

BOTHWELL MIDDLE SCHOOL STUDENT & PARENT HANDBOOK 2023-2024



BOTHWELL MIDDLE SCHOOL MISSION STATEMENT

Our middle school will be a welcoming, positive, and inviting community dedicated to the middle school philosophy with policies, practices and procedures that support and encourage middle-level development and provide a variety of opportunities, a quality education and a sense of belonging for all.

BOTHWELL MIDDLE SCHOOL

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BOTHWELL MIDDLE SCHOOL
1200 TIERNEY STREET
MARQUETTE, MICHIGAN 49855
906/225-4262
www.mapsnet.org/schools/BothwellMiddleSchool

Robert Reichel III
Principal

Marc Vanwelsenaers
Assistant Principal

September, 2023

Dear Bothwell Middle School Students and Parents:

Welcome to Bothwell Middle School for the 2023-2024 school year. The teaching staff and administrative team welcome the opportunity to serve you and your child(ren).

This school year has presented a unique set of challenges, but with those comes the possibilities of many positives. We appreciate your flexibility and understanding. We ask that you are patient and communicate as much as possible with us as we work through the 2023-2024 school year together.

This student handbook was developed to answer many of the commonly asked questions that may occur during the school year and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Please become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to the teachers or the building principal.

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff.

Please take time to read this handbook and become familiar with its contents. It contains up-to-date information that will be helpful throughout the school year. **Be sure to complete and sign the back two pages of this handbook and return to your student's Advisory teacher.**

A complete copy of all Marquette Area Public Schools Board of Education policies is available on the district web site (www.mapsnet.org) or at the Superintendent's Office.

NOTE: District policies may be revised periodically by the Board of Education and, as revised, students are accountable. All policies and procedures are applicable to all students at all times.

Sincerely,

Mr. Bobby Reichel, Principal
x. 3153

Mr. Marc Vanwelsenaers, Assistant Principal
x. 3152

2023-2024 Bothwell Faculty

Allan, Sue	7th Grade Math	sallan@mapsnet.org
Anderson, Ben	8th Grade Science	bjanderson@mapsnet.org
Anthony, Lucille	6-8th Grade Life Skills	lanthony@mapsnet.org
Bancroft, Cameron	7th Grade Science	cbancroft@mapsnet.org
Beecher, Courtney	7th grade Language	cbeecher@mapsnet.org
Boehlke, Jessica	6th Grade Special Education	jboehlke@mapsnet.org
Burton, Justin	6-8th Grade Industrial Arts	jburton@mapsnet.org
Clausen, Katrina	8th Grade Science	kclausen@mapsnet.org
Crunkleton, Jean	6th Grade Science	jcrunkleton@mapsnet.org
Davis, Jaime	6th Grade Language	jdavis@mapsnet.org
Dompierre, Adam	6th Grade Language	adompierre@mapsnet.org
Erickson, Luke	6th Grade Science	lerickson@mapsnet.org
Filipowicz, Ben	7th Grade Language	bfilipowicz@mapsnet.org
Fitzpatrick, Brenton	6th Grade History	bfitzpatrick@mapsnet.org
Grazulis, Sheila	6-8th Grade Chorus	sgrazulis@mapsnet.org
Hemmila, Lauren	Special Education	lhemmila@mapsnet.org
Hewitt, Melissa	Instructional Coach	mhewitt@mapsnet.org
Hinch, Sarah	6-8th Grade Art	shinch@mapsnet.org
Kemp, Chad	8th Grade Language	ckemp@mapsnet.org
Kemppainen, Kyle	8th Grade History	kkemppainen@mapsnet.org
L'Huillier, Dave	6-8th Grade Physical Education	dlhuillier@mapsnet.org
Lindquist, Jamie	8th Grade History	jlindquist@mapsnet.org

Lemkuil, Samantha	8th Grade Special Education	slemkuil@mapsnet.org
Lenaghan, Kelly	8th Grade Math	klenaghan@mapsnet.org
Levandoski, Joe	7th Grade History	jlevandoski@mapsnet.org
Lusardi, Danae	6th Grade Special Education	dlusardi@mapsnet.org
Luty, Molly	Special Education	mluty@mapsnet.org
Lynaugh, Kim	8th Grade Special Education	klynaugh@mapsnet.org
Mark, Zach	6th Grade History	zmark@mapsnet.org
Marta, Eric	6-8th Grade Orchestra	emarta@mapsnet.org
Morgan-Booth, Emily	6-8th Grade Band	ebooth@mapsnet.org
Morrow, Michelle	8th Grade Language	mmorrow@mapsnet.org
Process, Carissa	7th Grade Math	cprocess@mapsnet.org
Racine, Taylor	7th Grade Special Education	tracine@mapsnet.org
Ross, Marie	Social Worker	mross@mapsnet.org
Swenor, Heidi	Functional Skills	hswenor@mapsnet.org
Syria, Susan	6th Grade Math	ssyria@mapsnet.org
Tapolcai, Jennifer	7th Grade Science	jtapolcai@mapsnet.org
Tervo, Melanie	Speech	mtervo@mapsnet.org
Thoms, Chris	7th Grade History	cthoms@mapsnet.org
Tiziani, John	6th Grade Math	jtiziani@mapsnet.org
Trudgeon, Marty	Speech	mtrudgeon@mapsnet.org
VanLente, Zachary	8th Grade Math	zvanlente@mapsnet.org

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Our middle school will be a welcoming, positive, and inviting community dedicated to the middle school philosophy, with policies, practices and procedures that support and encourage middle level development and provide a variety of opportunities, a quality education and a sense of belonging for all.

THE BOTHWELL MIDDLE SCHOOL VISION

The middle school concept recognizes, accepts, and respects each student's uniqueness and potential for emotional, social, and intellectual growth. The program provides students with the freedom (within structures) to discover their own identity. Students learn to respect other people's rights so they may claim their own, and learn to live effectively within a democratic society.

BUILDING AND GROUNDS

Our building is named for Mr. Henry J. Bothwell, former Superintendent of Schools, and was opened in 1972. The 138,000 square foot building is divided into instructional clusters and individual classrooms. It includes a library/resource center, gymnasium, music cluster, life skills cluster, computer labs, industrial technology cluster, general arts cluster, baseball diamond, soccer field. Our school colors are red & white, and we are the Bothwell Scots.

****ATTENDANCE – THE IMPORTANCE OF SCHOOL ATTENDANCE**

Regular attendance in school is legally required and is necessary if a student is to make full use of the educational opportunities offered by Bothwell Middle School and the Marquette Area Public Schools. Students are expected to be present for all classes** (**including online classes**). Parents, guardians, or those having legal custody or control of students, are responsible for their children's school attendance. It is the parent/guardian's responsibility to notify Bothwell personnel of special circumstances related to excessive absences. It is the responsibility of the school to encourage and support regular attendance of students in accordance with the Michigan Compulsory Attendance Law. Perfect class attendance should be the desired goal of students and their parents for the positive effect it has on school performance and the importance it has on future employability skills.

DEFINITION AND EXPLANATION OF EXCUSED ABSENCES

Student absence from school may be excused only for the following reasons:

1. personal illness or injury requiring that the student stay at home or in the hospital
2. family emergencies (e.g., death, illness, injury)
3. an appointment with medical or other professionals that cannot be scheduled during non-school hours
4. participation in established religious activities and/or observation of religious holidays
5. other parent written requests for planned absences (e.g., family activities, participation in community-based activities)

All excused absences are subject to administrative review. Parents have the option of calling their child in unexcused if the child is refusing to come to school. All unexcused absences are subject to disciplinary actions.

PROCEDURE FOR EXCUSING ABSENCES

ATTENDANCE LINE 225-4262, EXT. 1

For planned absences (e.g., family activities and trips, appointments, etc.) a parent or guardian should send a note with the student to the School Office and to the teacher(s) of the class(es) the student will miss. Please see below for additional information about leaving school for an appointment. **Please do not leave appointment messages on this line.** For unplanned absences (e.g., illness, death in the family, etc.) a parent or guardian should call to excuse the student by leaving a message on the Bothwell Middle School Attendance Line 225-4262 ext. 1. The attendance line is working 24 hours a day. **Phone calls to excuse an absence beyond two school days will not be accepted and the absence will remain unexcused/unconfirmed. A call is necessary each day the student is absent from school.**

Students with an excused absence shall be given appropriate help by teachers in order to make up and receive credit for missing work. It is the student's responsibility to ask teachers for work missed during an excused absence.

