

PETOSKEY MIDDLE SCHOOL HANDBOOK

Table of Contents

GENERAL INFORMATION.....	3
PARENTS AND STUDENTS OF PETOSKEY MIDDLE SCHOOL	3
OFFICE HOURS.....	3
TELEPHONE NUMBERS.....	3
BELL SCHEDULE.....	4
ACADEMICS.....	4
HEALTH EDUCATION OPT-OUT PROVISION	4
GRADING SCALE.....	4
PATCH & PIN AWARDS.....	4
AWARD POINTS.....	5
PROGRESS REPORTS	5
SCHEDULES.....	5
TESTS GIVEN AT PMS:	5
ATTENDANCE AND TARDY PROCEDURES	6
ABSENCES/TARDINESS/MAKE-UP WORK:	6
TRUANCY	6
GENERAL POLICIES AND PROCEDURES	7
ATHLETICS.....	7
BACKPACKS.....	7
BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS	7
CAFETERIA/LUNCH/BREAKFAST	7
CLOSED CAMPUS-LEAVING SCHOOL	7
COMMUNICABLE DISEASES	8
COMPUTER ACCEPTABLE USE POLICY	8
STUDENT ACCEPTABLE USE POLICY AND AGREEMENT	8
CONCUSSION AWARENESS.....	9
DANCES.....	10
DIABETIC EMERGENCIES	10
ENROLLMENT	10
GANGS.....	10

GUESTS	10
LOST OR STOLEN ITEMS	10
LOCKERS, LOCKS AND DESKS.....	10
MEDICATION	11
MOTOR VEHICLES	11
PARENT MESSAGES.....	11
SEARCHES.....	11
SUBSTITUTE (GUEST) TEACHERS.....	12
TELEPHONES	12
TEXTBOOKS AND SCHOOL EQUIPMENT	12
VOLUNTEERS	12
<i>LEGAL NOTICES</i>	<i>12</i>
NONDISCRIMINATION AND GRIEVANCE PROCEDURE	12
PESTICIDE APPLICATION.....	13
STUDENT AND FAMILY RIGHTS CONCERNING SCHOOL RECORDS (FERPA) 13	
STUDENT PRIVACY NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITIES	15
NOTICE ABOUT RELEASE OF CERTAIN HIGH SCHOOL STUDENT INFORMATION TO MILITARY RECRUITERS	16
<i>STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY ..</i>	<i>16</i>
CODE OF CONDUCT	16
VIOLENCE	18
CONTRABAND	19
DRESS CODE	19
ILLCIT SUBSTANCES	20
OFF CAMPUS CONDUCT	21
WEAPONS	21
DISCIPLINARY CONSEQUENCES	21
APPEAL PROCEDURE-DUE PROCESS	23
SUN SAFETY POLICY	23
STUDENT CONDUCT ON SCHOOL BUSES	23

2018-19

OUR MISSION STATEMENT
“Learning and Growing Together”

PUBLIC SCHOOLS OF PETOSKEY
Full Value Agreement
Work as a Team
Be Safe
Speak up

GENERAL INFORMATION

PARENTS AND STUDENTS OF PETOSKEY MIDDLE SCHOOL

This assignment book has been prepared to provide you with information that will help answer questions about the basic policies in effect during your enrollment as a student at PMS. It does not propose to answer all questions, nor cover all phases of school. It is hoped that the information contained herein will increase your knowledge and understanding of the ideas, traditions, activities, and studies offered by the Board of Education and PMS. It provides general information on rules and regulations for PMS as well as providing an assignment book designed to increase staff-parent communication. This assignment book is to be treated just like a textbook, except students are to carry it at all times during the school day. Teachers will assist the student in developing techniques to manage their schoolwork through the use of the assignment book. Replacement of lost assignment books will be the responsibility of the student.

OFFICE HOURS

7:30 a.m. to 4:15 p.m.

TELEPHONE NUMBERS

Principal (231) 348-2150

Assistant Principal (231) 348-2288

Main office (231) 348-2150

Attendance (231) 348-2293

Middle School Website: www.petoskeyschools.org

All students enrolled in Petoskey Middle School agree to abide by all rules and regulations set forth in this student handbook.

BELL SCHEDULE

8:05 a.m.	1 st bell to allow students to enter the building
8:15 a.m.	8:35 a.m. Homeroom
8:40 a.m.	9:35 a.m. 1 st hour
9:40 a.m.	10:35 a.m. 2 nd hour
10:40 a.m.	11:35 a.m. 3 rd hour
11:35 a.m.	1:10 p.m. 4 th hour plus lunch
1:15 p.m.	2:10 p.m. 5 th hour
2:15 p.m.	3:10 p.m. 6 th hour

ACADEMICS

HEALTH EDUCATION OPT-OUT PROVISION

Parents have the right to review the materials and curriculum content used in health education classes. The teaching staff will provide prior notification of HIV/AIDS and human sexuality lessons. Parents may excuse their child from participating in that instruction by providing written notice to the principal.

GRADING SCALE

A	93	100
A-	90	92
B+	87	89
B	83	86
B-	80	82
C+	77	79
C	73	76
C-	70	72
D+	67	69
D	63	66
D-	60	62
E	0	59

PATCH & PIN AWARDS

The middle school teaching staff initiated the Patch & Pin Awards many years ago. Part of the philosophy of a middle school is to expose the student to as many different experiences as possible in order to develop a well-rounded individual. Therefore, the Patch and Pin Award is offered only for those activities offered by the school

An additional award is the **Presidential Academic Award** that is presented to 8th grade students who have: maintained a 3.5 or better grade point average each marking period throughout the 6th, 7th, and 8th grade; successfully passed the 7th and 8th grade State determined test; and, secured a score of 90% or better on a standardized test in both reading and math. It is a very high honor for which a student receives a certificate and pin from the President of the United States.

