of any student. Being a special education student does not prevent the student from being suspended. All due process rights will be followed.

6. SHORT-TERM SUSPENSIONS

A short-term suspension is a denial to a student of the right to attend school and to take part in any school function for any period of time up to and including ten school days. The principal or designee may invoke a short-term suspension only after investigating the misconduct following these procedures:

- a. The student and the parents or legal guardian will be notified of the charges.
- b. Information from persons having knowledge of the incident will be accepted. The student involved shall have the opportunity to express his/her side of the problem and to have persons give information in his/her behalf.
- c. The accused shall be given an opportunity upon his/her request or that of the parent(s) to face his/her accuser. Should the principal or his/her designee consider that such a meeting would prove to be threatening to either party, he/she may deny the request.
- d. A short-term suspension shall be levied solely at the discretion of the building principal based on the findings of the investigation.

Once a principal or his/her duly authorized agent has determined that a short-term suspension is in order, he/she shall follow the procedures for implementing a short-term suspension from school.

7. IMPLEMENTING A SHORT-TERM SUSPENSION FROM SCHOOL

When a student is suspended for ten days or less, the principal or his/her duly authorized agent shall:

- a. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent(s) or legal guardian or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a letter must be sent informing them of the school's action.

The principal or his/her duly authorized agent may, however, order a student to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.

- b. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Superintendent of GISD, and the Associate Superintendent of Genesee Intermediate School District stating the rule violated, the student's misconduct, the length of the suspension, and the principal's or his/her authorized agent's reason for action.
- c. Every effort will be made to hold a conference with the student's parents or legal guardian before or at the time the student returns to school. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
- d. All documentation concerning the misconduct will be kept on file.

8. MAKEUP WORK FOR SHORT-TERM SUSPENSIONS

Mott Middle College encourages a student who has been suspended to make up class work missed. Such work may be made up while the student is on suspension and must be submitted within five school days from the date of returning to classes, unless otherwise agreed upon by the building principal, the student, and the teacher involved. Some courses that are heavily dependent on class performance and group discussion may not be easy to make up.

9. LONG-TERM SUSPENSION/CLOSING OF PROGRAM

A long-term suspension or closing of program is a denial to a student of the right to attend school and to take part in any school function for any period of time in excess of ten school days, and not to exceed the balance of the school year. Student misconduct and/or lack of academic progress may result in the student's ineligibility to continue enrollment in the Mott Middle College Program. The principal or designee may invoke a long-term suspension and/or closing of the program only after following these procedures:

- a. Notify the student and the parent(s) or legal guardian of the charges.
- b. Accept information from persons having knowledge of the incident. The student involved shall also have the opportunity to express his/her side of the problem and to have persons give information on his/her behalf.
- c. The accused shall be given an opportunity upon his/her request or that of the parent(s) to face his/her accuser. Should the principal or his/her designee consider that such a meeting would prove to be threatening to either party, he/she may deny the request.
- d. Should the review by the Superintendent of GISD or his designee take longer than ten days, the student should be allowed to attend classes from the conclusion of the tenth day until the review is completed.
- e. If, after the review, the Superintendent of GISD or his designee concurs with the decision of the principal or his/her duly authorized agent, the principal or his/her duly

authorized agent shall follow the procedures for implementing a long-term suspension from school.

10. IMPLEMENTING A LONG-TERM SUSPENSION FROM SCHOOL

When a student is suspended for more than ten days, the principal or designee shall:

- a. Immediately notify the parents or legal guardian, or other adult designated with authority over the student, of the school's action and inform them that their child is being sent from the building. If the principal or his/her duly authorized agent cannot reach the parent(s) or legal guardian or other adult designated with authority over the student, the student must remain on school property for the remainder of the school day. Should the school fail to make personal contact with the family within twenty-four hours, a registered letter must be sent informing them of the school's action.

The principal or his/her duly authorized agent may, however, order students to leave the premises immediately when the presence of that student on school property poses a threat to staff, students, or the normal educational process.