APPOINTMENTS/PUPIL SIGN-OUT

All students excused from school during the school day for appointments **must have a note from a parent.** Notes should be turned in to the School Office before the start of the day and the student will receive a pass to leave the classroom. At the assigned time of the pass, **the student must stop in the School Office and sign out.** All students may wait in the lobby for their ride. If the child returns to school that day, he/she will need to check in at the Office before returning to class; the parent does not need to come into the office with them. If the student does not bring a note, the parent should come into the office and sign the child out. **In this instance, we are unable to have your child waiting for you.** These required guidelines are for the protection of students as well as limiting interruptions during classroom instruction. .

CLOSED CAMPUS

Bothwell Middle School has a closed campus. A note brought to the office by the student, on each occasion, is required in order for a student to leave at any time, including for lunch.

ILLNESS DURING THE SCHOOL DAY

Students who become ill during the school day should go to the School Office for assistance. Parents will be called if the student is vomiting, is bleeding excessively, appears to have a communicable disease, is injured, is requesting medication, has a fever, or has sustained any blow or injury to the head/face.. Parents may also be called if the District Nurse or school staff has questions or concerns about the student's health. Ill students need to be signed out, by a designated parent/guardian or adult from the student's emergency contacts before leaving school.

EXTENDED ILLNESS

Work for students who are ill 2 or more days may be requested through the School Office (225-4262). Please email teachers and use their websites to obtain missing assignments. Assignments will be collected from teachers and should be picked up in the Office between 3:00-3:30 pm.

Parents of students who will be out of school due to prolonged illness or injury (more than 15 consecutive days under doctor's orders) must contact the student's Guidance Counselor and the School Office to make appropriate arrangements for the student's continuing education. In certain circumstances, alternative education programs may be arranged. A doctor's statement may be required at the time of the illness or injury. Any medical documentation must be on

letterhead from the prescribing doctor and be specific to date, time period out of school, and illness.

STUDENTS ARRIVING LATE TO CLASS/SCHOOL

The school day begins at 8:00 a.m., with doors opening at 7:45 a.m. to ensure on-time arrival to first hour. No student should be in the building prior to 7:45 a.m. unless accompanied by a staff member. Students who arrive late to class will be listed on the attendance as tardy. Students who are more than 15 minutes late for class will be marked absent. Students are responsible for work missed due to absences/tardies. Students arriving late to school should report directly to the School Office for an admit slip. Tardiness due to a before-school appointment will be excused. Oversleeping and transportation problems are not excuses for being late for school. Students without a note or who are late to class because of loitering in the hallways will not be excused and will be considered tardy. Students with excessive tardies (more than 3 per quarter) will be referred to the office for disciplinary action. The first 3 tardies per quarter will be handled by the classroom teacher.

WITHDRAWAL/TRANSFER

Students withdrawing from Bothwell and/or transferring to another school must report to the School Office on his/her last day for a withdrawal form.

- Have an exit meeting with their Guidance Counselor
- Check out with each teacher in each class
- Return books and materials
- Pay any fines due for materials lost or damaged
- Return any books he/she may have checked out from the Library/Resource Center
- Clean his/her locker
- Lunch account should not be in arrears
- Return the completed withdrawal form to the School Office

BACKPACK

Students will carry their books, class supplies and materials to each of their classes without the assistance of a container or carrying case. This includes but is not limited to backpacks, book bags, briefcases, purses of any size, travel bags and shopping bags. BMS students may only use backpacks and similar items to transport books, school supplies and other materials to and from school.

BELL SCHEDULE (subject to change in the 2023-2024 school year)

7:45 a.m.	Building open for students	7:45 a.m.	Café open for Breakfast
7:55 a.m.	5-minute warning bell	7:58 a.m.	2-minute warning bell

6th Grade		7th Grade		8th Grade	
8:00-8:55	Academic	8:00-8:55	Academic	8:00-8:55	Elective
8:59-9:49	Academic	8:59-9:49	Elective	8:59-9:49	Academic
9:53-10:43	Elective	9:53-10:43	Academic	9:53-10:43	Academic
10:47-11:37	Elective	10:47-11:37	Academic	10:47-11:37	Academic
11:37-12:07	Lunch	11:40-12:10	Advisory	11:41-12:31	Academic
12:11-12:56	Advisory	12:10-12:40	Lunch	12:31-1:01	Lunch
1:00-1:50	Academic	12:45-1:55	Adv/Elective	1:05-1:55	Advisory
1:55-2:50	Academic	1:59-2:50	Academic	1:59-2:50	Elective

BOOKS AND SUPPLIES

Generally, all students will receive academic books from the Marquette Area Public Schools. It is the student's responsibility to maintain books in good order. Books must be covered at the beginning of the school year; PLEASE DO NOT USE CONTACT PAPER TO COVER BOOKS. Any malicious destruction, unwarranted damage, or loss of books will result in fines for damages, repair, or replacement.

Classroom supplies such as paper, pencils, compasses, protractors and colored pencils will be provided for the class by the classroom teacher. Local stores have "suggested supply lists" for Bothwell students in August; additional copies are available from the School Office or via a link on the Bothwell webpage.

Students shall be held responsible for all school property they use and will reimburse the school for books, materials, and equipment lost or abused. Students are expected to complete a damage inventory form at the beginning of the year to avoid fines.

Requests for a second set of textbooks for home use will be granted if written in a 504, IEP or doctor's note. All requests can be submitted to the Principal's Secretary for issue and necessary paperwork.

CODE OF STUDENT CONDUCT

Discipline, combined with due process, shall be administered in a consistent, fair and reasonable manner to ensure that our students conduct themselves in a socially acceptable manner. Consequences for discipline matters may include, but are not limited to: office conferences, parent/guardian notification/conferences, after-school detention, lunch detention, in-school suspension, out-of-school suspension, expulsion recommendation, and police notification/referral. Our primary purpose is to help students adjust to standards and structures that they may encounter in community life, as well as in school.

The Bothwell student rules and regulations are in effect for students while they are at any Marquette Area Public school, on school property, on school transportation traveling to and from school, or at school-sponsored activities home and away. It is the responsibility of every student and parent to become familiar with the school rules and regulations. The excuse of not knowing a rule or procedure is not an excuse for a violation.

Although the rules may not address themselves to all situations students may face, it is expected that all students will exercise common sense concerning their conduct in the school buildings, on school property, and at school-sponsored activities.

Extreme cases of a rule violation may warrant consequences greater than the minimums listed in the Student Management Plan. Students with multiple offenses in separate categories are subject to consequences greater than listed as well.

CURRICULUM/CREDIT REQUIREMENTS

A full year of Language Arts, Science, Mathematics, and History is required for all 6th, 7th, and 8th grade students. All 6th and 7th graders will take required exploratory classes. All 6th, 7th and 8th graders have access to at least two semesters of an elective class (including SRA reading, Scholastic Reading Zone, and/or Math Intervention as appropriate). For additional information on current course offerings, please see the Bothwell Middle School Course

Description and Registration Packet available from the Bothwell Office or via the Bothwell webpage.

There are four grading periods a year at nine-week intervals for 6th, 7th, and 8th graders. Report cards are distributed within two weeks after the last day of each quarter. Report cards are carried home by all students for the first three quarters with the final report card being mailed home.

Bothwell is looking to “Go Green” by reducing the printing and sending home of Progress Reports. A student’s progress can be tracked weekly through Skyward Family Access. Family Access letters will be sent home to families of new enrolled students during the month of September. This letter will provide you with your individual passwords and usernames. If you are unable to use Family Access and would like to have a progress report, please make a request through the office and a report will be mailed home every 4-1/2 weeks.

Bothwell Middle School faculty and administration believe that the educational opportunities presented at middle level are of great value. Students failing a required class may be placed in a support classes in lieu of electives. Students failing more than one class will be considered for retention prevention process.

The grading scale is as follows:

A = 93.50	A- = 89.5	B+ = 86.5	B = 83.5
B- = 79.5	C+ = 76.5	C = 73.5	C- = 69.5
D+ = 66.5	D = 63.5	D- = 59.5	E = 59.4

A grade of **NG** (no grade) will be given to students who were not enrolled in the class long enough to have earned a representative grade. A grade of **I** (incomplete) will be given to students who have not finished assignments in time for grading due to approved absences. All incomplete grades must be addressed within two weeks after the marking period ends.