Academic Achievement Awards are presented to students who maintain a 3.5 GPA or better with no grades lower than a B for the first three marking periods of the school year in 6th, 7th, and 8th grade. All students should attempt to earn a PMS Achievement Award and work toward the Presidential Award beginning in the 6th grade.

All award requirements may be revised during the school year. Any changes, if they occur, will be communicated as soon as possible to students and parents.

AWARD POINTS

To earn an award, a student must earn the minimum amount of points indicated at each grade level. 6th grade - 7 points; 7th grade – 8 points; 8th grade – 8 points.

Academic Honor Roll: 3.0 or higher GPA (nothing lower than a B) equals 1 point per marking period with three points possible per year.

Citizenship: All citizenship marks equaling “exemplary” or “good” equal 1 point per marking period with one, two, or three points possible per year. (Citizenship marks are determined by criteria consistent for all instructors).

School Activities: (one point per activity)

Basketball	Falls Show	Sketchbook Club
Builder’s Club	Fall Show Crew	STAT Club
Chess Club	Football	Student Council
Cross Country	Michigan Youth and Government	Theatre Apprentice
Dance Team	Peer to Peer	Track
Debate	Photo Club	Volleyball
Downhill Ski Team	Robotics	Wrestling
Drama Club	Science Club	Yearbook

There may be additions or deletions to the activity list if the need arises. A new club or other activity could be formed and this would count towards your total points.

PROGRESS REPORTS

Progress reports will be sent home approximately the fifth week of every nine weeks. Each teacher will fill out a progress report for every student. This report is intended to give the student and parents an indication of the quality of work being done. If you do not receive the progress reports, please call (231) 348-2150, or stop by the middle school office.

SCHEDULES

A major tenet of the middle school philosophy is having students explore as many new opportunities as possible. In keeping with this philosophy it is our practice at Petoskey Middle School to have 6th and 7th graders enrolled in all the exploratory classes. The only exception is Band. Band is an elective. Our requirement is that students only drop band at the end of a marking period. Students who take Band will have Physical Education and two other exploratory scheduled by the counselors. The only exceptions to this are for documented medical reasons or special needs.

8th graders have the opportunity to choose their exploratory classes. Any changes in schedule have to be completed before the end of the marking period preceding the start of the new class.

TESTS GIVEN AT PMS:

State determined assessments will be administered in the spring.

NWEA/MAP - A computer based and nationally normed exam in the core areas of Language Arts and Math.

ATTENDANCE AND TARDY PROCEDURES

ABSENCES/TARDINESS/MAKE-UP WORK:

If a student is going to be absent or tardy, a parent or guardian must call the school by 9:00 a.m. If the call is not placed by 9:00 a.m., the student will be marked unexcused and will remain unexcused until a phone call (348-2293) or a note is received in the Attendance Office. Attendance is critical to student success. By law, excessive absences must be reported to the area attendance officer at the Char-Em ISD. The attendance phone number can also be used to leave messages for teachers if calling between the hours of 4:30 p.m. and 7:45 a.m. Messages unrelated to absences can be made directly to the phone in the teacher's room.

Make-up work – Illness and Trips: A student has one day to make-up missed assignments, tests, etc. for each day absent. Students going on planned trips must pick up a trip slip in the office. Teachers will assign work, and this work must be turned in to the teacher on the first day back from the trip. Please check teacher web pages for assignments.

Unexcused Absences/Skipping: Unexcused Absence/skipping is defined as not being where you are supposed to be at any given time. Missing school/class without permission will result in two hours of make-up for every hour missed. Subsequent violations of the above offenses will result in stronger disciplinary action. Students will not be allowed to make-up work for any unexcused absence.

Suspensions: Students suspended from school will be allowed to make-up work as follows:

1. Short-term Suspension (1-10 day suspension): Work will be available in the office upon request by a parent/guardian. ALL WORK MUST BE TURNED IN THE FIRST DAY BACK TO SCHOOL.
2. Long-term Suspension (over 10 days): During any period in which the student is on a long-term suspension, the student may do school work and receive credit, providing the work is turned in to the teacher at the same time (or earlier) than students attending the class are required to turn in such work. Parents/guardians are responsible for requesting, obtaining, and turning in all assignments and homework, since suspended students may not be on school grounds during a suspension. Any learning that cannot be done out of school (such as labs, field trips, skill practices, and the like), or any assignments that the students choose not to submit in a timely manner may be reflected in the grades earned. Exceptions to this require the approval of a building administrator.

TRUANCY

Students that accumulate excessive absences may be turned over to the proper authorities.

Tardy Policy

Students who reach three (3) tardies in one class per quarter will receive a detention. Six tardies in one quarter will result in a ½ day of ISS (In School Suspension). Subsequent tardies will result in progressive discipline.

GENERAL POLICIES AND PROCEDURES

ATHLETICS

Sports can be enjoyable for participants and spectators. All athletes will receive an Athletic Handbook, but here is some general information for everyone.

1. Athletes may participate in only one sport at a time.
2. You must have an athletic physical card, concussion information form and a medical release sheet on file in the office before you can practice.
3. You are responsible for all athletic uniforms and equipment issued to you.
4. You are responsible for all the information contained in the Athletic Handbook as well as individual coach's rules or procedures.

BACKPACKS

We encourage the use of backpacks to transport books to and from school. However, they are not allowed to be carried into the classrooms. For security reasons, backpacks are not to be left in the hallway unattended and should be stored in the student's locker.

BICYCLES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

Students may bring their bikes to school. For safety reasons, bikes are to be walked on the sidewalk from Northmen Drive. Students must park and lock their bikes in the racks provided. The school is not responsible for stolen bikes. Skateboards, rollerblades, and scooters are not to be ridden on school property. They must be properly stored in lockers during school hours.

