

Mott Middle College, located on the campus of Mott Community 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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Mott Middle College  
Student Handbook

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## INTRODUCTION

### What Is Mott Middle College?

Mott Middle College is a high school option for high potential, at-risk youth. 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.

Admission to 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 overlapping the achievement of a high school diploma and up to 60 dual enrollment college credits.

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.

### Mission and Learner Outcomes

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

#### Learner Outcomes:

- a. Self-Directed Learner
  - Takes responsibility for own learning
  - Practices and extends learning processes
  - Applies knowledge set goals/plans
  - Self-evaluates – is aware of own thinking and resists impulsivity
- b. Effective Communicator
  - Expresses ideas clearly, both orally and in writing
  - Demonstrates capable listening and reading skills
  - Communicates through a variety of mediums and purposes
  - Communicates with diverse audiences
- c. Creative/Complex Thinker
  - Accesses, evaluates, integrates information
  - Uses a variety of reasoning strategies (15) for managing complex situations/issues
  - Generates new ways of viewing
  - Seeks accuracy & clarity
  - Perseveres
- d. Cooperative Group Member
  - Possesses effective interpersonal skills
  - Evaluates/manages individual behavior in a positive manner
  - Participates constructively in cooperative learning groups
  - Demonstrates sensitivity towards others

## **North Central Accreditation (NCA)/School Improvement Goals**

MMC continues to implement the following goals:

### **GOAL #1: Students will increase writing efforts across the curriculum**

#### **Strategies:**

- A prewriting sampled scored on a holistic basis is given to all students at admissions.
- Teachers develop and implement lesson plans that reflect the ongoing use of the John Collins writing process method.
- Teachers provide writing samples.
- Teachers receive Critical Literacy staff development in the areas of writing across the curriculum, application of holistic scoring rubrics and diagnosing special writing needs.

### **GOAL #2: Students will increase reading abilities across the curriculum**

#### **Strategies:**

- Students will be pre-tested using the TAP at admissions.
- Teachers will receive Critical Literacy staff development in reading strategies and graphic organizers.

### **GOAL #3: Students will increase numeracy abilities across the curriculum**

#### **Strategies:**

- Students will be assessed using the TAP at admissions and a pre-algebra module screening.
- Teachers to receive numeracy across the curriculum (staff development).
- Teachers will develop numeracy connections in lesson plans in all curricula areas.

### **GOAL#4: Increasing civility across the curriculum**

#### **Strategies:**

- Student will self-assess their involvement in focus and how they interact with others.
- Observations will be made by all staff of evidence of civility among the MMC community.
- Staff will receive ongoing staff development in applying Critical Literacy to civility.

## **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 right 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, and 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; 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.

### **Acceptable Use Policy (AUP)**

Students will be required to sign an AUP annually. The AUP governs the acceptable use of networks, computers, internet services and any electronic devices owned or operated by the GISD or MMC.

### **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, to eligible students, 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 Student 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 other items, which could be stolen, damaged or prove disruptive to others. If valuable personal property is brought to school, the student is responsible for its safe keeping.

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.

## 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. The term "eligible student" refers to a student who is "emancipated", eighteen (18) years of age or older enrolled in a post-secondary institution, or a student who is eighteen (18) years of age or older. "Emancipation" is defined under MCL 722.1 as "the termination of rights of the parents to the custody, control, services and earnings of the minor. 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, within 45 days of the day the school receives a request for access.

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

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. Parents or eligible students who wish to ask the School to amend a record should write the School principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. 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 including recruiters of the U.S. Armed Forces 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. One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA Permits schools to comply with court orders addressing child abuse, neglect, or dependency matters without attempting to first notify parent of student.

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 Compliance Office  
Office of Management  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-5920  
(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:  
Lisa A. Hagel, 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:  
Principal  
Mott Middle College  
1401 E. Court Street MMB1123  
Flint, Michigan 48503

## Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. 123h, requires GISD to notify you and obtain consent to allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

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

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

Currently Mott Middle College does not have any such activities scheduled. For surveys and activities scheduled after the school year starts, the GISD will provide parents, within a reasonable period of time prior to the administration of the surveys and activities, notification of the surveys and activities as well as an opportunity to opt their child out, and to review the surveys. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 years old or an emancipated minor under State law.)

## Student Safety and Health

### Epinephrine Auto-Injector (Epi-pens)

Michigan’s Public Acts 186 and 187 require that each Michigan public and nonpublic school have at least two epinephrine auto-injectors, commonly known as “epi-pens,” in each school beginning with the 2014-2015 school year. Pursuant to state law, trained staff will administer an epinephrine auto-injector to any individual on school grounds who is believed to be having an anaphylactic reaction. If administered to a student, the parent/legal guardian will be notified.

### Concussions

To provide for the safety of students, all applicable programs of the District shall comply either with the concussion protocols of the Michigan High School Athletic Association, or the protocols set forth by the CDC, which shall meet all the requirements of state law and Department of Community Health guidelines regarding concussion awareness training and protection for youth. The District shall comply with whichever standards are more protective.