Grades of **S** (Satisfactory) and **U** (Unsatisfactory) may be issued to indicate student progress when letter grades are not required/appropriate. Parent conferences will be scheduled following the first marking period. Spring conferences will be held during the third marking period.

DRESS CODE

The purpose of the Bothwell Middle School dress code is to provide guidance to students and parents as to appropriate attire for school and at any school function. In addition, the dress code is a primary means of helping students learn a skill linked to attire. This is a skill required for success in various endeavors from getting and keeping employment to relaxing with friends and family. As a community we know that there is a difference between dressing for our jobs and dressing for recreation. Therefore, practicing this distinction while at Bothwell Middle School is a way to promote long-term success. Our guiding principles for the dress code are based on clothing that respects the learning environment, promotes participation in school activities, and adheres to safety regulations.

All apparel should be neat and clean. Dress that presents a health or safety problem, causes a disturbance or distraction, or does not provide adequate body coverage is

not permitted. Any clothing or personal decoration that reflects obscenities, is sexually suggestive, displays profanities or gang symbols, or advertises/promotes alcohol, drug or tobacco products or weapons will not be acceptable. Winter coats, blankets, and any headwear (i.e. hats, hoods, bandanas, etc.) are not to be worn in classes unless permission has been given by the teacher.

Here are a few key points from our dress code policy:

- Clothing Coverage: Students are expected to wear clothing that covers their midriff and undergarments. Low-cut necklines are not permitted.
- Hats and hoods: Hats and hoods are prohibited in the building at all times.
- Pants and Shorts: Pants should be worn at the waist, and undergarments should not be visible. Shorts, skirts, and dresses should be of an appropriate length, extending beyond the fingertips.
- Footwear: Proper footwear is encouraged at all times.
- Appropriate Graphics: Clothing, accessories, and backpacks should not display images or content that are sexually suggestive nor should attire relate to drugs, alcohol, or tobacco.

In case a student's attire doesn't meet the guideline expectations the following steps will be taken:

- Opportunity to Correct: The student will be given the chance to correct the attire issue.
- Parental Assistance: If needed, the student can call a parent to bring appropriate attire.
- Refusal to Cooperate: If cooperation is not forthcoming, further disciplinary actions may be taken.
- For transparency purposes, parents/guardians will be notified in all cases.

Students may be subject to disciplinary action if the dress code is violated.

ELECTRONIC DEVICES

Electronic devices pose a variety of challenges for school personnel and students such as theft, damage, and inappropriate use of social media. To avoid these issues, we encourage all cell phones, iPods, and other electronic devices be left at home. If brought to school, students are prohibited from using all said devices from 7:45 a.m. to 2:50 p.m., which includes passing time between classes, lunch, and while at their locker. **If a student brings an electronic device to school, it must be secured in his/her locker in OFF or SILENT mode.** The school is not responsible for the loss or damage of electronic devices that are brought to school. Additionally, if students do not lock their lockers, the school is not responsible for the theft of electronics from lockers.

Consequence:

First Offense - Confiscation of device, released back to student from the office at the end of the day.

Second Offense - Confiscation of device, released to parent only.

Third Offense - Confiscation of device, released to parent only, and student receives ISS.

Fourth Offense - Confiscation of device and further discipline at the discretion of the school administration.

After the fourth offense, consequences will be more severe and at the discretion of the administration. Cell phones will not be returned until the end of the school day. Confiscation of a cell phone includes the cell phone, battery, and SIM card. Failure to comply will result in insubordination. If a student is found in possession of a cell phone during a test, exam or assessment, they will fail the test, exam, or assessment, in addition to the consequences listed above.

PROTECTIVE EYE EQUIPMENT

Protective eye equipment must be worn by all students in science laboratories and the industrial arts department. This is a very important safety regulation and a State law.

EXTRA-CURRICULAR ACTIVITIES

The following sports are available to the grades listed. Students are eligible to participate if they maintain a C-70% average while involved in the season. Please review the Athletic Code of Conduct found in Appendix A.

Girls Basketball		7	8
Boys Basketball		7	8
Cross Country	6	7	8
Track	6	7	8
Wrestling	6	7	8

The following activities are open to all interested students in the grade levels listed. Some activities may have a limit to the number of students who can participate. Interested students should see the faculty advisor and follow up on announcements in the school bulletin for more information.

Boys/Girls Intramural Basketball	6		
Bike Club	6	7	8
Ski Club	6	7	8
Homework Club	6	7	8
Forensics	6	7	8
First Tech Challenge (Robotics)	6	7	8
Science Olympiad	6	7	8
Girls Volleyball	6	7	8
Archery Club		7	8
Yearbook Staff		7	8
Select Choir		7	8

The following activities are open to students who meet the requirements to participate. Interested students should see the faculty advisor and follow up on announcements in the school bulletin for more information.

National Junior Honor Society		7	8
Student Council	6	7	8

There are several clubs and after-school activities that also run on a less formal basis. Students and parents are welcome to talk with the school administration about starting groups for students in the school. All activity groups must comply with school regulations.

FOOD ALLERGY INFORMATION & ALERT

Several children at Bothwell this year have life-threatening peanut/nut allergies. Some children react to ingesting the allergen while others will react by touching the allergen or inhaling it. Studies have proven that all of these – skin contact, inhaling as well as eating – can cause allergic reactions. Many teachers offer students a snack time mid-morning or early afternoon. For the safety of the children with these allergies, please send a nutritious snack with your child each day that does not contain peanut products.

Again, these are life-threatening allergies for these children. While we are not a “peanut free school,” as a group we need to be especially vigilant. Please do not send peanuts or nuts to school for any reason (e.g. in snacks or homemade treats for your child’s classroom). Our hot lunch menu will also be free of peanuts and nuts. If your child eats peanuts, peanut butter, nuts at home, please have him/her wash their face and hands before coming to school.

We recognize this can be difficult for some families, however for the health and well-being of your child’s classmates, please help us with this very important matter. If you have questions or concerns, please check our website for more information about nut-free snacks and recipes (available as downloads) at www.bothwell.mapsnet.org or contact our School District Nurse, Mrs. Linda Johnson, at 225-5354.

GUIDANCE COUNSELING SERVICES

Counseling services are available to all students as individuals or in small groups. Guidance Counselors provide academic, social, and emotional support, and act as liaisons between students, parents, and teachers. Students may make appointments to see their counselor during the school day. Parents are encouraged to call for an appointment. Bothwell Middle School Guidance Counselors are Mrs. Lesley Addison for student last names A-K (ext. 3154, laddison@mapsnet.org) and Ms. Melissa Teasley for student last names L-Z (ext.3155, mteasley@mapsnet.org). Parents and teachers may request a Student and Teacher Assistance Team (STAT) meeting for a student through the student’s Guidance Counselor. The goal of a STAT is to identify areas of concern (e.g., academics, attendance, and behavior) and to work together as a team to develop, implement, and follow through on an appropriate action plan that will aid the student in achieving greater school success.

HEALTH SERVICES

Parents are asked to notify the school if a student is taking any medication. Any time medication is taken during school hours, the office must be notified and a permission form filled out by parents and the physician. Per Michigan State Law, all medication must be stored in the nurse’s station. Students are NOT permitted to carry medication (even Tylenol or aspirin) to,

from, or while in school. Students are permitted to self-administer inhalers (under the supervision of a staff member) for respiratory problems with a signed Medication Self-Administration Plan and Authorization Form on file in the school office. Forms are available in the Bothwell Office.

Trained First Responders are on staff at Bothwell Middle School. The School District Nurse is in the building at least twice a month and is available on an on-call basis.

In accordance with Public Acts 342 and 343 of 2012, all students and parents must receive a Concussion Fact Sheet. This is to be reviewed by students and parents, signed, and returned to the Office.

HOMEWORK

Any student falling behind in assignments in a core academic class (math, science, social studies, or language arts) is subject to receiving a lunch or after-school detention and/or ISS to make up the work. Missing homework from an excused absence will not count against the student.

INCLEMENT WEATHER

The district will announce school cancellations and delayed starts on local television and radio stations by 6:00 a.m. and by way of the MAPS School Messenger System.