CAFETERIA/LUNCH/BREAKFAST

A student breakfast is offered daily. The menu varies. Students are responsible for being in the classroom on time at 8:15 a.m. Students on the free or reduced program may obtain breakfast under the same arrangements as lunch.

Cafeteria Rules

1. Positive, courteous, and safe behavior is expected.
2. Stay in your seats until finished eating. Receive permission to throw away any garbage and then return to your seat.
3. You are responsible for your own area. Wipe your table, pick up paper, etc. The floor is to be as clean as you found it.
4. All food and drinks need to stay in the lunchroom.
5. It is your responsibility to either bring money each day or prepay for your lunches. You may pay for breakfast and/or lunch daily or establish an account with the food service program through the use of a prepaid "credit card". Charges will not be allowed. Free/reduced price lunch forms are available in the office for those families that might qualify.
6. All students must be in the cafeteria during lunch unless they have a pass from a staff member.

CLOSED CAMPUS-LEAVING SCHOOL

We have a closed campus at PMS. That means a student cannot leave between the time of arrival at school and 3:10 p.m., unless all of the following conditions are met: the office personnel has had contact with a parent/guardian, the student has received permission from office staff to leave, and the student has signed out on the sign-out sheet in the office. All students must be out of the building by 3:30 p.m. unless involved in a school-approved activity.

COMMUNICABLE DISEASES

The Superintendent, or his/her designee, has the authority to exclude a student or staff member from school when reliable evidence (e.g. medical professional, parent/guardian, or the infected student or staff member) confirms that a student's or staff member's communicable disease or infection (known to be spread by any form of casual contact) exist and is considered a health risk to the school.

COMPUTER ACCEPTABLE USE POLICY

In order for a student to gain access to our technology equipment, the student must agree to adhere to the districts "Student Acceptable Use Policy and Agreement".

STUDENT ACCEPTABLE USE POLICY AND AGREEMENT

INTRODUCTION

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact, to share resources, and to communicate with others. The Internet carries these capabilities to people and resources around the world. With the freedom and flexibility comes responsibility. To that end, the Public Schools of Petoskey (PSP) has developed this *Acceptable Use Policy (AUP) for students*.

PARENTAL INFORMATION

Students will be instructed in how to use computers safely and appropriately during their first several lab sessions while in the Middle School. In addition, the first time their class visits the Media Center/Library, their knowledge of appropriate technology use will be broadened to include plagiarism, copyright, and other ethics associated with technology usage. Students must pay close attention to this instruction and the Acceptable Use Policy so they can be safe and behave appropriately when using any Petoskey Schools' technology. In the event they see something inappropriate, feel uncomfortable or threatened, they should turn the monitor or device off and ask for help from an adult. Students will always use "safe search" when using search engines. Turning safe search off is against the rules. When producing "work", students should always credit sources of information which is not theirs. When including multi-media (audio clips, music soundtracks, video, etc.) in a presentation, students must always also adhere to copyright laws. Students should get an adult's assistance anytime they are unsure. By the time your child leaves middle school, they should have the foundation for appropriate technology use in high school.

While the school District cannot guarantee that students will be denied access to all undesirable Internet sites, it is our intent to reduce the likelihood of such access whenever possible. This will be attempted via filtering software, teacher oversight, and informing parents/guardians what constitutes appropriate computer usage.

Parents/Guardians do have the option of denying Internet access and requesting alternative assignments not requiring direct Internet access. For this to occur, the parent/guardian must submit a written request to the appropriate Building Principal for their child.

CONDITIONS DEFINING ACCEPTABLE USE

Students are expected to use PSP's technology resources for learning. Other uses are prohibited. All students must adhere to the following conditions:

- ◆ Parents/Guardians requesting that a student not participate in accessing the Internet must advise the PSP in writing.
- ◆ Students shall not erase, rename, or make unusable anyone else's computer files, programs, or disks.
- ◆ Accessing another person's materials, information, or files must be done with the permission of that person.
- ◆ Students will receive user identification (user id) and a password from the designated teacher(s) and/or staff. The user id and password are to be treated as personal and confidential information.
- ◆ Attempts to discover or use another student or staff member's password are strictly prohibited.
- ◆ Students shall not modify or attempt to modify any settings, appearance, or configuration of any PSP computer equipment.
- ◆ Students shall use school technology equipment for school related work only.
- ◆ Students shall not use a computer for unlawful purposes, such as illegally copying or installing software, or violating any software copyright laws.
- ◆ Students shall not copy, change, or transfer any software or documentation provided by the school district, teachers, or another student without permission from the superintendent or his/her designee.
- ◆ Students shall not write, produce, generate a copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software (e.g. a computer virus or worm).
- ◆ Students shall not deliberately use the computer to annoy or harass others with inappropriate language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- ◆ Students shall remove PSP technology equipment from school premises only with written permission of the superintendent or his/her designee.
- ◆ Students shall not download or post any material considered being objectionable. (e.g. including but not limited to pornography, The Anarchist's Cookbook or similar materials designed to give instruction on violating the law and the rights of others).
- ◆ Students shall use technology equipment in a fashion consistent with the directions from teachers and staff.
- ◆ Students shall subscribe to or use fee based on-line services only with the prior written approval of the superintendent or his/her designee.
- ◆ Students shall report illegal or unauthorized use of the technology resources to the supervising teacher or the most immediately available staff member.

Violation of any of the above conditions will be cause for immediate disciplinary action. Disciplinary action may include denial of further technology resource access, suspension, expulsion, and/or involvement of external law enforcement agencies.

CONCUSSION AWARENESS

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. If a student reports symptoms of a concussion, the student should be kept out of play the day of the injury. The student should only return to play with permission from a health-care professional experienced in evaluating for a concussion. The parent and athlete concussion information sheet is provided at registration and is available at the main office for more information.