- b. A conference with the student and his/her parent(s) or legal guardian, or other adult designated with authority over the student, will be scheduled to review the reasons for the suspension. The student and/or parent may have legal counsel, an advocate, or other representatives (limited to two persons) at this meeting. A student who has reached the age of majority may waive this provision and represent himself/herself in the conference.
- c. Notices will be sent to the student, his/her parents or legal guardian, or other adult designated with authority over the student, the Superintendent of GISD or his designee, giving the following details:
 - 1) the student's misconduct
 - 2) the rule violated
 - 3) the length of the suspension
 - 4) the right to appeal, to whom the appeal must be directed (see appeals process), and the fact that the appeal must be registered within five school days of the receipt of the statement by mail.

11. COUNTING SUSPENSION DAYS

Suspension days shall be counted as follow:

- a. The day the student left school will be counted as a part of the suspension providing he/she was denied class participation before twelve noon of that day.
- b. The suspension shall terminate at twelve midnight on the day listed as the last day of the suspension.
- c. Times when school is not officially scheduled are not counted as part of the suspension time.

12. APPEALS AND REVIEWS OF SUSPENSIONS

Appeals of suspensions are available to the student and the parents of the involved student. Such appeals must, however, follow those steps listed below. Appeals must be registered within five school days of the receipt of the letter of suspension and must be directed to the appropriate administrator superior to the person levying the suspension. The pattern is as follows.

- a. An appeal for a short-term suspension of ten days or less shall constitute two levels. They are as follows:

LEVEL 1 - An appeal for a suspension of ten days or less may be made to the building principal either by phone or personal conference.

LEVEL 2 - Further appeal may be made either by phone or personal conference to the Associate Superintendent of GISD who will review the case with the building principal. Based upon this review, the Associate Superintendent of GISD will adjust, revoke, or sustain the suspension.

- b. An appeal for a long-term suspension of more than ten days and not exceeding the balance of the current school year shall constitute four levels. They are as follows:

LEVEL 1 - Appeals for suspensions of more than ten days and not exceeding the balance of the current school year may be initiated with the building principal either by phone or personal conference, as the appellant may prefer.

LEVEL 2 - Additional appeal may be made to the Associate Superintendent of GISD either by phone or personal conference. Following review, the Associate Superintendent of GISD or his/her designee will adjust, revoke, or sustain the suspension.

LEVEL 3 - Further appeal may be made to the Superintendent of GISD in writing. Based upon the review, the Superintendent of GISD will adjust, revoke, or sustain the suspension.

LEVEL 4 - Final appeal may be made in writing to the Board of Education or a committee of board members designated for this purpose.

- c. At all levels of appeal, the student and his/her parents have the right to be represented by a spokesperson of his own choosing, providing the following stipulations are met:

- 1) the parent must be present and give his/her verbal consent for such representation. If not present, the parent must give written consent for such representation. Students having reached the age of majority may waive the requirements.

- 2) In addition to the parents, legal guardian, or other adult designated with authority over the student, no more than two such persons may represent a student in any given conference.

- d. At appeal levels 2,3, and 4, the person or persons hearing the appeal shall notify the parents of their decision concerning the appeal within three school days from the date of the hearing. The person representing the next level of appeals, as well as those persons having heard the appeal previously, should also be notified.

13. EXPULSIONS

Expulsion from school is a denial to a student of the right to attend school and to take part in or attend any school function. Following expulsion, the student will not be readmitted to Mott Middle College so long as the order of expulsion remains in effect.

The Board of Education may expel a student upon the recommendation of the Superintendent or his/her designee after notice to the student and his/her parents of the charges against the student and a hearing thereon as required by law.

The principal may immediately close classes and remove the student from school if the student's presence poses a continuing danger to persons or property or any ongoing threat of disrupting the academic process.

The principal shall immediately notify the Associate Superintendent of GISD of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation.

The Associate Superintendent shall immediately notify the Superintendent or his/her designee of the recommendation of the principal and alleged offense. If the Superintendent or his/her designee concurs with the recommendation of the principal, the superintendent shall notify the principal, include a statement of the charges against the student, a statement that the student is entitled to a hearing on the charges at which he/she may be represented by the date, time and place of the hearing on the charges.