RESOURCE CENTER/LIBRARY

All students at Bothwell are entitled to borrow books from the Resource Center/Library. Books that are checked out of the Resource Center are to be returned by the due date. If the book is needed beyond this date, the student must have it renewed at the Resource Center. Any abuse or misuse of the materials may result in privileges being restricted. Lost or damaged books must be paid for by the student. During school hours, students will be allowed to use the Resource Center during posted hours when with a class or in possession of a pass from a teacher.

Students using computer(s) in the Resource Center/Library must have permission. Any student accessing the Internet must have a signed parent permission form on file.

LOCKERS

All lockers at Bothwell Middle School are school property. Students will be issued a locker prior to the start of school. In order to maintain the privilege of using a locker, students are asked to adhere to the following rules. Violations of these rules may result in the loss of locker privileges.

1. Keep all of your belongings in the locker.
2. **Keep your locker locked (not set) at all times**. The school is not responsible for articles that have been taken from a student's locker.
3. All locker combinations are to be kept secret. Do not share your locker combination with other students.
4. It is the student's responsibility to keep his/her locker clean and in good order. No garbage, no stickers, or writing is permitted inside or out. Periodic locker cleanouts will be assigned by Advisory.
5. Do not kick the locker door to close it. Also, please be sure that belongings do not jam the locker door preventing it from closing. If the locker door is jammed, do not try to force it closed; please come to the office for assistance.

6. Report any problems with your locker to the office.
7. School officials reserve the right to conduct a search of any student's locker suspected of containing anything that is a violation of a school rule or that might harm the health, safety, or welfare of others.

LOST AND FOUND

Lost and found items are located in the cafeteria and gym locker rooms (for things found in gym areas). Students who find items of value (i.e. watches, jewelry, glasses, keys, phones) are asked to bring them to the office. Students who lose items are asked to check the Lost and Found in the cafeteria and gym before checking in the office. Lost and found items may be listed in the school bulletin. If items turn up missing, students are also encouraged to:

1. Check with people in lockers nearby to see if the items might have ended up in their locker.
2. Contact teachers to see if the item has been turned in to them.

LUNCH HOUR

All students have the option of eating school food services' "hot lunch". Students may opt to bring their own lunch from home. Hot lunch is free for the 2021-2022 school year; up to three entrée choices are available each day in addition to a side salad. Students will be given lunch codes at the start of the year (printed on the student schedule). Parents may write one check for their family account and send it with their child to any school. The lunch money deposit box for Bothwell is in the school office. MAPS also offers online deposits with your debit card through Skyward Family Access. Ala cart milk is \$.75 each.

Students are expected to follow these lunch rules:

1. Everyone must be in the lunchroom within five minutes of dismissal from their previous class.
2. Students purchasing hot lunch must line up at the back of the line - no cuts!
3. Hot lunch program food is available only to those who have purchased a lunch (including the salad bar).
4. All snacks from the vending machines must be eaten in the café or thrown away in the garbage cans. **We are not able to provide change to students.**
5. No one is to leave their table until the table and surrounding area is clean, trash is thrown away, and a lunch supervisor excuses the entire table.
6. Students are given an opportunity for free time during their lunch period. Once students have decided to go outside they must stay outside until the whistle blows to go in.

All expectations as outlined in the Handbook are in effect, **including no electronic device use.** All infractions of the above rules will result in a warning the first time; after that, a lunch probation will be imposed which will carry a consequence as determined by the administration or other appropriate school personnel. Students choosing to bring lunch from home are encouraged to make healthy choices. **Please remember that no soda or energy drinks are allowed in school.** Also keep in mind that we have an increasing number of students with peanut/nut allergies. A "peanut/nut free" table is available in the Cafeteria.

SCHEDULE CHANGES

Students may request a change in their schedule twice a year using forms available in the Office. Beginning of the year changes must be requested within the first week of classes; changes will not be made after the second week of school. Other changes will not be made after the start of the new semester. Forms are available from the student's Guidance Counselor

and must be signed by a parent. Changes will be made only as they are possible considering the student's academic schedule, required courses, class sizes, and limits for certain elective courses.

SECTION 504

Bothwell Middle School offers Section 504 accommodations for students who qualify. Section 504, which is part of the Rehabilitation Act of 1973, is an anti-discrimination, civil rights statute requiring the needs of students with disabilities be met as adequately as the needs of non-disabled students. As defined by federal law: "An individual with a disability means any person who: (i.e., has a mental or physical impairment that substantially limits one or more major life activity; (ii) has a record of such an impairment; or (iii) is regarded as having such an impairment" [34 C.F.R. 104.3 (j) (1)]. Section 504 accommodations are different than Special Education services; students who qualify for SE services do not usually have a 504 as well.

Anyone can refer a child for evaluation under Section 504. The key to a referral is whether the school district staff suspects that the child is suffering from an impairment that substantially limits a major life activity (i.e., learning) and is in need of supplementary services. Each child's needs are determined individually. Determination of what is appropriate for each child is based on the nature of the disabling condition and the needs of the child.

For further information on Section 504 or to request an evaluation, please contact your child's Guidance Counselor.

SKATEBOARDS & SCOOTERS

Skateboards and scooters are not to be used on school property. For the first offense, the item will be confiscated and returned to the student after school hours. For the second offense, the item will be confiscated and returned to the parent.

STUDENT RECOGNITION

Special effort is made to recognize as many students as possible for their efforts at Bothwell. Recognition includes, but is not limited to:

Excellence in Education (April) - Selected 8th Grade students participate in a Day of Excellence at Upper Peninsula Health System. Students are selected from the list of those who have received Student of the Month/Week recognition. Students are voted on by faculty and staff on the basis of academic effort, appropriate behavior, a positive attitude towards fellow students and staff, and achievement.

Honor Roll - Honor Roll will be published for all 6th, 7th, and 8th graders who have a 3.50 cumulative GPA. The GPA is calculated by using the semester grades for all academic, exploratory and elective classes. The Honor Roll will be published in January and June.

Kaufman Awards (May) – Eighth grade students are eligible for special recognition and monetary awards during the Kaufman Awards held in May. Faculty, School Service, and Special Awards are given to students who are first recommended and then voted on by the faculty at Bothwell. Academic awards are granted to 8th grade students who hold a cumulative grade point average of 3.66 or higher. The academic awards are based on semester grades for all

general education subjects throughout the student's three-year career. Students who receive special education instruction may be considered for academic awards on a case-by-case basis.

National Junior Honor Society (March/April)

7th and 8th grade students who meet the following requirements will be considered for membership:

- A. Students must have a minimum 3.50 cumulative GPA. The GPA is calculated by using the semester grades for all academic, exploratory and elective classes.
- B. Eligible students are invited to submit a "5 Ideals" essay.
- C. Students completing the essay are "highly recommended," "recommended with reservations", or "not recommended" by the faculty based upon performance in the areas of leadership, service, character, citizenship.
- D. A Faculty Council votes on eligible students using the faculty recommendations and essays.

Once inducted, students will be expected to perform a minimum of four community service projects.

Scots Card – Students are awarded SCOTS CARDS by faculty and staff for going above and beyond what is expected in classes and within the school community. Scots Cards should be turned in to the Office to be eligible for the weekly and quarterly drawings for prizes.

Student Of The Month - Each month the teachers of BMS will select students from each grade for the SOM Awards. Students are chosen on the basis of academic effort, appropriate behavior, a positive attitude towards fellow students and staff and school spirit. Selected students have contributed to making BMS a quality place.

TELEPHONE

An Office phone is available for **emergencies only**. Students are permitted to use the Office phone if they are ill, need a lunch, have missed the bus, or have been asked to call a parent by a staff member. Students must have staff permission to use the Office phones. During class time students must have a hall pass from a supervising adult to the Office. Classroom phones are not to be used by students without permission of the teacher. Students are not permitted to call for forgotten items; homework, backpack, instrument, etc. Students should not use personal cell phones to make calls during school hours (see Electronic Devices).

TESTING OUT POLICY

Per MAPS policy #5461, 8th grade students are eligible to test out of certain high school classes at the end of their 8th grade year. Requests for testing out must be received, in writing, by the high school Principal by April 15th. Please contact the High School Office for more information.

TRANSPORTATION/BUS CONDUCT

Students who ride the bus are expected to abide by the rules as stated in the Marquette Area Public Schools Discipline Regulations. A copy of the bus policy has been given to parents and will be reviewed with students by the bus driver and teachers. Riding a school bus is a privilege not to be abused. Students violating school bus rules are susceptible to bus suspensions.