DANCES

1. SORRY, NO OUTSIDE GUESTS are allowed to attend our dances. Dances are for 6, 7, and 8th graders who attend Petoskey Middle School.
2. You must stay at the dance until 4:50 p.m. and not leave the building; the only exception is if arrangements have been made with the principal prior to the dance.
3. Proper school behavior is expected.
4. Designated rooms are the only areas open to you. The staff person in charge will decide exact rooms.

DIABETIC EMERGENCIES

Staff with diabetic students should know the signs of possible side effects of diabetic medications, and be aware which side effects are serious enough to warrant reporting to the child's parent(s)/guardian(s) or health provider.

ENROLLMENT

In order to enroll in Petoskey Middle School, a student must have on file a certified birth certificate, be up to date with immunizations and provide proof of residency. These are State of Michigan requirements.

GANGS

Gangs may be defined as any group that may have unacceptable behavior, impact, or influence. Please be advised that gangs, non-sanctioned organizations and activities related to gangs and other non-sanctioned organizations are not allowed in Petoskey Middle School or on any school property, including school buses. This means anything that can be interpreted as gang related, (e.g. clothing, jewelry, grooming, signs, symbols, gestures, drawings, graffiti and colors) are not allowed.

GUESTS

Even though the guest may be a very nice person, we do not allow guest students. The reasons for this are: crowded classes, lack of seating, possible behavioral concerns, and liability issues.

LOST OR STOLEN ITEMS

The school is not responsible for any lost or stolen items. Students are expected to use reasonable care for the safety of their possessions. The school will not provide reimbursement for the cost of lost or stolen items.

LOCKERS, LOCKS AND DESKS

The lockers, lock, and desk assigned to you belong to the school. You may decorate the inside of the locker within the limits of good taste. No suggestive pictures, alcohol, or drug related materials, etc. are allowed. Lockers are to be kept clean and neat. Nothing is to be attached to the outside. All inside decorations and personal items must be removed before the last day of the school year.

You are responsible for the locker assigned to you. School authorities for any reason may conduct periodic inspections or searches of lockers and desks at any time, without notice, without student consent, and without a search warrant. Students are responsible for whatever is contained in desks and lockers issued to them by the school district. You should be aware that at various times throughout the school year, a drug-detecting dog is brought in to sniff all lockers for drugs. **You may not change lockers unless you have permission from the office.**

During the time you take physical education, you may use a gym locker. You are encouraged to keep a lock on your gym locker. Remember, students use the locker rooms during the day and outside groups at night. Failure to use a lock may result in the loss of your gym clothes or personal items.

The school is not responsible for the replacement of stolen or lost items from your hall locker or gym locker. Failure to follow locker rules can result in your locker being taken away from you, as well as other disciplinary action.

MEDICATION

Medication includes prescription, non-prescription, and herbal medications, and includes those taken by mouth, by inhaler, those that are injectable, and those applied as drops to eyes, nose or medications applied to the skin.

By law, school officials/staff may not administer any prescription medication without written instructions from a physician, which include the name of the pupil, name of the prescribed medication, dosage of the medication, route of administration, time medication is to be administered to the pupil, and written permission from the parent/guardian must accompany the request and be kept on record by the school. Non-prescription medication such as aspirin, Tylenol, etc., may be administered with written consent from the parent or guardian. District medical permission forms are available in the school office.

All medications to be given at school, including prescription and over the counter drugs, must be delivered by the parent(s)/guardian(s), in container as prepared by a pharmacy, physician, or pharmaceutical company with information specifying: child's name, medication name, time to be administered, and physician's name. The parent must also pick up any medications that need to be sent home.

All medications, except properly prescribed inhalers, are to be kept in the general office. Students will be allowed to self-administer inhalers when written instructions signed by a parent/legal guardian and physician have been provided. A log of medication administration shall be kept in the office and filed in a pupil's permanent record at the end of each school year. The individual pupil log shall be kept until one year after the pupil's graduation from high school.

Medications must be claimed by parent(s)/guardian(s) at the end of the school year. If this is not done, the individual who administers the medication will dispose of the medication and record this disposal on the medication log. This procedure shall be witnessed and initialed by a second adult.

MOTOR VEHICLES

Except under special circumstances with the principal's permission, motorized vehicles such as mopeds, motorbikes, etc. may not be driven to school.

PARENT MESSAGES

Unless a message to a student is an emergency, parents are asked to refrain from calling the staff to contact students with non-essential messages. Messages left for students after 2:30 p.m. are not guaranteed to be passed on to the student.

SEARCHES

A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched by building administrators whenever the building administrator has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

The student shall be requested to empty items such as, but not limited to, pockets, purses, shoulder bags, and briefcases. Items that are not illegal but violate school policy, rules or regulations may remain in the custody of the building administrator. Items, which the building administrator believes may be connected with illegal activity, may remain in the custody of the building administrator, unless such items are turned over to law enforcement officials.

School authorities shall conduct no strip searches. A student's failure to permit searches and seizures as provided in this policy will be grounds for disciplinary action.

SUBSTITUTE (GUEST) TEACHERS

Full cooperation is required of every student when a guest teacher is present. Guest teachers will be accorded the same respect as the regular classroom teacher. If a student's name is left by a guest teacher, disciplinary actions will be taken.

TELEPHONES

Office telephones are for school related business or emergency use only.

TEXTBOOKS AND SCHOOL EQUIPMENT

Students are also responsible for school equipment they are issued or use. Misuse or loss of school equipment will result in the loss of privileges. Fines for damaged or lost books will be assessed.

VOLUNTEERS

Each school initiates and directs its volunteer program with the assistance and cooperation of the Building Principal. The Building Principal shall work closely with staff in the respective schools to recruit, train and place volunteers.

General guidelines for volunteers are: must always sign in and out at the school office; have a stated purpose approved by the building Principal; must wear identification; must abide by all District policies and rules, and must sign a copy of volunteer policy stating they have read and will adhere to the policy.