### Medication

Parents of students who may be required to take prescribed medications for health problems during the regular school day shall be responsible for the delivery of medication and written authorizations to school designee to administer prescribed medication to the student. No student shall carry medication to school. Parents/guardians shall provide the physician's instruction/written order on the original container including the name of the student, name of the medication, name of the doctor, dosage, and specific time of administration. The school designee shall administer prescribed medicines in the presence of another adult. Students may not take prescribed medication or nonprescription drugs (aspirin) on school property without written permission from both the student's doctor and parent/guardian.

## **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 a 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 upon 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.

## **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 ensure 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/her 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.

## **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 4:30 p.m.



## **B. Closing of Classes**

A student's access to classes 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 the 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 class work.

### **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).
  - Threat 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.
  - Threat: 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. BULLYING—Any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless hand held device that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:
    - Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students
    - Adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress
    - Having an actual and substantial detrimental effect on a student's physical or mental health
    - Causing substantial disruption in, or substantial interference with, the orderly operation of the school (more details on the GISD's Policy 5501 on bullying can be found at [www.geneseeisid.org](http://www.geneseeisid.org))
  - d. 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.
  - e. CLOSED CAMPUS—Leaving the school premises without authorization during the student's scheduled class hours and/or the lunch hours.
  - f. CONTINUED CLASS DISRUPTION—Repeatedly involved in behavior which disrupts the educational process of the other students in the classroom.
  - g. DISRESPECT—To insult, call derogatory names, dishonor, or in other manner abuse verbally or in writing to any person.
  - h. DISRUPTION OF THE EDUCATION PROCESS—Behavior which seriously disrupts any school activity or the orderly and safe operation of the school. This includes behavior or communication that occurs outside of school.
  - 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 (including matches and lighters), 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. **HARRASSMENT**
- q. **Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation. Any harassment allegation involving an adult must be reported to the building administrator and district compliance officer. Any student who believes they are a victim of bullying should immediately report the situation to the Principal or his/her designated staff person. The Principal or designee shall promptly investigate and document all complaints about bullying and other aggressive behavior. If the investigation finds an instance of bullying or other aggressive behavior has occurred, it will result in prompt and appropriate remedial action. GISD Board Policy 5517.01 Bullying and Other Aggressive Behavior Toward Students, provides additional information and this handbook shall serve as notice of the Board’s policy and compliance with PA 241 of 2011 Includes, but is not limited to any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability but may also include sexual orientation, physical characteristics, (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city, etc.).**



- r. HAZING – “An intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization”
- s. INCITING OTHERS TO VIOLENCE OR DISOBEDIENCE–Encouraging by words, acts, deeds, demonstrations, or protests which disrupt the normal educational process of the school.
- t. 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.
- u. INSUBORDINATION–The willful failure to respond or carry out a request by authorized school personnel.
- v. LITTERING–The act of littering on school property or on private property passed when going to and from school.
- w. 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.
- x. 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.
- y. SEXUAL HARASSMENT–Sexual harassment has no place in the Mott Middle College 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 at [www.geneseed.org](http://www.geneseed.org). Reports of sexual harassment should be made to the school's building principal or designee. 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.
- z. THEFT–The act of taking or acquiring the property of others without their consent.
- aa. 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.
- bb. 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 en route to or from school. If a student needs to be physically restrained, they will be considered to be threatening.
- cc. 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 abusive glue, aerosol, synthetics, 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, laxatives, 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.

- dd. VIOLENCE- Attempted or actual acts that result in bodily harm to another, damage of property, and/or the necessity to be physically restrained.

ee. **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.

ff. **WEAPONS (POSSESSION OR USE)**—The act of possessing, using or threatening to use any weapon or instrument capable of inflicting bodily injury or temporary incapacitation i.e., mace, pepper spray, taser, etc. 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; 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 or 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, electronic devices, etc.) 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 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.

**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.

ff **WIRELESS COMMUNICATION DEVICE** —The act of possessing, transferring, and/or using any wireless communication device, i.e., pocket pager, beeper, cellular phones illegally or in a manner inconsistent with school policies.

## **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**

a. **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.

- b. 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; sexual harassment; weapons (look-a-like).
- c. 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; fighting; 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.

#### **4. GUIDELINES FOR EXPULSION**

Mott Middle College students who are 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.

#### **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, or the Assistant Superintendent of GISD 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 regarding serious misconduct that may lead to expulsion.
- 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.
- a. 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. The principal or designee may invoke a long-term suspension 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/her 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/her 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. Closing of Program**

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 closing of the program only after following these procedures

- f. Notify the student and the parent(s) or legal guardian of the charges.
- g. 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.
- h. 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.
- i. Should the review by the Superintendent of GISD or his/her 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.
- j. If, after the review, the Superintendent of GISD or his/her 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.