Parents will be contacted directly by the Transportation Department regarding discipline for transportation violations. All route information is published in the Mining Journal the week before school, or can be found by visiting mapsnet.org or telephoning the Transportation Office at 225-5774. In order for a student to ride a bus with another child, a parent must send a note

to the office stating the name of the student, destination, and parent signature. Students will then be given a bus pass. Students not riding to or from school on busses need to be dropped off and picked up in the front of the building. To expedite pick-up and drop-off, parents should not park and wait in drop-off areas as this impedes traffic flow.

VISITORS

Bothwell Middle School and its teachers welcome and encourage visits to school by parents, other adult residents of the community, and interested educators. In order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines (Board Policy 9150).

Every visitor must sign in and out in the visitor/volunteer log in the school Office. All visitors must be approved in advance by the school administration per the following procedures:

Parent/Guardian Visitor Procedure

Parents/guardians who wish to observe learning activities taking place in their child's classroom are to confer at least 24 hours in advance with the principal or assistant principal and the teacher to state the purpose of the visitation. It is important that each parent/guardian understand that because classroom visitation can be distracting to the students, the following guidelines have been established:

1. Visitations should be no longer than 45 minutes or one class period.
2. The number of visitors at any one time should not exceed two parents/guardians.
3. Parents/Guardians are to be silent observers.
4. Confidentiality must be upheld.

Student Visitor Procedure

1. **Parents** must contact the school at least 24 hours prior to the visit to gain principal approval or visitation will not be approved.
2. If approved, the visitor shall be limited to a maximum of one half-day school day.
3. Visitors must be age appropriate (incoming/current 6th, 7th, or 8th grade), and will be expected to observe all Bothwell school rules.
4. Visitors must report to the office before 8:00 a.m. on the day of the visitation to get a visitor's pass.
5. Visitors are not approved during the first two weeks or last two weeks of the school year or the day before any scheduled school recess

Student Management Plan

The faculty, staff, and parents associated with Bothwell Middle School believe and expect that all students can learn and follow rules. Acceptable student behavior is consistent with Bothwell Middle School rules and the Marquette Area Public Schools Discipline Regulations. General and specific school rules shall apply on all school property and at all school events. **Students will be expected to learn and follow the rules for specific campus areas and school events.** The two general school rules are:

- 1) **Be present, on time, prepared, and involved for learning.**
- 2) **Demonstrate respect for others and their property.**

I. Positive Behavior Support Policy

The vision of the State Board of Education is to create learning environments that prepare students to be successful citizens in the 21st Century. The educational community must provide a system that will support students' efforts to manage their own behavior and assure academic achievement. An effective behavior support system is a proactive, positive, skill-building approach for the teaching and learning of successful student behavior. Positive behavior support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive support systems are appropriate for all students, regardless of age.

The principles of Universal Education reflect the beliefs that each person deserves and needs a positive, concerned, accepting educational community that values diversity and provides a comprehensive system of individual supports from birth to adulthood. A positive behavior support policy incorporates the demonstration and teaching of positive, proactive social behaviors throughout the school environment.

A positive behavior support system is a data-based effort that concentrates on adjusting the system that supports the student. Such a system is implemented by collaborative, school-based teams using person-centered planning. School-wide expectations for behavior are clearly stated, widely promoted, and frequently referenced. Both individual and school-wide learning and behavior problems are assessed comprehensively. Functional assessment of learning and behavior challenges is linked to an intervention that focuses on skill building. The effectiveness of the selected intervention is evaluated and reviewed, leading to data-based revisions. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. Students are offered a continuum of methods that help them learn and maintain appropriate behavior and discourage violation of codes of student conduct.

In keeping with this vision, it is the policy of the State Board of Education that each school district in Michigan implements a system of school-wide positive behavior support strategies. Those positive behavior support strategies are listed below:

- Re-teaching/reinforcing the rules.
- Private conference with student.
- Parent contact by the teacher.
- Establishing a timeout system.
- Consulting the school counselor.
- Individual performance contract.
- Meeting at school with the parents.

II. Restorative Practices

Before suspending or expelling any student (except a student who possesses a firearm in a weapon-free school zone. Teachers, administrators, and the Board must first determine whether restorative practices would better address the student's misconduct, recognizing the Board's policy to minimize out-of-school suspensions and expulsions. Likewise, when suspending or expelling a student, teachers, administrators, and the Board must consider whether restorative practices should be used in addition to the suspension or expulsion. Restorative practices, which may include a victim-offender conference, should be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, and harassment and cyberbullying.

III. Infractions Referred to the Office

School discipline beyond the classroom level is normally handled by the assistant principal, principal, and/or their designee. Students with repeated minor infractions or students who violate the infractions listed below will be subject to disciplinary action. The violations listed below are categorized into levels 1-5, depending upon the seriousness of the violation. Repeated violations may result in a more severe disciplinary action. Bothwell practices progressive discipline.

The following is a general guide. Offenses that are not listed and other factors (severity, frequency, etc.) will be at the discretion of the administrator handling the situation. More severe action may be taken where the offense is very serious and the health and welfare of others is endangered. Students have the right of appeal as outlined in the Marquette Area Public Schools discipline regulations. Possible consequences may be any of the following.

IMPORTANT: Electronic devices pose a variety of challenges for school personnel and students such as theft, damage, and inappropriate use of social media. To avoid these issues, we encourage all cell phones, iPods, and other electronic devices be left at home. If brought to school, students are prohibited from using all said devices from 7:45 a.m. to 2:50 p.m., which includes passing time between classes, lunch, and while at their locker. If a student brings an electronic device to school, it must be secured in their locker in OFF or SILENT mode. The school is not responsible for the loss or damage of electronic devices that are brought to school. (See below for violation consequences.)

LEVEL 1 VIOLATIONS:

1) **Dress Code Violations** – Wearing of clothing inconsistent with the dress code.

1st Offense

- Warning and asked to change, if possible.
- Parent notification to bring in appropriate clothes or pick up their student.

2nd Offense

- Change, if possible.
- Parent notification to bring in appropriate clothes or pick up their student.
- Detention

3rd Offense

- Change, if possible.
- Parent notification to bring in appropriate clothes or pick up their student.
- ISS or OSS for 1 or more days.

2) **Possession of Inappropriate Items** – This includes any items not supportive of the educational process. Inappropriate items will be subject to confiscation - **this includes electronic devices.**

1st Offense

- Warning and/or Detention
- Parent Notification
- Lunch Detention

2nd Offense

- Detention
- Up to 1 day ISS or OSS
- Parent Notification

3rd Offense

- Detentions
- ISS or OSS for 1 or More Days
- Reinstatement Meeting with Parent
- Possible Police Referral

4th Offense

- Confiscation of device for 3 days or 3 days OSS

LEVEL 2 VIOLATIONS:

- 1) **Detention Violation** – Failing to serve an assigned detention on time or failing to follow assigned rules in detention.
- 2) **Disorderly Behavior** – Conduct which is dangerous and/or disruptive, or inappropriate. Examples include (but not limited to) throwing objects, kicking, slapping, pushing, grabbing, shouting, teasing, spitting, inappropriate display of affection, or inappropriate language.
- 3) **Tardiness** – Failure to be in the assigned classroom or location at the proper time. Students receiving four or more tardies per quarter will be referred to the Office.
- 4) **Unprepared Consistently** – Continually being unprepared for class.

1st Offense

- Detention
- Parent Notification

2nd Offense

- Detentions
- ISS or OSS for 1 or more days
- Parent Notification
- School Probation/Contract

3rd Offense

- Detentions
- ISS or OSS for 2 or More Days
- School Probation/Contract
- Parent Notification and Meeting with Parent
- Possible Court Referral

LEVEL 3 VIOLATIONS

- 1) **Bullying: Including but not limited to** - written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including but not limited to electronically transmitted acts, such as 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 the following:
 - a. Substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
 - b. 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;
 - c. Having an actual and substantial detrimental effect on a student's physical or mental health; and/or
 - d. Causing substantial disruption in, or substantial substance with, the orderly operation of the school.

Please see Appendix B for the Board of Education's **Bullying and Other Aggressive Behavior Toward Students** for more information.