The Board of Education shall convene at the date, time and place set forth in the notice or at any adjourned date agreed upon between the student, his/her parents and the Board of Education. The Hearing Panel shall hear all pertinent testimony and evidence offered in support of and in opposition to the charges, and at the conclusion of the hearing or as soon thereafter as shall be practicable, the board shall issue its decision in writing. The superintendent shall promptly, after the decision of the Board is rendered, give a copy of the decision to the student and his/her parents.

All notices required or permitted to be given by this section shall be delivered to the person or persons entitled thereto or sent by registered mail return receipt requested.

14. REINSTATEMENT OF AN EXPELLED STUDENT

Petitions for Reinstatement

Pupils expelled (or their parent or legal guardian if the pupil is unemancipated) may petition the GISD Board at any time after the expiration of 150 school days subsequent to the date of expulsion. The school district will make available the proper forms to those who wish to petition for reinstatement. The petitioner shall provide an authorization and release for the GISD Board and its designated committee to request, receive and review all student records and student record information maintained by any public or private school which the petitioning pupil has attended. If such records are already in the possession of this district, the parent/guardian or student (if emancipated) shall furnish written authorization for review of same by the committee and board members.

Upon receipt of a petition for reinstatement, the district shall do the following:

- a. Not later than ten school days after receiving a petition for reinstatement, the school board shall appoint a committee to review the petition and any supporting information submitted by the parent or legal guardian (if the expelled student is unemancipated) or from the expelled student;
- b. The committee shall consist of two school board members, one school administrator, one teacher and one parent of a pupil attending this school district;
- c. The superintendent of the school district may prepare and submit for consideration by the committee information concerning the circumstances of the expulsion and any factors mitigating for or against reinstatement;
- d. Not later than ten school days after all members are appointed, the committee shall review the petition and any supporting information, including any information provided by the school district, and shall submit a recommendation to the school board on the issue of reinstatement;
- e. The recommendation of the committee shall be for unconditional reinstatement, for conditional reinstatement or against reinstatement, and shall be accompanied by an explanation of the reasons for the recommendation and of any recommended conditions for reinstatement;
- f. The superintendent shall be allowed to attend meetings of the committee appointed by this board of education when considering petition for reinstatement.

15. CRITERIA FOR REINSTATEMENT

The designated committee and this board of education shall consider at least the following factors when a petition for reinstatement is submitted:

- a. Whether the reinstatement would create a risk of harm to other pupils or school personnel.
- b. Whether reinstatement would create a risk of school district or individual liability for the school board or school district personnel.
- c. The age and maturity of the individual.
- d. The individual's school record before the incident that caused the expulsion.
- e. The individual's attitude concerning the incident that caused the expulsion.
- f. The individual's behavior since expulsion and the prospects for recommendation of the individual.
- g. The degree of cooperation and support from the individual's parent or guardian (if the petition was filed by a parent or guardian) as well as any support which may be expected from a parent or guardian if the expelled student is reinstated.

Petitions for reinstatement from students expelled by the board of education of another school district shall not be processed if that student has not first submitted a petition for reinstatement to the expelling board. This school district will only consider reinstatement, to the

extent required by law, upon receiving written verification of the denial of the student's petition for reinstatement by the expelling board.

16. CONDITIONS OF REINSTATEMENT

The school board may require an expelled student (and if the petition was filed by a parent or legal guardian, the parent or legal guardian) to agree in writing to specific conditions before reinstating the student. These conditions may include, but are not limited to:

- a. Signing a behavior contract.
- b. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense).
- c. Periodic progress reviews.
- d. Specific immediate consequences for failure to abide by any conditions of reinstatement.

H. IN SCHOOL/AFTER SCHOOL SUPPORT GROUPS

Due to excessive absences, tardiness, and/or serious academic and/or behavior problems, after school or support group participation may be required in order to provide adult guidance in behavior modification toward more positive behavior.

I. TOBACCO PRODUCTS

The act of smoking, using, or possession of any tobacco products on school property or school activities (including field trips) pursuant to Public Acts of 1993. Students identified as using or having tobacco products are issued a \$50.00 citation by the Police Liaison Officer. Following the issuing of the citation, students under 17 years of age will be contacted by Probate Court and an appearance date will be scheduled. Students who are 17 years old and older will be contacted by the 68th District Court.