#### **11. 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/her 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.

#### **12. COUNTING SUSPENSION DAYS**

Suspension days shall be counted as follows:

- 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.

#### **13. APPEALS AND REVIEWS OF SUSPENSIONS /Closing of the Program**

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 Assistant Superintendent of GISD who will review the case with the building principal. Based upon this review, the Assistant 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 Assistant Superintendent of GISD either by phone or personal conference. Following review, the Assistant 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.

#### **14. 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. Expulsions and decisions on reinstatement will be made according to the policies of the Genesee Intermediate School District.

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 Assistant Superintendent of GISD of the recommended expulsion, accompanying this recommendation with all documentary evidence available in support of the recommendation.

The Assistant 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.

## **15. 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:

- k. 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;
- l. The committee shall consist of two school board members, one school administrator, one teacher, and one parent of a pupil attending this school district;
- m. 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;
- n. 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;
- o. 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;
- p. The Superintendent shall be allowed to attend meetings of the committee appointed by this board of education when considering petition for reinstatement.

## **16. 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.

## **17. 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:

- q. Signing a behavior contract.
- r. Participation in or completion of an Anger Management Program or other appropriate counseling (at the expelled student's expense).
- s. Periodic progress reviews.
- t. 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 (including electronic cigarettes) 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 citation including a fine 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.

## **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, academic performance, 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 head coverings may not be worn in the classroom, auditorium or any indoor activity (exceptions are limited to religious attire and students with medical conditions affecting their hair). 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, advocate drugs and/or alcohol or promote violence will not be permitted. Examples include, but are not limited to, see-through clothing, low neck line, 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, laser pointers and spiked bracelets, etc.

## **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, electronic devices, etc.) 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).

## 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 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 throughout Mott Middle College.

- A. The initial responsibility rests with the teacher. The teacher shall:
  1. Keep accurate individual class attendance records, using Synergy.
  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 students 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 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 his/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.



## **WIRELESS COMMUNICATION DEVICES AND ELECTRONIC STORAGE DEVICES**

A “wireless communications device” (WCD) is a device that emits or receives an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication. The following devices are examples of WCDs: cellular and wireless telephones, pagers/beepers, personal digital assistants (PDA), BlackBerry/Smartphones, Wi-Fi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, netbooks, iPads, and other devices that allow a person to record and/or transmit sound, video, still images or other information. An electronic storage device (ESD) is any device used for recording any format of electronic data. Common examples include; portable hard drives, thumb drives, SD cards, CD’s, etc. A student may possess a WCD and an ESD in school, on school property, at after-school activities, and at school-related functions provided that the WCD and/or ESD are not disruptive, distracting or otherwise harmful to the educational process, the scheduled activity, or other participants. The device must be off during class time unless special permission has been granted by an MMC Staff member.

The unauthorized use of WCDs and ESDs to communicate or access information during classes or testing is prohibited, except as authorized under this policy. Use of WCDs and ESDs in school, on school property, at after-school activities, at school-related functions, or on school owned-vehicles will be subject to disciplinary action.

Students may not use WCDs or ESDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise prohibited by MMC’s Internet Acceptable Use Policy. Using WCDs or ESDs to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy. Students are prohibited from using a WCD or ESD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, bullied or intimidated. The use of audio or video recording capacity of any WCD or ESD is prohibited in locker rooms or restrooms. The possession of a WCD or ESD is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy.

Violations of this policy may result in disciplinary action against the student which may include confiscation of the WCD/ESD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. The student who possesses the WCD/ESD shall assume responsibility for its care. At no time shall Genesee Intermediate School District or Mott Middle College be responsible for preventing theft, loss, or damage to WCDs or ESDs brought onto its property. More details on GISD’s policy 5163 on wireless communication devices can be found at [www.geneseeisd.org](http://www.geneseeisd.org). MMC students are required to sign and adhere to the Acceptable Use and Internet Safety Policy guidelines as detailed in the current GISD agreement for Acceptable Use of Technology Resource for Secondary Students.

## **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.

Any student's conduct occurring away from school premises that has a direct and immediate effect on MMC's school discipline, general safety, or welfare may result in disciplinary action.

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.

## **TRANSPORTATION CONDUCT**

When a student is waiting for transportation and/or 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.

## **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 Deputy Superintendent for Human Resources and Operations who has been designated to coordinate the school's efforts to comply with the regulations implementing Title VI, Title IX and Section 504:

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

Genesee Intermediate School District (GISD) does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, or any other legally protected characteristic, in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies of GISD or to address any complaint of discrimination:

Melinda McGraw  
Human Resources Administrator  
Genesee Intermediate School District  
2413 West Maple Avenue  
Flint, Michigan 48507-3493  
(810) 591-4591

Genesee Intermediate School District  
Human Resources and Operations

**AGREEMENT FOR ACCEPTABLE USE OF TECHNOLOGY RESOURCES  
FOR SECONDARY STUDENTS**

Building Name: \_\_\_\_\_ User Name: \_\_\_\_\_

\_\_\_\_\_

This Agreement is entered into on:

\_\_\_\_\_

This Agreement is between: (Student Name) \_\_\_\_\_ (“student or user”) and the Genesee Intermediate School District (ISD).