- 2) **Cyber Bullying**: Any form of harassment using electronic devices is prohibited and will not be tolerated. Cyber bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, hostile, or unwanted manner under a person's true or false identity. **Please see Appendix B for the Board of Education's Bullying and Other Aggressive Behavior Toward Students for more information.**
- 3) **Destruction or Defacing of Personal or School Property** – Damaging the property of others or of the school as a result of negligent behavior. Restitution is required in addition to the consequences listed below.
- 4) **Disrespect of Staff** – Words, actions, or gestures by students which show disrespect of any staff member.
- 5) **Extortion**– Obtaining money or property from an unwilling person by force or intimidation.
- 6) **Fighting/Provoking a Fight** – Includes any action either verbal or physical which contributes to a violent situation.
- 7) **Forgery/Lying**– Lying or using the name of another person for the purpose of gain or falsifying information.
- 8) **Harassment** – Unwelcome behavior intended to hurt, demean, offend, or embarrass another person. This includes ethnic, racial, and sexual harassment.
- 9) **In-School Suspension Rules Violations** - Students who do not follow the ISS rules will be subject to further school discipline.
- 10) **Insubordination/Defiance of Authority** – The failure to follow the reasonable request of any staff member.
- 11) **Persistent Misbehavior** – Includes frequent misconduct and/or consistently breaking the same rule.
- 12) **Petty Theft** – Stealing money or property with a value of less than \$25.00. Restitution is required in addition to the consequences listed below.
- 13) **Possession of Dangerous Items** –Carrying or handling anything in a manner which has the potential to inflict bodily harm to others.
- 14) **Plagiarism/Cheating** – An act of using or closely imitating the language and thoughts of another author.
- 15) **Tobacco**– Possession or use of tobacco products.
- 16) **Possession/Use of Vapes or Smoking/Chewing Tobacco** - Students are not allowed to be in possession of any tobacco product (or smoke) or have possession of a lit cigarette, e-cigarette, vape, or chewing tobacco (or any look-alike products) on school property, in cars on school property, or at school related activities.
*All items will be confiscated and destroyed.
*Vape oils will be tested for THC, which may result in additional consequences.

1st Offense

Three (3) days out-of-school suspension, parent reinstatement conference, and police referral.

2nd Offense

Five (5) days out-of-school suspension, parent reinstatement conference, and police referral.

3rd Offense

Ten (10) days out-of-school suspension, parent reinstatement conference, and police referral.

- 17) **Truancy** – Skipping class, leaving the school campus during the school day, or absences from school without an excuse.
- 18) **Disorderly Behavior** – Conduct which is dangerous and/or disruptive, or inappropriate. Examples include (but not limited to) throwing objects, kicking, slapping, pushing, grabbing, shouting, teasing, spitting, inappropriate display of affection, or inappropriate language.
- 19) **Unauthorized Use/Misuse of School Equipment** – Includes chromebooks and desktop computers, copiers, fax machines, telephones, etc.

1st Offense

- Detention
- ISS or OSS for 1 or More Days
- Parents Notification
- Possible Police Referral

2nd Offense

- Detentions
- ISS or OSS for 2 or More Days
- Parent Notification
- Reinstatement Meeting with Parent
- School Probation/Contract
- Possible Police/Court Referral

3rd Offense (Level 3)

- ISS or OSS for 3 or More Days
- Parent Notification
- Reinstatement Meeting with Parent
- Possible Police Referral

LEVEL 4 VIOLATIONS:

- 1) **Disorderly Behavior** – Conduct which is dangerous and/or disruptive, or inappropriate. Examples include (but not limited to) throwing objects, kicking, slapping, pushing, grabbing, shouting, teasing, spitting, inappropriate display of affection, or inappropriate language.
- 2) **Disrespect of Staff** – Words, actions, or gestures by students which show disrespect of any staff member.
- 3) **Fighting/Provoking a Fight** – Includes any action, either verbal or physical, which contributes to a violent situation. Includes starting or encouraging a fight to occur.
- 4) **False Emergencies** – Causing disruptions which endanger the health, safety, or welfare of individuals. This includes the false accusations of students or staff.
- 5) **Harassment** – Unwelcome behavior intended to hurt, demean, offend, or embarrass another person. This includes ethnic, racial, and sexual harassment.

- 6) **Incendiary Devices** – Carrying, handling, or storing firecrackers, fireworks, smoke bombs, or other explosive or flammable materials. Consequences for the use or threatened use of any such device will begin at the 2nd Offense.
- 7) **Major Theft** – Stealing of money or property with a value of \$25.00 or more. Restitution is required in addition to consequences listed below.
- 8) **Malicious Destruction of Property** – The deliberate destruction or defacing of property belonging to a person or to the school.
- 9) **Possession/Distribution/Use of Alcohol, Drugs, or Drug Paraphernalia** – The possession of alcohol, inhalants, mind altering substances, or other drugs, including prescription drugs. This includes the sale or distribution of alcohol, drugs, or other controlled substances and look-alike drugs.
- 10) **Disorderly Behavior** – Conduct which is dangerous and/or disruptive, or inappropriate. Examples include (but not limited to) throwing objects, kicking, slapping, pushing, grabbing, shouting, teasing, spitting, inappropriate display of affection, or inappropriate language.
- 11) **Use of Dangerous Items** – Includes any dangerous item designed to inflict bodily harm or to intimidate other persons.

1st Offense

- ISS or OSS for 3 or More Days
- School Probation/Contract
- Parent Notification and Meeting
- Police Referral
- Possible Expulsion Recommendation

2nd Offense

- OSS for 5 or More Days
- School Probation/Contract
- Parent Notification and Meeting
- Police Referral
- Possible Expulsion Recommendation

3rd Offense (Level 4)

- OSS for 10 Days
- Expulsion Recommendation
- Parent Notification and Meeting
- Police Referral

LEVEL 5 VIOLATIONS:

- 1) **Please see Marquette Area Public Schools Board Policy 5600 for a complete review of the following violations of State Law, Federal Law, and MAPS Policy:**
 - **Possession of a Firearm.** “Firearm” means (1) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; or **(4) any destructive device.** “Firearm” **does not include an antique firearm.**
 - **Possession of a Dangerous Weapon (Other than a Firearm).** “Dangerous weapon” means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a

mechanical device, iron bar, or brass knuckles. **(Or any other item/instrument used to commit bodily harm)**

- **Arson**
- **Criminal Sexual Conduct**
- **Physical/Verbal Assault Against Employee, Student, Volunteer, or Contractor.** “Physical assault” means intentionally causing or attempting to cause physical harm to another through force or violence.
- **Bomb Threat or Similar Threat**

2) **All Offenses**

- Possible Suspension (OSS) for 10 Days
- Parent Notification
- Possible Expulsion Recommendation
- Possible Police Referral

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student’s constitutional rights, particularly when subject to the District’s disciplinary procedures. To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension (identified as not more than 10 days per Board

Policy 5610):

Except when emergency removal is warranted a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent whose decision will be final.

B. Students subject to long-term suspension and expulsion (identified as more than 10 days per

Board policy 5610):

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student’s rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student’s request, the hearing may be private, but the Board must act publicly. The Board shall act on any appeal, which must be submitted in writing to an expulsion (Policy **5610** and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admissions after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

Revised 8/29/13

Bothwell Due Process:

At Bothwell, all discipline matters resulting in referrals to the office are described in writing on a Discipline Referral form. Each form identifies the rule broken, gives an explanation of the transgression, and outlines the steps taken by Bothwell staff. Each referral will result in an office conference with one or both of the building administrators or their substitutes. At that time, the students are given the opportunity to respond to the charges against them, both orally and in writing. There is a designated portion of each referral for student input. Once the conference has taken place, an effort will be made to contact a parent or guardian by phone to apprise her/him of the situation. A copy of the discipline referral will be sent home with the student for the parent/guardian (ISS) or supplied to the parent/guardian in the case of an out of school suspension (OSS).

In-School Suspension

In-School Suspension (ISS) is a discipline consequence in which a student is assigned to spend the entire school day, including the lunch period, in one room which is supervised by a school staff member. The student's teachers send class work to ISS, and the student is expected to use the day to complete the class assignments for that day as well as other assignments and work that the student may be missing. Students are not permitted to sleep, communicate with other students, or leave the room without permission. Violations will result in a reassignment of ISS or OSS.