LEGAL NOTICES

NONDISCRIMINATION AND GRIEVANCE PROCEDURE

The Petoskey Board of Education will comply with all local, state and federal laws and regulations prohibiting discrimination. No person, on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age or disability shall be discriminated against, excluded from participation in, or be denied benefits of any program for which the Board of Education is responsible. The following people have been designated to handle inquiries regarding the nondiscrimination policies:

Inquires related to discrimination on basis of disability should be directed to:

Section 504 Coordinator
Public Schools of Petoskey
Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
(231) 348-2352

Direct all other inquiries related to discrimination to:

Director of Teaching & Learning
Public Schools of Petoskey
Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
(231) 348-2352

The government has made legal provisions to insure that no person is discriminated against on the basis of sex, race, color, national origin, religion, height, weight, marital status, handicap, age, or disability. In order to protect these rights and assure compliance, the Petoskey School District has appointed the Director of Teaching and Learning as Coordinator of Title VI, Title IX, the Age Discrimination Act and Title II.

Inquiries concerning the application of or grievances for, any of these regulations should be addressed to:

Director of Teaching and Learning
Public Schools of Petoskey
Spitler Administration Building
1130 Howard Street
Petoskey, MI 49770
231-348-2352

Any person who feels that the rights of an individual have been violated in relationship to the provision of equal opportunity in any education programs, activities or services or in employment may contact the Director of Teaching and Learning.

PESTICIDE APPLICATION

Pursuant to Public Act 131 of 1993, amending the Pesticide Control Act requiring school administrators to notify parents and guardians of children attending that school of their right to be informed prior to application of pesticides, the following schedule has been designated; Public Schools of Petoskey shall be serviced the first Thursday of each and every month during the school year. Service shall begin only after 3:00 p.m. and shall be limited to crack and crevice application.

STUDENT AND FAMILY RIGHTS CONCERNING SCHOOL RECORDS (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parent(s)/ guardian(s) and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. They are:

- (1) The right to inspect and copy the student's educational records within 45 days of the day the District receives a request for access.
 - a. Parent(s)/Guardian(s) or eligible students should submit to the School custodian of student records a written request that identifies the record(s) they wish to inspect.
 - b. The custodian will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading or an invasion of privacy.
 - a. Parent(s)/Guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, or an invasion of privacy. They should write the school Principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.
 - b. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring.

- c. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

- (3) The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Michigan law authorizes disclosure without consent.
- (4) The right to be informed that, pursuant to federal law and state mandate, records of suspension or expulsion action against the student are considered to be a part of the "student record" and the District is required to transfer those records pertaining to suspension or expulsion to any public or private school in which the student has enrolled within 30 days of the date of the request from the other school.
- (5) The right to be informed that disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or the parent(s)/guardian(s) or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (6) The right to know that, upon request, the District discloses education records, including records of suspension or expulsion action against the student, without consent to officials of another school District in which a student has enrolled or intends to enroll as well as to person(s) specifically required or allowed by State or federal law.
- (7) The right to know that disclosure is also permitted without consent to: any person for research, statistical reporting, or planning, if no student or parent(s)/guardian(s) can be identified; any person named in a court order; and appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
- (8) The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child. Throughout the school year, the District may release Directory information regarding students, limited to:
 - Name,
 - Picture,
 - Grade level,
 - Academic awards, degrees and honors,
 - Information in relation to school sponsored activities, organizations and athletics, and
 - Major field of study

Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building Principal within 30 days of the date of this notice. No Directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible students are specifically informed otherwise.

- (9) The right to prohibit the release of Directory information concerning the parent(s)/guardian(s) child to Armed Forces recruiting personnel.

Student information to be released to the Armed Forces is to include:

- Name,
- Address, and
- Telephone number.

- (10) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Washington DC 20202-4605

STUDENT PRIVACY NOTICE AND CONSENT/OPT-OUT FOR SPECIFIC ACTIVITES

The Protection of Pupil Rights Amendment (PPRA), 20 USC 1232h, requires the Public Schools of Petoskey to obtain consent or allow you to opt your child out of participating in certain school activities, including a student survey, analysis, or evaluation in an applicable program that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with who respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, physicians, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parent/ guardian;
or
8. Income, other than as required by law to determine program eligibility or financial assistance.

This opt-out right also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”) and to certain physical exams and screenings.

No activities requiring parent/guardian notice and consent or opt-out are scheduled for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any students who are 18 or older or an emancipated minor under Michigan law.)

NOTICE ABOUT RELEASE OF CERTAIN HIGH SCHOOL STUDENT INFORMATION TO MILITARY RECRUITERS

Two federal laws and one Michigan law require the Public Schools of Petoskey school district to provide military recruiters, upon request, the names, addresses, and telephone numbers of high school students.

A parent/guardian or 18-year-old student may exercise the option to withhold consent for the release of this information to military recruiters by signing and returning the attached form to the High School office, 1500 Hill Street, Petoskey, MI 49770, by October 1st. If you do not return this form, the District must release the requested information.

Reservation of Consent

Please do not release the name, address, and telephone number of _____

To the entities checked below without my prior permission.

U.S. Military Recruiters

Institutions of Higher Education

Parent/Guardian Signature

Date

Student Signature (Must sign if 18 or older)

Date

Student date of birth _____

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

CODE OF CONDUCT

The Board of Education of the District believes that discipline in the school setting provides each student with the best possible atmosphere for learning. Each student and his family should understand that any teacher or school official not only has the right, but the duty to insist on good behavior in all areas and functions for the school. Students have the right to a free education, but they also have the responsibility to comply with the school's rules and regulations.

Students have the right to respect from all school staff and other students; but they also have the responsibility to respect all school staff and other students. Students have the right to get help from the teachers and other school staff, but they also have the responsibility to ask for such help in a reasonable manner.