The purpose of this Agreement is to grant access to, and define acceptable use of, the ISD’s technology resources (“Technology Resources”). Technology Resources are any type of instrument, device, machine, equipment, technology or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation:

1. Internal and external network infrastructure;
2. Internet and network access;
3. Computers;
4. Servers;
5. Storage devices;
6. Peripherals;
7. Software;
8. Messaging or communications systems.

In exchange for the use of the ISD’s Technology Resources either at school or away from school, you understand and agree to the following:

A. Your use of the ISD’s Technology Resources is a privilege that may be revoked by the ISD at any time and for any reason.

B. At a minimum, users are expected to act responsibly and in the ISD’s best interests whenever they use Technology Resources including:

- Accessing only those Technology Resources for which they are authorized;
- Using only those Technology Resources needed to perform job-related functions unless otherwise authorized;
- Maintaining professionalism, personal responsibility, and a standard of “good taste” in all communications (e.g. among peers and in public forums); and
- Protecting the ISD’s resources, reputation, and public image.

C. You have no expectation of privacy when using the ISD’s Technology Resources. The ISD reserves the right to

monitor and inspect all use of its Technology Resources, including, without limitation, personal email and voice mail communications, computer files, databases, weblogs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. This ISD also reserves the right to remove any material from the Technology Resources that the ISD, at its sole discretion, chooses to, including, without 7540.F42 limitation, any information that the ISD determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.

D. GISD Administration is responsible for determining who can access Technology Resources based on business or educational need, and for providing general supervision of authorized users who are granted access. This includes requiring that users understand and accept their individual obligations as set forth in this AUP.

E. The Technology Resources do not provide you a “public forum”. You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by an appropriate administrator. You may, however, use the Technology Resources to contact or communicate with public officials.

F. The ISD’s Technology Resources are intended for use by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for employees, up to and including termination of employment, for both you and the person using your account/password.

G. You may not use the Technology Resources to engage in bullying, which is 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 pupils either directly or indirectly by doing any of the following:

1. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
2. Adversely affecting the ability of a pupil to participate in, or benefit from, the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
3. Having an actual and substantial detrimental effect on a pupils’ physical or mental health; or
4. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the ISD) may be grounds for discipline under the ISD / School “Student Code of Conduct”.

H. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:

1. Accessing or attempting to access material that is “harmful to minors”. Material that is harmful to minors includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or

perverted sex act or sexual contact, actual or simulated normal or perverted sexual acts, or a 7540.F43 lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.

2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.

3. Accessing or attempting to access material that is inappropriate for minors. Material that is inappropriate for minors is defined as materials that are defamatory, lewd, vulgar, profane; harassing or discriminatory; bullying; terroristic; or that promotes behaviors considered harmful to the minor viewer, or that are socially unacceptable.

4. Sexting, which includes, without limitations, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.

5. Bullying (as defined in paragraph G).

6. Vandalism, which includes, without limitations, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school materials, or school hardware or software.

7. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to other users or information you are not authorized to access.

8. Unauthorized copying or use of licenses or copyrighted software.

9. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.

10. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.

11. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.

12. Using, or soliciting the use of, or attempting to use or discover the account information or password of another user.

13. Attempting to, or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act.

14. Misusing equipment or altering system software without permission.

15. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.

16. Using the Technology Resources in any way that violates any Federal, State, or local laws, or any

rule in the Student Code found in the ISD / School "Student Code of Conduct".  
7540.F44

I. It is the policy of the ISD, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.

J. It is the policy of the ISD to prohibit its minor students from (1) accessing inappropriate matter on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the ISD to educate students about cyber bullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with others in social networking websites, chat rooms, by email, and other forms of direct electronic communications.

K. The ISD does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the ISD's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.

L. You must promptly disclose to your teacher or other school employee any content you view or receive over the Technology Resources that is inappropriate, or that makes you feel uncomfortable, harassed, bullied, or threatened or any communication that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

M. You are solely responsible for all charges and fees, including outside telephone, printing, and merchandise purchases, made through the Technology Resources. The ISD is not a party to such transactions and is not liable for any costs or damages, whether direct or indirect, arising out of your use of the Technology Resources.

N. You are responsible for the proper use of Technology Resources and will be held accountable for any damage to, or replacement of, the Technology Resources caused by your inappropriate use.

O. The ISD does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the ISD be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.

I agree to follow this Agreement and all rules, regulations and policies regarding the lawful use of school technology. I

also agree to follow the ISD / School / Student Handbook / Code of Conduct. Board Policies can be found on the GISD website at [www.geneseeisd.org](http://www.geneseeisd.org).