The objectives of ISS are:

1. To provide an alternative to OSS
2. To help students develop self-discipline
3. To provide social isolation for students guilty of disciplinary offenses, while enabling them to continue to participate in the school's instructional process.
4. To give students the time and opportunity to make up missing work and be better prepared for learning in the classroom.

Out-Of-School Suspension

A student who receives an Out-Of-School Suspension (OSS) is not allowed to attend classes, extracurricular activities, any other school event or function, or be on school property for the specified period of time. For each OSS, a reinstatement conference will be held involving the student, the parent/guardian, and the appropriate building administrator. The student may not return to school until the reinstatement conference is held. Students are allowed to make up school work missed during the suspension.

APPENDIX A

Bothwell Middle School

Athletic Code of Conduct

I. General Statement

The purpose of the Bothwell Middle School athletic code is to promote and encourage teamwork, participation, good sportsmanship, academic achievement, and a healthy lifestyle for all of our young athletes. For more information on BMS athletic events, please visit the Bothwell Middle School website (www.bothwell.mapsnet.org).

II. Code In Effect

Calendar Year: The BMS training code is enforced 24 hours per day and 365 days per year.

Sports Season: The season begins on the first day of practice and ends the day after the last game or meet.

Participation: Bothwell Middle School has no intention of combining 6th grade athletes with 7th and 8th grade athletes for interscholastic competition. Bothwell Middle School administration reserves the right to make exceptions in the event of extenuating circumstances.

III. Training Rules

1) **Drugs/Alcohol – The possession or use of tobacco products (smoking or chewing), alcoholic beverages, or any other controlled substance is strictly forbidden:**

- A) First Offense – Suspension for 25% of the season.
- B) Second Offense – Suspension from athletics for one calendar year.
- C) Third Offense – Permanent loss of eligibility.

2) **Use and care of school property:**

- A) Theft, vandalism, or defacing school property, or that of the opposing team, will be basis for discipline up to and including removal from the team.
- B) Athletes are expected to take proper care of uniforms and equipment issued to them.

3) **Attendance/Behavior:**

- A) Athletes are expected to be in attendance at all practices. Exceptions to this must be arranged in advance with your coach.

- B) Students must attend at least half the school day to be eligible to practice or play in any game that same day. This does not include pre-arranged appointments that are excused with a parent phone call or note.
- C) Athletes are expected to represent themselves, their school, and their community in a positive manner, as outlined in the Student & Parent Handbook. This includes their behavior both in and out of school. Students not meeting these expectations will be subject to school discipline and/or suspension from athletic contests.
- D) Disciplinary decisions will be made by administrators if a student-athlete is referred for any of the violations listed above. Note that discipline may include suspension from game(s) or practice(s).

4) Academic Requirements:

- A) Pass a minimum of five (5) subjects/credits and maintain a minimum of 1.66 (C-) GPA weekly.
- B) Current Semester Record - Academic eligibility checks will be conducted periodically (based on posted grades as of Thursdays at 3:00 a.m.) beginning three weeks after the start of school. Athletes must maintain a 1.66 GPA and pass five (5) classes. If a student is not maintaining a minimum of 1.66 (C-) GPA when checked, that student is ineligible for competition until the next check, but not less than the next Monday through Saturday. If the next eligibility check reveals the student is still not maintaining a minimum 1.66 (C-) GPA, that student is ineligible for competition for not less than the next Monday through Saturday, and so on until the student has attained a minimum 1.66 (C-) GPA.

IV. Hours

Athletes are encouraged to be home by 9:00 p.m. on Sunday and school nights.

V. Appeal

The following procedure will apply for appeals of athletic code violations:

Upon request, the Athletic Review/Appeals Committee (consisting of the athletic director, principal, two off-season coaches, and one teacher) may hear the case and render a final judgment.

APPENDIX B

**BOARD OF EDUCATION
MARQUETTE AREA PUBLIC SCHOOL DISTRICT**

**STUDENTS
5517.01/Page 1 of 6**

BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

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 written, 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.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property, if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

Parents or legal guardians of the alleged victim(s), as well as of the alleged aggressor(s), shall be promptly notified of any complaint or investigation as well as the results of the investigation to the extent consistent with student confidentiality requirements. A record of the time and form of notice or attempts at notice shall be kept in the investigation file.

To the extent appropriate and/or legally permitted, **confidentiality** will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Further, the appropriate authorities may be notified, depending on the nature of the complaint and/or the results of the investigation.

Reporting

No later than May 30, 2015, the District shall submit to the Department of Education a copy of this Policy.

The District shall report incidents of bullying to the Department of Education on an annual basis according to the form and procedures established by the Department of Education.

Should this Policy be amended or otherwise modified, the District shall submit a copy of the amended or modified Policy to the Department of Education no later than thirty (30) days after adopting the modification.

Implementation

The Superintendent is responsible to implement this policy, and may develop further guidelines, not inconsistent with this policy.

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

Procedure

Any student who believes s/he has been or is the victim of bullying, hazing, or other aggressive behavior should immediately report the situation to the Principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

A student may also submit a report or complaint to any of the above designated individuals through email, voicemail, regular mail or by leaving a sealed note addressed to the individual at that person's office or desk. The student may submit a report or complaint anonymously, but this may affect the ability to fully investigate the matter, when the complaining student is not available to provide additional information during the course of the investigation.

The identity of a student who reports bullying, hazing or aggressive behavior, as well as those students who provide information during an investigation will remain confidential to the extent possible and to the extent allowable by law. Only school personnel directly involved in the investigation of the complaint or responsible for

remediating any violations will be provided access to the identity of the complaining student(s) and student witnesses, and then only to the extent necessary to effectively deal with the situation.

The identity of the student who files the report or complaint will not be voluntarily shared with the alleged perpetrator(s) or the witnesses unless the student (and his/her parent/guardian) give written permission to do so. Any investigation report will likewise not be voluntarily produced with the names of the reporting student(s) or witnesses. However, under certain circumstances, the District may be required by law to disclose the report and/or the student(s) names. Also, under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports shall be made to those identified above. While reports may be made anonymously, formal disciplinary action may not be taken solely on the basis of an anonymous report without other corroborating evidence.

The Principal (or other designated administrator) shall promptly investigate and document all complaints about bullying, aggressive or other behavior that may violate this policy. The investigation must be completed as promptly as the circumstances permit after a report or complaint is made.

If the investigation finds an instance of bullying or aggressive behavior has occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement or other appropriate officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

The individual responsible for conducting the investigation shall document all reported incidents and report all verified incidents of bullying, aggressive or other prohibited behavior, as well as any remedial action taken, including disciplinary actions and referrals, to the Superintendent. The Superintendent shall submit a compiled report to the Board on an annual basis.

Non-Retaliation/False Reports

Retaliation or false allegations against any person who reports, is thought to have reported, files a complaint, participates in an investigation or inquiry concerning allegations of bullying or aggressive behavior (as a witness or otherwise), or is the target of the bullying or aggressive behavior being investigated, is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy, independent of whether a complaint of bullying is substantiated. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Making intentionally false reports about bullying/aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Definitions

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, s/he should report it immediately and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At School" is defined as in a classroom, elsewhere on school premises, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned by or under the control of the District.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as 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:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. 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;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

"Harassment" 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.).

"Intimidation/Menacing" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with a person's property; or to intentionally interfere with or block a person's movement without good reason.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For further definition and instances that could possibly be construed as:

Harassment, see Policy 5517;
Hazing, see Policy 5516.

M.C.L. 380.1310B (Matt's Safe School Law, PA 241 of 2011), PA 478 of 2014
Policies on Bullying, Michigan State Board of Education
Model Anti-Bullying Policy, Michigan State Board of Education

Revised 4/11/05
Revised 6/11/07
Revised 5/29/12
Revised 12/16/13
Revised 5/18/15
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8510 - WELLNESS

As required by law, the Board of Education establishes the following wellness policy for the MAPS District.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research concludes that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

- A. With regard to nutrition education, the District shall:
 1. Nutrition education shall be included in the Grade 6-9 Health curriculum so that instruction is sequential and standards-based and provides students with the knowledge, attitudes, and skills necessary to lead healthy lives.
 2. Nutrition education shall be included in the sequential, comprehensive Health curriculum in accordance with the curriculum standards and benchmarks established by the State.
 3. Nutrition education posters, such as My Plate, will be displayed in the cafeteria.
 4. Nutrition education shall extend beyond the school by engaging and involving families and the community.
 5. Nutrition education standards and benchmarks promote the benefits of a balanced diet that includes fruits, vegetables, whole grain products, and low-fat and fat-free dairy products.