Mott Middle College Student Handbook

DRESS AND APPEARANCE

It is important that the home and school promote and encourage good grooming and personal hygiene standards for all students. The school district recognizes that the dress and appearance of all students impact the educational environment. It also recognizes that what a student wears to school can influence attitudes and behavior. A student's personal grooming and manner of dressing should be conducive to a good educational environment.

The school district takes the position that the dress and appearance of students must not present a health or safety problem nor disrupt the educational environment. Therefore, hats, headbands, and headcoverings may not be worn in the classroom, auditorium or any indoor activity. Mott Middle College may choose to restrict the wearing of clothing or other adornment that is deemed disruptive to the school operation or perceived as unusually distracting. In addition, the wearing of clothing with messages that are obscene, provocative or advocate drugs and/or alcohol or promote violence will not be permitted. Examples include, but are not limited to, see-through clothing, halter tops, bare midriff, short-shorts, sagging, etc. Students are not permitted to wear any adornments that may be used as weapons; i.e., large chains, spiked collars, and spiked bracelets, etc.

Mott Middle College Student Handbook

PUPILS—SEARCH AND SEIZURE

Owner of School Property

School buildings, school grounds and other school facilities, school buses, school lockers, desks and other equipment provided by the District for the use of pupils are the property of the Genesee Intermediate School District and/or Mott Community College. The Genesee Intermediate School District retains and will not release its complete dominion over an exclusive administrative control of school buildings, school grounds, other facilities, school buses, school lockers, desks and other equipment provided for the use of pupils.

Search & Seizure

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the Mott Middle College High School; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. Periodic general inspections of lockers and desks may be conducted by school authorities for any reason at any time without notice, without student consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

Students are permitted to park on school premises as a matter of privilege, not of right. The Mott Middle College High School retains authority to conduct routine patrols of the student parking lot and inspections of the exteriors of student vehicles parked on school property. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant. The interiors of student vehicles may be inspected whenever a school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside.

Cooperation with Law Enforcement Agencies

In accordance with the policy of the GISD Board of Education, school authorities are directed to cooperate with police, law enforcement officers and agencies to the end that policies shall be enforced to the fullest extent according to their terms.

In accordance with section 1135 of the Michigan School Code the Genesee Intermediate School District shall not disclose any personally identifiable information contained in a student record to a law enforcement agency, except in compliance with the Family Educational Right and Privacy Act. MCL380.1135(5).

Mott Middle College Student Handbook

ATTENDANCE PROCEDURES

The Michigan compulsory attendance law states that a student must attend school until he/she is sixteen years of age. The Board of Education of the Genesee Intermediate School District strongly supports a policy of utilizing every resource available to involve students in an ongoing educational program on the basis of regular attendance to the end that each child is encouraged through a conscious effort on the part of school personnel to reach his/her maximum potential in all areas of development.

To benefit from the primary purpose of the school experience, it is essential that each student maintain a regular and punctual daily attendance in all assigned classes. Because class attendance is necessary for learning and academic achievement, as well as for developing the habits of punctuality, dependability and self-discipline, it is a relevant objective criterion which can be related to a pupil's course grade. The purpose of the attendance procedures is to help students develop these responsibilities and to maintain academic standards for earning credit.

In order to carry out an effective attendance policy, the attendance procedures at each grade level must be consistent through the Mott Middle College program.

A. The initial responsibility rests with the teacher. The teacher shall:

1. Keep accurate individual class attendance records.
2. Contact the Focus Group Leader of each student who is absent three to five times and counsel with the student upon his/her return to school. The Focus Leader would then contact the parent/guardian. All telephone calls, letters, and contacts regarding students relative to attendance should be documented by the teacher.
3. Attendance letters are mailed daily to reflect ten or more cumulative hours of absences. (Verification of excused or unexcused will be determined by the assistant principal for student services).
4. Make arrangements for the student's work to be made up within two weeks after the student returns to school, if the student initiates the request for makeup immediately upon his/her return to school.
5. Notify the assistant principal for student services if significant improvement is not shown after steps 1 & 2.

B. The Student Services Team shall:

1. Upon receiving the referral from the assistant principal for student services, regarding unexcused absences, counsel personally with each student concerning his/her lack of attendance and place on attendance probation.