As a condition of using the Technology Resources, I release the ISD, and its board members, agents, and employees, including the Internet Service Provider, from all liability related to my use or inability to use the Technology Resources.

I understand that data I send or receive over the Technology Resources is not private. I consent to having the ISD monitor and inspect my use of the Technology Resources, including any electronic communications that I send or receive through the Technology Resources.

I have read this Agreement and agree to its terms.



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Student Printed Name

7540.F45

---

Student Signature Date

I have read this Agreement and agree that as a condition of my child's use of the Technology Resources, I release the Genesee Intermediate School District (ISD) and its board members, agents, and employees, including its Internet Service Provider, from all liability related to my child's use or inability to use the Technology Resources. I also indemnify the ISD and its board members, agents, and employees, including its Internet Service Provider, for any fees, expenses, or damages incurred as a result of my child's use, or misuse, of the ISD's Technology Resources.

I authorize the ISD to consent to the sharing of information about my child to website operators as necessary to enable my child to participate in any program, course, or assignment requiring such content under the Children's Online Privacy Protection Act.

I understand that the data my child sends or receives over the Technology Resources is not private. I consent to having the ISD monitor and inspect my child's use of the Technology Resources, including any electronic communications that my child sends or receives through the Technology Resources.

I understand and agree that my child will not be able to use the ISD's Technology Resources until this Agreement has been signed by both my child and me.

---

Parent/Guardian Printed Name

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Parent/Guardian Signature Date

Revised: August 14, 2012

# Chromebook Policies and Guidelines

The policies, procedures, and information within this document apply to all Chromebooks used at Mott Middle College by students, staff, or guests including any other device considered by the Administration to fall under this policy. Teachers may set additional requirements for Chromebook use in their classroom.

## **Receiving Your Chromebook:**

Chromebooks will be distributed each fall during the first week of school. ***Parents/guardian & students must pick up the Chromebook from the school and sign the Chromebook User Expectations Student/Parent Sign-off and Chromebook Staff/Parent Use Agreement before the Chromebook can be issued to the student.*** All necessary documents will need to be turned in prior to the device being issued to the student. A parent or guardian must be present when the Chromebook is issued. Each Chromebook will have a unique identification code that will be assigned to each student. Students will keep the same Chromebook (with the assigned identification code) for the entire time they are at Mott Middle College.

## **Chrome Care and Repair:**

Mott Middle College requires that in order for a Chromebook to be allowed to go home with a student, Chrome User Care and Repair must be purchased prior to the child receiving a Chromebook. The annual non-refundable fee will be \$30 per device and must be paid prior to the student taking the device home. Details of this policy are on pages 5-6.

## **Training:**

Students will be trained on how to use the Chromebook. Training documents and videos will be available online for students to refer to when needed. Teachers will be trained on the use of Chromebooks and will utilize them during class.

## **Returning Your Chromebook:**

Student Chromebooks and accessories (charger and battery) will be collected at the end of each school year for maintenance over summer vacation. Students will retain their original Chromebook each year while enrolled at MMC.

Any student who transfers out of MMC will be required to return their Chromebook and accessories. If a Chromebook and its accessories are not returned, the parent/guardian will be held responsible for payment. If payment is not received the parent/guardian will be turned over to a collection agency.

### **Device Purchase:**

- Two year old devices may be purchased for \$150.00.
- Three year old devices may be purchased for \$100.00
- Four year old devices may be purchased for \$50.00
- Five year old devices will be owned by the student.

## **Taking Care of Your Chromebook:**

Students are responsible for the general care of the Chromebook which they have been issued by the school. Chromebooks that are broken or fail to work properly must be taken to the main office. If a loaner Chromebook is needed, one will be issued to the student until their Chromebook can be repaired or replaced.

### **General Precautions:**

- Avoid eating and drinking while near your Chromebook.
- Cords and removable storage devices should be inserted carefully into the Chromebook.
- Avoid carrying the Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.
- Avoid exposing your Chromebook to extreme temperature or direct sunlight for extended periods of time.
- Extreme heat or cold may cause damage to the Chromebook.
- If your Chromebook was left in a cold environment, bring your Chromebook to room temperature prior to turning it on.

### **Carrying the Chromebook:**

The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded bookbag is acceptable provided the backpack or bookbag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. Protective padded cases are recommended for protecting the device and is the student's responsibility as they are not provided by the school.

### **Screen Care:**

The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.

- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Chromebook. You can also purchase individually packaged pre-moistened screen cleaning tissues to clean the screen. These are very convenient and relatively inexpensive.

## Protecting & Storing Your Chromebook:

### Chromebook Identification:

Chromebooks will be labeled in the manner specified by the school.

Chromebooks can be identified in the following ways:

Record of serial number and GISD/MMC asset tag

Individual's Google Account username

*Under no circumstances are students to modify, remove, or destroy identification labels.*

### Storing Chromebooks at Extracurricular Events:

Students are responsible for securely storing their Chromebook during extracurricular events.