- B. With regard to physical activity, the District shall:
 1. **Physical Education**
 - a. Physical education classes shall provide students with opportunities to learn, practice, and be assessed on developmentally appropriate knowledge, attitudes and skills necessary to engage in lifelong, health-enhancing physical activity.
 - b. The sequential, comprehensive physical education curriculum shall stress the importance of remaining physically active for life.
 - c. Planned instruction in physical education shall be sufficient for students to achieve a proficient level with regard to the standards and benchmarks established by the State.
 - d. Properly certificated, qualified teachers shall provide all instruction in physical education.
 - e. All physical education classes shall have a student/teacher ratio comparable to the student/teacher ratio in other curricular areas.
 - f. Planned instruction in physical education shall teach cooperation, fair play, and responsible participation.
 - g. Planned instruction in physical education shall meet the needs of all students, including those who are not athletically gifted.

2. Physical Activity

- a. Physical activity shall not be employed as a form of discipline or punishment.
- b. Schools shall encourage families to provide physical activity outside the regular school day, such as outdoor play at home, participation in sports sponsored by community agencies or organizations, and in lifelong physical activities like bowling, swimming, or tennis.
- c. The school shall provide information to families to encourage them in their efforts to incorporate physical activity into their children's daily lives.
- d. All students in grades 6-12 may have the opportunity to participate in extracurricular activities and intramural programs that emphasize physical activity.

C. With regard to other school-based activities the District shall:

1. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.
2. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.

D. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Additionally, the District shall:

1. encourage students to increase their consumption of healthful foods during the school day;
2. create an environment that reinforces the development of healthy eating habits, including offering the following healthy foods that comply with the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards:
 - a. a variety of fresh produce to include those prepared without added fats, sugars, refined sugars, and sodium
 - b. a variety of vegetables daily to include specific subgroups as defined by dark green, red/orange, legumes, starchy and others.
 - c. whole grain products - half of all grains need to be whole grain-rich
 - d. fluid milk that is fat-free (unflavored and flavored) and low-fat (unflavored)
 - e. meals designed to meet specific calorie ranges for age/grade groups
3. require students to select a fruit and/or vegetable as part of a complete reimbursable meal

E. With regard to classroom celebrations (e.g., birthdays, holidays), the District recognizes that celebrations, especially for birthdays, are important to every child. However, food treats during these celebrations can create hardships, especially when students have food allergies or other dietary restrictions. In order to be positive role models for our students and promote healthy lifestyles, we want to provide alternative celebration choices instead of traditional food treats. Therefore:

1. **Birthday celebrations during school hours shall not contain food and educators should also limit the number of non-birthday (e.g., holiday) celebrations including food.**
2. **During celebrations that contain food, unhealthy food choices should be limited and**

student dietary restrictions should be considered.

3. Administrators will communicate celebration policy to their school parents/guardians at the start of the school year.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy **8500**, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages, including but not limited to the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program.
- B. As set forth in Policy **8531**, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. All food items and beverages available for sale to students for consumption on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) between midnight and thirty (30) minutes after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards, including, but not limited to, competitive foods that are available to students a la carte or as entrees in the dining area (except entree items that were offered on the National School Lunch Program (NSLP) or School Breakfast Program (SBP) menu on the day of and the day after they are offered on the NSLP or SBP menu), as well as food items and beverages from vending machines, from school stores, or as fund-raisers, including those operated by student clubs and organizations, parent groups, or boosters clubs.
- D. All foods offered on the school campus during the school day shall comply with the current USDA Dietary Guidelines for Americans, including competitive foods that are available to students a la carte in the dining area, as classroom snacks, or from vending machines.
- E. All food and beverages that are provided, other than through sale, on the school campus during the school day (which may include classroom snacks, for classroom parties, and at holiday celebrations) shall comply with the current USDA Dietary Guidelines for Americans.
- F. The school food service program may involve students and/or staff in the selection of competitive food items to be sold in the schools.

The Board designates the Superintendent as the individual charged with operational responsibility for verifying that the District meets the goals established in this policy.

The Superintendent shall seek volunteers for the District wellness committee to oversee development, implementation, evaluation and periodic update of the wellness policy.

The Superintendent and/or designee shall be responsible for:

- A. review of the District's wellness policy;
- B. recommendation for the revision of the policy, as necessary.

The Superintendent is also responsible for informing the public, including parents, students, and community members, on the content and implementation of this policy. In order to inform the public, the Superintendent shall distribute information at the beginning of the school year for families of school children; include information in the student handbooks and post the policy on the District website.

The District shall assess the Wellness Policy at least once every three (3) years on the extent to which schools in the District are in compliance with the District policy, the extent to which the District policy compares to model wellness policies, and the progress made in attaining the goals of the District Wellness Policy. The assessment shall be made available to the public on the School District's web site.

42 U.S.C. 1751, Sec. 204
42 U.S.C. 1771
7 C.F.R. Parts 210 and 220

Adopted 8/22/06
Revised 8/13/07
Revised 12/16/13
Revised 12/15/14
Revised 6/8/15
Revised 1/11/16
Revised 6/26/17

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BOTHWELL MIDDLE SCHOOL
1200 TIERNEY STREET
MARQUETTE, MICHIGAN 49855
906/225-4262
www.mapsnet.org/schools/BothwellMiddleSchool

Robert Reichel III
Principal

Marc Vanwelsenaers
Assistant Principal

September, 2023

Dear Parents and Guardians:

This letter is to inform you of the procedures to be used by the Marquette Public School District in the event that schools must be released early due to an emergency situation.

- In the event of an emergency early dismissal, if possible, an announcement will be made over local TV and radio stations. Students who are bused to school will be bused home. Students who walk or are driven to school will remain in school until a parent arrives to pick them up.
- THE PICK-UP SHOULD BE DONE WITHIN AN HOUR AFTER THE ANNOUNCEMENT OF CLOSING. Due to the phone limitations, we cannot call parents before the dismissal.
- School personnel will remain in the building as long as children are present.

In order to avoid confusion regarding this matter, **please read the form below, sign and mark the appropriate choice, and return it to your child's Advisory teacher.**

Sincerely,
Bobby Reichel, Principal

PLEASE COMPLETE, SIGN AND RETURN TO STUDENT'S ADVISORY TEACHER

My signature below notifies the school that we have read the plan for sending children home early due to an emergency situation, and have discussed the matter with our child.

Child's Name _____ Grade _____ Advisory _____

Signature of Parent/Guardian _____ Phone _____

_____ MY CHILD SHOULD RIDE THE BUS HOME AS USUAL.

_____ MY CHILD SHOULD REMAIN IN SCHOOL until he/she can be picked up by us or until other arrangements are made (within an hour after the announcement of closing).

Please complete reverse side of form

BOTHWELL MIDDLE SCHOOL

STUDENT & PARENT HANDBOOK SIGNATURE PAGE

Students and parents are asked to indicate that they have read and reviewed this Student & Parent Handbook by signing and returning this page.

Parents and students also have the rights and responsibilities as set forth by the policies and procedures of the Marquette Area Public Schools Board of Education (all updates and changes in the MAPS Board of Education policies and procedures apply). A complete copy of MAPS policies and procedures is available for inspection at the Superintendent's Office and on the district website (<https://go.boarddocs.com/mi/marquette/Board.nsf/Public?open&id=policies>). Students will have full school privileges upon the return of this form signed by the student and a parent/guardian. Thank you for taking time to review this important document.

Please note: Bothwell Middle School, MAPS Board of Education policy, and Michigan and/or Federal law requires the recommended expulsion of a student who commits any of the following infractions while at school, at school-related activities or on school property:

- Possession or use of a dangerous weapon;
- Verbal threats toward school employees;
- Physical assault of students or school employees;
- Arson;
- Bomb Threat;
- Distribution or sale of alcohol, drugs or look-alike drugs, or other controlled substances.

SIGNATURES

My signature below signifies that I have read, reviewed, and agree to abide by the policies outlined in the Bothwell Middle School Student & Parent Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

Please PRINT Student Name

Advisory Teacher

Please return these completed forms to the student's Advisory Teacher or, if requested, to the Bothwell Office within the first week of school.