All students should be treated fairly, considerately, and consistently. Disciplinary action should fit the violation and should occur as soon as practicable for the incident. Each student's behavior is looked upon as a unique outgrowth of his/her maturity level and environment. It should be noted that the discipline procedure is cumulative for each student.

It is not our intent to list the countless number of procedures and problems that confront us daily with disciplinary measures. We believe that every student's problem must be

handled on an individual basis. The ultimate goals of any disciplinary policy should be to encourage personal responsibility for actions and the development of internal constraints.

General Misbehavior

Examples of this include; inappropriate language, disrespect to self, students, staff, insubordination, class or school disruptions, public display of affection and other undesirable behaviors that are not acceptable. Depending upon the offense and discipline record, consequences can range from a warning to detention/ suspension/expulsion.

Displays of Affection

Couples should use discretion and common sense while in school or on the school grounds. Expressing physical affection will not be tolerated.

Harassment

- A. Any type of harassment will not be tolerated. This includes constant teasing, obscenities, or any other behavior that may threaten a person's security or well-being. Such behavior may include verbal or written comments, as well as unacceptable physical presence.
- B. Sexual harassment is absolutely unacceptable. This includes verbal or written comments to another person that are obscene or demeaning. It also includes gestures, suggestive actions, unwanted physical contact, etc.
- C. Harassment of any kind can result in consequences that range from a warning to suspension or expulsion.
- D. Any student who believes he/she has been the victim of sexual harassment or has observed such actions is encouraged to report the alleged acts of harassment immediately to the principal or any staff member.
- E. A person who knowingly makes a false allegation, charge, or complaint will also be subject to disciplinary action.

Anti-Bullying Policy

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited.

For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- A. Substantially interfering with educational opportunities, benefits, or programs of one or more students;
- B. Adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. Having an actual and substantial detrimental effect on a student's physical or mental health; or
- D. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s).

A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to the appropriate staff member.

Reports may be made anonymously, but formal disciplinary action may not be taken solely on the basis of an anonymous report.

Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented by the principal or designee.

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide notification of same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

Individuals who have been determined, after investigation, to have violated this policy will be subject to appropriate disciplinary action.

Definitions

"At school" means in a classroom, elsewhere on school premises, on 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. "At school" also includes any conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if the device or provider is owned by or under the District's control.

The complete Public Schools of Petoskey Anti-Bullying Policy #8260 can be accessed on our website at www.petoskeyschools.org.

VIOLENCE

Bomb Threats

Anyone caught making a bomb threat will be prosecuted to the fullest extent of the law. This act will mean immediate suspension and can result in expulsion from the Public Schools of Petoskey District.

Fire Alarms

It is against the law of the State of Michigan for anyone to pull a fire alarm creating a false alarm.

Physical Assault/Aggressiveness

Horseplay or physical aggressiveness involving putting your hands on any other person is not acceptable. Students should be aware that such activity could be viewed as bullying, physical assault and/or battery. The consequences can range from an incident report to suspension/expulsion and referral to the proper police authorities, depending on the circumstances, severity and/or the student's behavior record.

After any altercation, all involved students will be expected to have a conflict resolution meeting with a school staff member, counselor or outside mediator prior to returning to class.

Counseling may be available for students after a violent incident. This may include professional school counselors or external outside professional counselors. The school will not pay for external counseling.

CONTRABAND

Aerosol/Pump Sprays and Latex Products

Due to allergic reactions possible from spray products or latex products, students should avoid bringing these items to school. This may be an inconvenience for some, but for the safety of our students, we request that other types of products (e.g. stick type deodorants, Mylar balloons, etc.) be used at school. Lockers should not be decorated with latex balloons.

Electronic Devices, Cell Phones and Entertainment

Students may bring a cellular telephone, music player or other electronic device to school. Use of the device shall be limited to the period before homeroom and after the student's last class in the afternoon. All items should be placed in the locker during the school day. Devices may not be used between classes, during lunch, or in any manner that disrupts school activities. No devices will be allowed that provide a wireless, unfiltered connection to the Internet (i.e. 3G). A violation of this policy will result in confiscation of the device. A second offense will result in a parent being required to pick up the confiscated device. Subsequent offenses will result in progressive discipline. The school district will not assume any responsibility for stolen, damaged or lost items.

Beverages (Soda, Energy Drinks), Food and Gum

Pop may not be brought into the school in any type of container, unless the principal or assistant principal gives permission for special occasions. Gum is almost impossible to remove from the carpeting in the hallways, so we do not allow the chewing of gum inside the building. Food should not be consumed in the hallways.

Undesirable Items

Possession or use of any item that is illegal, disruptive, or undesirable, is forbidden. Items included in this section are: obscene materials or incendiary devices such as firecrackers, lighters, smoke bombs, etc. All incendiary devices are illegal to possess or use. Depending upon the item, consequences can range from school discipline to notification to law enforcement agencies.

DRESS CODE

If you have any doubts about a piece of clothing, you probably should not wear it. In compliance with the Board of Education policy, the following rules are in effect at Petoskey Middle School.

1. Upon entering the school building, students (male and female) must remove their hats and place them in their lockers until which time they exit the building. This includes bandannas and hats that some may consider part of an outfit.
2. Students are not allowed to wear coats/jackets in the classroom.
3. Pants, slacks, jeans, shorts, dresses, skirts, etc. must be worn in an appropriate manner. (The student standing with arms to their side determines appropriate length for shorts and skirts. The skirt or shorts must be as long as or longer than

their fingertips). Students will be asked to call home for a change of clothing if not in compliance.

4. Pants/shorts must be worn at the natural waistline. For some students, this may require the use of a belt.
5. Tops are to meet the top of pants/skirts in both front and back with no midriff or back being exposed. Tops must have sleeves. Tank, tube, spaghetti, and/or string tops are not acceptable.