### Chromebooks Left in Unsupervised / Unsecured Areas:

Chromebooks should be supervised by the assigned user at all times.

Avoid storing a Chromebook in a vehicle.

## Using Your Chromebook

### At School:

The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and schedules will be accessed using the Chromebook.

Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher (e.g. field trip).

### At Home:

Students are expected to take their Chromebook home each night throughout the school year for charging, and must be brought to school each day in a fully charged condition. If students leave their Chromebook at home, this will impact the student's ability to participate in class and may impact their ability to get work done during the school day. Repeatedly leaving the issued Chromebook at home will result in referral to administration and students could lose the privilege of taking the device home altogether.

**Sound:**

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. Students are encouraged to use earbuds as appropriate.

**Managing Your Files and Saving Your Schoolwork:**

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups. Students will be trained on proper file management procedures.

**Personalizing the Chromebook:**

Students are allowed to personalize their devices as long as any personalization is appropriate and in accordance with the Acceptable Use Policy. Students may personalize their:

- Home screens
- Profiles
- Accessories (including protective cases)
- Accessibility settings
- appropriate music, photos, and videos (Referred to in the AUP)

Students may not personalize the device by/with:

- Stickers
- Paint
- Tape
- Writing/drawing on the device
- Anything that damages the device

Spot checks for compliance may be done by administration or other MMC staff at any time.

**Software on Chromebooks:****Originally Installed Software:**

Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest build of Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shut down and restarted.

From time to time the school may add software applications for use in a particular course. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well. Students who tamper with the software may lose the privilege of using the device altogether.

### **Additional Software:**

Students should not install additional software on their Chromebook other than what has been approved by Mott Middle College.

All Google accounts are under the ownership of GISD. Therefore, we do not advise the purchase of apps using this account. We also do not recommend associating any credit card information with your Google account. GISD will not be held liable for any personal or credit card information that could be jeopardized, lost, misused or stolen.

### **Inspection:**

Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

### **Procedure for Restoring the Chrome OS:**

In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored unless the student requests that an attempt be made to salvage it.

## **Repairing or Replacing Your Chromebook:**

### **Chromebooks Undergoing Repair:**

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Main Office.
- Loans will be at the administrator's discretion; students have no guarantee they will be loaned a device.
- If repair is needed due to malicious damage, the school may refuse to provide a loaner Chromebook.
- Repaired Chromebooks may end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device or in the cloud.

- Students and parents may be charged for Chromebook damage that is a result of misuse or abusive handling. Parents may be billed for parts and labor.

**Manufacturer Warranty:**

Dependent upon the device

**Accidental Damage or Loss Protection:**

As part of the 1:1 Chromebook initiative at Mott Middle College, Mott Middle College is requiring the purchase of Chrome Care and Repair prior to the deployment distribution of the Chromebook to your child. Mott Middle College will be the sole provider of Chrome Care and Repair. Under Chrome Care and Repair the Chromebooks are protected against *accidental* damage or accidental loss. Mott Middle College will require that a police report be submitted in cases of theft within 10 days of the occurrence. The police report should be submitted within ten school days from the time the theft occurs. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action as outlined by the school discipline code.

Chrome Care and Repair does not cover for loss of the Chromebook and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Mott Middle College will assess the Chromebook damage and repair or replace the device if the damage is determined to be accidental and within the protection guidelines. **Parents/Students may be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

**Mott Middle College  
 Chrome Care and Repair**

Mott Middle College require that Chrome User Care and Repair be purchased prior to the distribution of the Chromebook to your child. The cost is \$30.00 annually for each Chromebook. Each claim covered by Chrome User Care and Repair will be assessed an incremental deductible. The first major repair will be \$25.00 with the cost increasing each time a claim is made within the current school year. If a student withdraws from Mott Middle College and then re-enrolls later in the current school year, the coverage purchased at the student's initial registration will be reinstated along with the number of claims made prior to withdrawal.

Annual User Care and Repair Fee at Registration	Major Repair #1	Major Repair #2	Major Repair #3	Major Repair #4
\$30 per device Nonrefundable	\$25	\$60	\$110	Full Price

Major repairs are defined as repairs more than \$110. Small repairs will be covered in the annual user care and repair fee.

### **Lost or Intentionally Damaged Device and Accessories:**

A Chromebook or any of its accessories that are lost (whereabouts unknown) or intentionally damaged is the responsibility of the student and parent involved in the loss of property. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school. **Parents/Students may be charged for full replacement cost of a device that has been damaged or lost.**

Replacement of the Chromebook (based on full retail price).  
AC Adapter & power cord - \$20.00

The Staff at Mott Middle College are committed to the education to all students and we are aware that some parents/caregivers experience financial hardship during their child's enrolment at our school. In the event of financial hardships fee reductions will be determined on a case-by-case basis.