2. Inform the student that he/she must request to make up the work immediately upon his/her return to school.
 3. Notify the student's parents or legal guardian by telephone that additional absences have been incurred since the teacher called and/or formal notification was sent by Mott Middle College. Form letters will be available if the student does not have a telephone.
 4. Document all of these contacts with parents and keep accurate records of the attendance conferences with the student.
- C. The assistant principal for student services shall, when notified by the student services team that a student's attendance probation has not been honored.
1. Hold a parent-student conference as soon as possible. If the parent cannot be contacted by telephone, a certified letter should be sent which describes the extent of the student's attendance problem, and makes arrangement for a parent-student conference.
 - a. Inform the parent and student that the student should initiate a request to make up work as prescribed in A and B.
 - b. Inform the parent and student that there is a possibility of the student failing his/her class or classes, if her/her attendance does not improve.
 - c. Inform the parent and the student that if the student's attendance does not improve and he/she fails his/her classes, that the student may be counseled out of the Mott Middle College program and referred to alternative educational opportunities.

OFF-CAMPUS EVENTS

Students at school-sponsored, off-campus events shall be governed by school district rules and regulation and are subject to the authority of school district officials. Failure to obey the rules and regulations and/or failure to obey the lawful instructions of school district officials shall result in loss of eligibility to attend school-sponsored, off-campus events and may result in suspension and/or expulsion.

There are other effective disciplinary practices than those specifically covered in the Student Handbook and teachers may develop other constructive practices, provided, however, it is recognized that administrators have the right to require that practices be modified when they are demonstrated to be ineffective, inappropriate or abusive to children.

Mott Middle College Student Handbook **TRANSPORTATION CONDUCT**

When a student steps aboard a bus or other transportation services provided by the district, he/she is considered to still be in school and as such is in an "extended classroom." Because of this, the student is subject to all rules, rights, and responsibilities of this Student Handbook in addition to the special rules for health and safety while on the bus.

The following guidelines and disciplinary action will be enforced when students ride MTA:

1. Any student caught fighting while riding an MTA bus, or in the bus terminal, will be suspended from school for two weeks. The student's bus pass will be taken away and the student will lose the privilege of riding MTA buses free of charge. This action is a subject to appeal and review by the student's principal.
2. Any student found loitering (remaining around a school facility or the MTA terminal) will be suspended for one week. The student's bus pass will be taken away and the student will lose the privilege of riding MTA buses free of charge. This action is subject to appeal and review by the student's principal.
3. Any student illegally using a bus pass or allowing another student to use a bus pass will be suspended for one week. The student's bus pass will be taken away and the student will lose the privilege of riding MTA buses free of charge. This action is subject to appeal and review by the student's principal.
4. Any student involved with or carrying a weapon on an MTA bus will be subject to the same disciplinary policy as students who are found with a weapon in school, up to and including expulsion.
5. Any student involved in disorderly conduct (such as loud, disruptive behavior, using abusive or foul language, and failure to follow instructions of those in authority, etc.) while riding an MTA bus or on MTA property will be suspended for one week. The student's bus pass will be taken and the student will lose the privilege of riding MTA buses free of charge.
6. Any student who is suspended for reasons other than those listed above will have his or her bus pass taken away and lose the use of the pass for the duration of the suspension.

Mott Middle College Student Handbook **STATEMENT OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicant for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the are notified that the Mott Middle College does not discriminate on the basis of race, color, national origin, sex, age, religion or disability in admission or access to, or treatment or employment in its programs, activities or policies. Any person having inquiries concerning the school's compliance with the regulations implementing Title VI, Title IX or section 504 is directed to contact: GISD's Associate Superintendent for Information Processing and Human Services who has been designated to coordinate the school's efforts to comply with the regulations implementing Title VI, Title IX and Section 504:

Thomas Princinsky, Deputy Superintendent – Human Resources
Genesee Intermediate School District
2413 W. Maple Avenue
Flint, Michigan 48507-3493
(810) 591-4432

Mott Middle College Student Handbook **NOTES . . .**

(810) 232-8660

Fax

—Mott Middle College is an Equal Employment and Training Opportunity Organization—