The following items, practices or conditions are not allowed:

1. Pajamas and slippers
2. Bare feet
3. Sunglasses
4. Clothing, badges or signs with inscriptions that are obscene or in poor taste or draws undue attention to the wearer are inappropriate. Samples include, but are not limited to, drugs, alcohol, tobacco products, sex, occult, gangs, offensive to ethnic or racial groups, profanity, obscene or overly suggestive. Any staff member will have responsibility for warning the student of any violations and taking appropriate action. Action might include a warning for the first offense, changing the clothing, calling home, or intervention by an administrator.

ILLICIT SUBSTANCES

The use or possession of unauthorized drugs, alcohol or tobacco, including e-cigarettes (vaping) is forbidden upon the grounds or in any school buildings belonging to the Public Schools of Petoskey. Standards of conduct and consequences for violation of the rules regarding unauthorized drugs, alcohol, and tobacco are follows:

A. Tobacco Products

Possession/use of Tobacco products and e-cigarettes will result in out-of-school suspension, as well as referral to the appropriate police authority. Progressive discipline will be utilized for repeat offenders.

B. Unauthorized/Illicit Drugs, Drug Paraphernalia and Alcohol

1. Possession/Consumption or Under the Influence – Suspension up to expulsion and a substance abuse evaluation. Report incident to authorities.
2. Selling/Supplying – Suspension up to possible extended suspension or recommendation to the Board of Education for expulsion. Report to authorities.
3. The above rules also apply to any pills and any look-alike substance represented as drug/alcohol. For example, selling, buying, or distributing cooking spices, grass clippings, e-cigarettes, aspirin, etc. that is misrepresented as illegal drugs. This constitutes fraud and is illegal. Under the law, it is considered as intent to use, buy, or sell illegal drugs.
4. No drug paraphernalia is allowed. Examples include “roach clips”, rolling paper, etc. Students found in possession of such items could face suspensions out of school or expulsion and counseling sessions.

Notice:

- ◆ Counseling may be internal (professional school counselors) or external (outside professional counselors). The school will not pay for external counseling.
- ◆ The school has extensive information on file regarding the harmful effects of unauthorized drugs, alcohol, and tobacco. Please see a school counselor.

- ◆ Our school will help any student with drug, alcohol, or tobacco counseling. Information regarding rehabilitation and re-entry programs is available from your school counselor.
- ◆ Drug Education/Substance Abuse Education is taught at all three grade levels.
- ◆ A disciplinary sanction may include the completion of an appropriate rehabilitation program.
- ◆ Compliance with all rules regarding illegal drugs and standards of conduct is mandatory.

OFF CAMPUS CONDUCT

You should be aware that you are responsible for your behavior to school officials any time you are on school property. This includes travel to and from school, school activities, and in the school vicinity. Unless students have arranged study programs or participation in athletic events, they are expected to leave the school property at the end of the school day (3:30 p.m.). If this is not to be the case, school officials shall be notified in advance.

WEAPONS

- A. No weapons or look-alikes of any kind may be carried on school vehicles, in your possession, or on school property. The definition of a weapon includes anything that could inflict injury to another person (pocket knife, box cutter, exacto-knife).
- B. Any item that is used to inflict injury on another person shall be classified as a weapon in that particular instance. This includes, but is not limited to, pencils, pins, needles, etc.
- C. Use or possession of a weapon, or items that is used/classified as a weapon in a particular instance, can result in immediate suspension and possible expulsion.
- D. Possession of ammunition is forbidden and can result in immediate suspension.
- E. Pepper gas, stun guns, or any other items of such nature are not allowed.
- F. Be aware that the Gun-Free Schools Act of 1994 and the Michigan School Code require automatic expulsion when dangerous weapons/fire arms, arson, or criminal sexual conduct are involved. A dangerous weapon means a firearm (of any type), dagger, dirk, stiletto, and knife with a blade over three inches in length, pocketknife opened by a mechanical device (e.g. switch blade), iron bar or brass knuckles.
- G. Referral to police agencies is a probable consequence in addition to school penalties for all of the above.

DISCIPLINARY CONSEQUENCES

Punishments for school misconduct will be dealt with in a progressive order; however steps may be skipped if the administrator deems appropriate. Behavioral consequences can include teacher reprimands, teacher consultations and punishments, parental contact and conference, principal conference, after school detention, in-school suspension, expulsion or any other action deemed appropriate by the administration.

1. Probation

- A. Four behavioral or incident reports within one marking period can result in that student being placed on probation.
- B. A major behavioral incident can result in a student being placed on probation.
- C. Probation will last a minimum of four weeks and could run longer depending upon the circumstances.
- D. A student on probation may not:

- 1.) attend any co-curricular events such as dances or athletic contests.
 - 2.) attend any assemblies, class trips, or school programs unless permission by the principal is given.
 - 3.) be on any school property prior to 8:00 a.m. or past 3:30 p.m. unless they have received permission from the principal.
2. **Detentions & Saturday School Sessions** - Detention and Saturday school sessions may be used as forms of discipline. Detention can be imposed by a teacher or by an administrator. The school is not responsible for transporting students for these disciplinary situations.
 3. **I.S.S. (In School Suspension)** - The student is assigned to a room in the building under some very specific rules to follow. Assignment can last from one hour to several days, depending upon the offense.
 4. **Suspension** – Suspension from school may vary in length. Short-term suspensions (ten days or fewer) will be issued by the building administrator. The student will be informed of the specific charges and shall be given a brief explanation of the evidence against him/her. The student has the right to present any relevant information that will support his/her defense. Long-term suspensions (those over ten days) will follow the same process, but will additionally have a right of appeal to the Superintendent.