### Fee Reduction Procedure

1. An interview with the Principal is requested through the Secretary.
2. A request for a special consideration form is filled out by the parent/caregiver in conjunction with the Principal.
3. The Principal has the right to determine if the request is granted. Requests are determined on a case-by-case basis.
4. Unless prior arrangements have been made, Mott Middle College expects that fees will be paid by the due date. If there is a problem in meeting this deadline, a letter of explanation should be sent to the building administrator outlining the timeline for payments.
5. If a fee reduction is desired beyond the current year, new arrangements must be negotiated. Fee reductions last one (1) year only.
6. All fee reduction information is regarded as confidential, stored in a secure location and not disclosed to any other party.

## **Technology Acceptable Use:**

### **General Guidelines:**

- Students will have access to forms of media and communication which is in support of education and research and in support of educational goals and objectives at Mott Middle College. Access to media and communication beyond these specific uses will not be supported or allowed.



- Students are responsible for their ethical and educational use of the technology resources of Mott Middle College.
- Access to Mott Middle College technology resources is a privilege and not a right. Each employee, student, and/or parent will be required to follow the rules of the district's Acceptable Use Policy. Violations of these rules will result in the loss of privileges as well as other disciplinary action as defined by the district's Acceptable Use Policy, Plan of Discipline, or other policies.
- Recognizing that it is impossible to define every instance of acceptable and unacceptable use, it will be at the discretion of the network administrator and/or school administration to use judgement as to what is acceptable in any undefined instances that may arise.
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, school administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with school discipline policy.
  - All users of the district's technology resources and/or school network must sign the district Acceptable Use Policy and abide by the rules defined in the district's Acceptable Use Policy. This is in addition to the rules and policies that this document (Chromebook Policies and Guidelines) contains.

#### **Privacy and Safety:**

- Do not go into any chat rooms other than those set up by your teacher or mandated in other distance education courses.
- Do not open, use, or change computer files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, passwords, or passwords of other people.
- Remember that network storage is not guaranteed to be private or confidential. District Administration reserves the right to inspect your files at any time and will take the necessary steps if files are in violation of the district's Acceptable Use Policy.
- If you inadvertently access a website that contains obscene, pornographic, or otherwise offensive material, notify a teacher or the principal immediately so that such sites can be blocked from further access. This is not merely a request. It is a responsibility.

#### **Legal Propriety:**

- All students and staff must comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask your teacher, school counselor or principal if you have questions..

- Plagiarism is a violation of Mott Middle College discipline code. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.

#### **School Email:**

- Students will be issued an email for academic and other school related reasons. This email access will be through a Google Gmail system managed by Mott Middle College. The interface is monitored and is subject to filtering of inappropriate content. Dual enrollment students may also have a university/college email address.
- Always use appropriate language.
- Do not transmit language/material that is profane, obscene, abusive, or offensive to others.
- Do not send mass e-mails, chain letters, or spam.
- No private chatting during class without permission is allowed.
- Email is subject to inspection at any time by school administration.
- Students will only be able to communicate with other MMC students and faculty.

#### **Photography, Recording, & Publishing**

- Students must ask permission before recording an individual or group, including students, staff, and the public.
- Students must obtain school permission to distribute/publish a photograph or video to a website, blog, social media, video host
- hosting, or other digital publishing platform.

#### **Consequences:**

The student or staff member whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use. Non-compliance with these policies or the district's Acceptable Use Policy will result in disciplinary action as outlined by the discipline code and/or other school policies for the user unless there is proof that another is responsible.

Electronic mail, network usage, and all stored files shall not be considered confidential and may be monitored at any time by the network administrator or other school administrators to ensure appropriate use. The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.

## Mott Middle College Chromebook User Expectations Student/Parent Sign-Off

- I will take good care of my Chromebook and know that I will be issued the same Chromebook each year.
- I will never leave my Chromebook unattended in an unsecured or unsupervised location.
- I will never loan out my Chromebook to other individuals.
- I will not sell, give away or pawn the Chromebook.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook battery to full capacity each night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will protect my Chromebook by always carrying it in a secure manner to avoid damage.
- I will use my Chromebook in ways that are appropriate for education.
- I will not place decorations (stickers, markers, writing, etc.) on the Chromebook.
- I understand that the Chromebook I am issued is subject to inspection at any time without notice and remains the property of Mott Middle College.
- I will follow the policies outlined in the Chromebook Policies and Guidelines and the User Agreement while at school as well as outside the school day.
- I will file a police report in case of theft or damage caused by fire.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to pay the full replacement cost of my Chromebook, power cord/charger, in the event that any of these items are lost or intentionally damaged.
- I agree to return the Chromebook, power cord/charger in good working condition at the end of each school year.

Printed Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Printed Parent Name \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Mott Middle College  
**CHROMEBOOK STUDENT/PARENT USE AGREEMENT**

*Mott Middle College*

*Student/Parent Chromebook Use Agreement 2014-2015*

In this agreement, "Chromebook" means Acer Chromebook and all its components, software, battery, and charger.

**Parent and Student please initial each section:**

<p><b>P:</b> <b>S:</b></p>	<p><b>TERMS:</b></p> <p>You agree to pay a \$30 annual device Chrome Care and Repair premium per year.</p> <p>You will comply at all times with Mott Middle College's Chromebook Policies and Guidelines as well as MMC Technology Acceptable Use Policy. Any failure to comply may terminate your rights of possession effectively immediately and the school may repossess the property.</p> <p>Chromebooks are assigned to a single individual and are not to be shared. Students will return their issued Chromebook at the end of every year (with their name matching the assigned identification number).</p>
<p><b>P:</b> <b>S:</b></p>	<p><b>TITLE:</b></p> <p>Legal title to the Chromebook is MMC and it shall remain with MMC. The student's right of possession and use is limited to and conditioned upon full and complete compliance with this User Agreement and the Chromebook Policies and Guidelines.</p>
<p><b>P:</b> <b>S:</b></p>	<p><b>LOSS OR DAMAGE:</b></p> <p>If the property is accidentally damaged or incurs loss due to an act of nature, Mott Middle College will assess the Chromebook damage and repair or replace the device under the accidental loss or damage policy. If the property is stolen, a police report must be filed by the student or student's parents/guardian involved in the loss of property within 10 days of the occurrence. Loss or theft of the property must be reported to the School district by the next school day after the occurrence. Fraudulent reporting of theft will be turned over to the police for prosecution.</p>
<p><b>P:</b> <b>S:</b></p>	<p><b>REPOSSESSION:</b></p> <p>Students not complying with all terms of this User Agreement and the Chromebook Policies and Guidelines, including the timely return of the property, will be declared to be in default and authorities may</p>

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	be sent to your place of residence, or other location of the Chromebook to take possession.
<b>P:</b> <b>S:</b>	<b>TERM OF AGREEMENT:</b> Your right to use and possession of the property terminates no later than the last day of classes during the school year unless earlier terminated by MMC or upon student withdrawal from MMC.
<b>P:</b> <b>S:</b>	<b>APPROPRIATION:</b> Your failure to timely return the property and the continued use of it for non-school purposes without the school's consent will be considered unlawful appropriation of school property.

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Mott Middle College  
STUDENT/PARENT CHROMEBOOK SIGNATURE PAGE

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Parent Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

**Technology Acceptable Use Agreement**

**Student Agreement**

Rules and regulations are necessary in order to offer technology opportunities to the students. In order to use technology resources, I agree to abide by MMC Chromebook Policies and Guidelines and the User Agreement as stated in this document.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Agreement**

In consideration of the privileges and opportunities afforded by the use of MMC technology and computer resources, I hereby release MMC and its agents from any and all claims of any nature arising from my student's use or inability to use MMC technology and computer resources. I will support my child in the care and use of their assigned Chromebook.

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## MIDDLE COLLEGE GRADUATION REQUIREMENTS

4 credits	Language Arts/Communication
4 credits	Mathematics (including <u>1.0</u> - Algebra I, <u>1.0</u> - Geometry, <u>1.0</u> - Algebra II and <u>1.0</u> - fourth year math or math related course)
3 credits	Science (including <u>1.0</u> Biology, <u>1.0</u> Chemistry or Physics <u>and 1.0 another science</u> )
3 credits	Social Studies (including .5 Civics, .5 Economics, <u>1.0</u> US History and Geography, <u>1.0</u> World History and Geography)
3 credits	Health/Physical Education/Life Management ( <u>minimum .5 Health, .5 P.E, 1.0 Life Management</u> )
2 credits	Visual, Performing or Applied Arts
.5 credit	College & Career Prep/On-line Learning Experience (3 of the following MCC courses: CASD 121, LDDV 101, COMG 150, or CDEV 110 and an approved on-line learning experience or approved equivalency)
.5 credit	Internship/Career Project/Career Experience\
<u>2 credits</u>	Electives – <u>high school or dual credited courses</u> (including <u>2 dual credited</u> World Languages for the class of 2017 or equivalent learning experience grades K-12)
<b>22 TOTAL CREDITS</b>	<u>(of which 2.5 credits must be via dual crediting from dual enrollment and/or approved equivalency)</u>

NOTE: Students may earn credit during three semesters: fall, winter and spring, as well as transferring in approved credits. In addition to the above K – 12 and dual enrollment requirements, MMC students must successfully complete a portfolio presentation, approved 5<sup>th</sup> year Internship, career project/career experience and required standardized testing.

MMC Students are recognized by the State of Michigan as part of a 5<sup>th</sup> year graduation cohort that strives to complete K-12 graduation requirements and 60 dual enrollment college credits.

### Graduation Ceremony:

**Walking at graduation is a privilege.** While meeting all of the above requirements, qualifies the student to graduate with a High School diploma it does not guarantee that they will walk in the graduation ceremony. Walking at graduation is at the discretion of the Principal.

**NOTES**



**NOTES**