A student on suspension may not attend any school functions or be on any school property during the time suspended. This includes all schools, school grounds, school vehicles, and athletic facilities. Students are allowed to make-up schoolwork and receive credit as provided under Absences/Tardiness/ Make-up Work outlined earlier in this handbook.

5. **Expulsion** – Expulsion shall be defined as an exclusion of a student from school permanently or for a given period of time in excess of the remainder of the school year. The administration shall recommend expulsion for a student for violation of the Board of Education’s policy concerning Dangerous Weapons/Firearms; Arson; Criminal Sexual Conduct and such expulsion shall be permanent as required by law. Expulsion for any other misconduct or any suspension for more than the remainder of the school year must be by action of the Board of Education. A student who has been expelled may not attend any school functions, be on any school property, make-up any schoolwork or receive credit.

It is not uncommon for a student to make a mistake or error in judgment that may result in a written incident report. However, if a student begins to accumulate incident reports or displays a pattern of unacceptable behavior, disciplinary measures will progress on a sequential basis. The vast majority of students never reach this stage; but to protect the rights of students who are able to display acceptable behavior, this disciplinary progression is necessary. Additionally, receiving incident reports has an impact upon the student’s participation in grade-level activities, potentially removing the student from those activities.

Discipline Progression

The consequence for this number of infractions.

Number of Reports Received

1. Four (4) reports in one marking period
2. Six (6) reports in one year

School probation for the rest of the marking period plus one (1) day in I.S.S.
 School probation 30 days plus two (2) days in I.S.S.

- | | |
|-------------------------------------|--|
| 3. Eight (8) reports in one year | School probation 45 days plus two (2) day out of school suspension. |
| 4. Ten (10) reports in one year | School probation 60 days plus three (3) days out of school suspension. |
| 5. Twelve (12) reports in one year | School probation 75 days plus five (5) days out of school suspension. |
| 6. Fifteen (15) reports in one year | School probation 90 days plus ten (10) days out of school suspension. |
| 7. Twenty (20) reports in one year | Indefinite school probation/or specific behavioral plan. A student exceeding twenty (20) incident reports for disciplinary action is subject to the filing of incorrigibility with probate court. Suspension can be up to the rest of the school year. Expulsion may be recommended to the board of education. |

These consequences are in addition to whatever discipline is administered as a result of the rule infraction(s) or incident(s).

APPEAL PROCEDURE-DUE PROCESS

The parent has the right to appeal long-term suspensions (those over ten days). A written appeal to the Superintendent must be made within ten (10) days after receiving notice of the suspension.

SUN SAFETY POLICY

With the continued research and known facts about the damage the sun’s ultraviolet rays can cause to our students, the Petoskey Middle School has adapted some new standards to help protect our students from the danger of Skin Cancer.

Students will be allowed to wear sun protective clothing while outside during school hours. This includes hats, sunglasses and other items to protect themselves from sun damage.

Students will be allowed to use and carry sunscreen or protective lip balm while outdoors during school hours.

STUDENT CONDUCT ON SCHOOL BUSES

The National Transportation Safety Board contends that it is a proven fact that student discipline problems on buses are one of the major causes of school bus accidents.

Since bus transportation to school is considered an extension of the classroom, the Board of Education requires that students conduct themselves on school buses in a manner consistent with established standards of classroom behavior. Maintaining general classroom conduct while waiting at bus stops and riding on buses is important if safe conditions are to exist. Strict observance of rules governing the behavior of riders is necessary to avoid accidents and injuries.

While the law permits the school district to furnish transportation, it does not relieve parents or guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus, and only at that time, does he/she become the responsibility of the school district. Such responsibility ends when child is transported to the regular bus stop at the close of the school day.

Although the safety record of drivers in Michigan is commendable, bus drivers must always be alert to student behavior problems as well as the operation of the bus itself. Therefore, the following rules are enforced by the Public Schools of Petoskey:

1. Arrive at the bus stop on time. If a driver waits one minute for ten different riders, the bus would be ten minutes behind schedule.
2. Wait for the bus in a safe place. Keep off the road at all times.
3. Board the bus in an orderly manner. Wait for the bus to come to a complete stop before approaching the bus. Do not crowd or push, wait your turn.
4. Move directly to a seat; take the assigned seat if designated by the bus driver. Bus seats are designed to hold three passengers per seat.
5. Remain in the seat until leaving the bus. For your safety do not leave your seat until the bus has come to a complete stop.
6. Leave the bus only by the front door.
7. Obey the instructions of the bus driver (or in case of emergency, other supervisory personnel such as a teacher).
8. Refrain from undesirable conduct on the bus. Fighting, wrestling, throwing things, unnecessary loud talk, and other undesirable conduct cannot be tolerated on the bus. Your bus driver must not be distracted from his/her driving responsibilities.
9. Do not extend any part of your body outside of the bus windows.
10. Report any bus damage to the driver immediately.
11. Cross the road after leaving the bus using the following procedure:
 - a. Walk 10 feet in front of the bus;
 - b. Look both ways for traffic;
 - c. If the traffic is clear, walk across the road.
12. Refrain from eating on the bus. Cooperation is needed to keep your bus clean and sanitary.
13. The rider inflicting the damage shall reimburse the cost of any damage to the bus.
14. Students wishing to ride a bus home with a friend, relative, or a daycare provider must have the following prior to transporting:
 - a. Bus garage approval verifying room for the student(s) on the bus.
 - b. A permission slip signed by the parent or guardian verifying a change in drop-off address and the date. This slip is to be given to the bus driver each day they ride.
15. Be courteous to the driver and other passengers. Your cooperation with the above rules will help to make your school bus ride a safe and enjoyable experience.

For those riders who fail to follow the established rules, temporary loss of riding privileges will occur. In such cases, the student will be directed to have his/her parent/guardian telephone the Supervisor of Transportation before being allowed to ride the bus again. Repeated or serious misconduct on the part of a rider may result in the permanent loss of riding privileges.