

Mackinaw Trail Middle School

STUDENT HANDBOOK 2008-2009

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Cadillac, Michigan 49601
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY _____ ZIP CODE _____

PHONE _____

STUDENT ID # _____

Mackinaw Trail

Computer Usage Pass

2008 - 2009

_____ has parental permission to use computers at Mackinaw Trail and has agreed to the computer usage policies. This pass must be present at all times when using computers.

Teacher Signature _____

WELCOME TO MACKINAW TRAIL MIDDLE SCHOOL

MISSION STATEMENT

Our mission at MTMS is to foster the transition of our adolescents from elementary to secondary by meeting their developmental needs in a student-centered environment. This will be accomplished through the dedicated efforts of students, family, community and staff.

GOALS

1. *SAFETY* – Our community members will be safe and secure at all times.
2. *ACADEMIC EXCELLENCE* – Maximizing individual student ability and potential.
3. *STUDENT-CENTERED ENVIRONMENT* – A commitment to having our students as the primary focus in every thought, idea and decision.

6th and 7th GRADE CURRICULUM

Language Arts	Social Studies	Math
Science	Physical Education	Health
Technology Education	Art	Vocal Music/Band/Strings

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Successful Community Members Choose to be:

- Respectful** aware and considerate of all people and property
- Positive** enthusiastic, productive and constructive
- Honest** truthful at all times
- Punctual** prepared, organized and on time
- Kind** ability to put the needs of others before their own
- Responsible** accountable to themselves and to others
- Open-Minded** Willing to accept the ideas and differences of others

Mackinaw Trail Middle School Contract

Mackinaw Trail Middle School supports & implements the Cadillac Area Public Schools Respect & Protect Program.

As a Mackinaw Trail Middle School community member, I am expected to be a respectful, positive group member who is honest, punctual, open-minded, kind and responsible.

These expectations are in effect any time I am on school property. This includes buses or participating in a school-sponsored activity.

I understand that, as a community member, if I do not meet the expectations in the handbook, I may receive one or all of the following consequences: (the consequences are not listed in any particular order.)

- | | |
|------------------------------|-------------------------|
| Behavioral Contract | Lunch Duty/Detention |
| Parent/Team Meeting | Parent Contact |
| Administrator/Parent Meeting | Expulsion |
| In-School Suspension | Before-School Detention |
| Out-of-School Suspension | After-School Detention |
| Community Service | |

All illegal behaviors will include notification of legal authorities.

Signature _____ Date _____

We will address each violation of this contract individually. Consequences for repeated violations will become increasingly more severe.

THE STUDENT SUCCESS CENTER/STUDENT OFFICE is a place where students can find academic, social and emotional support. Services include counseling, a time-out and in-school suspension area, a health room, a mentor program (matching students with community members for support and skill building) and overall coordination of interventions designed to meet student needs.

ATTENDANCE (*school board or state policy)

According to Section 340.731 of the General School Laws of Michigan, parents and guardians of children between the ages of 6 and 16 must see that their children are in regular attendance in school. *(8020/8035). If you do find it necessary to be absent, you must have your parents call the school the morning of the absence. If you have no phone, you may bring a written note from your parents to the office upon your return to school. When it is a pre-planned absence, please notify the office and your student’s team teachers in advance. *All absences will remain unexcused if the school is not notified within two days of the student’s return.*

THE RESPECT AND PROTECT PROGRAM *(8300)

Definition of Violence:

“Violence occurs whenever anyone harms – or threatens to harm – a person’s body, feelings or possessions.”

THE LEVELS OF VIOLENCE

The student-centered element of Respect and Protect employs five (5) different levels of intervention to prompt students to change unacceptable behavior. Each level of intervention corresponds with a level of violent behavior. Through systematic evaluation, intervention, support and consequences, the five (5) levels of intervention help staff and principals sort out those students who can be helped in the school setting and those who cannot.

THE LEVELS:

Divided into four categories:

- ❖ Interpersonal Violations
- ❖ Prohibitives
- ❖ Environmental Disruption
- ❖ Building Equipment and Materials

Level II is the first level where a Discipline Referral Form may be filled out. Repeated same offenses at any level may move that offense to the next level.

{**Note:** The following Level definitions are “general” samples of behaviors that are inappropriate at each level. Listed, but not limited to, are examples of violations of school rules and their consequences:

LEVEL I (Minor violations, no Discipline Referral Form)

Interpersonal – name calling, horseplay

Prohibitives – electronics, sound devices, coats in classrooms, hats, negative logos, belt chains

Environmental Disruption – loud talking, blurting out, public display of affection, violation of dress code

Building Equipment and Materials – writing on furniture, books, computers, etc.

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop the behavior immediately
2. Time out, away from others in hallway or room
3. One-on-one intervention (dignified, respectful, fair)
4. Review policy/rule with student
5. Confiscate prohibitives or administration confiscates
6. Request student clean, repair or replace damaged item

POSSIBLE STUDENT CONSEQUENCES:

1. Apologize to offended party
2. Verbal contract for change
3. Allow student to attempt proper behavior alternative in same setting
4. Restitution to victim
5. Counseling services to assemble behavioral plan/contract
6. Time out

LEVEL II (Discipline Referral Form may be issued, Repeat Level I)

Interpersonal – dangerous horseplay, harassment, profanity (non-directed)

Prohibitives – toy weapons, laser light

Environmental Disruption – throwing objects, aiding or abetting violation of school rules

Building Equipment and Materials – breaking things, unauthorized use of school property

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop the behavior immediately
2. Time out, away from others
3. One-on-one intervention (dignified, respectful, fair)
4. Review policy/rule with student.
5. PARENT CONTACT
6. Confiscate prohibitives or administration confiscates
7. Request student clean, repair or replace damaged item
8. Fill out Discipline Referral Form – send student and form to principal

POSSIBLE STUDENT CONSEQUENCES:

1. Apologize to offended party
2. Verbal contract for change (optional: written)
3. Allow student to attempt proper behavioral alternative in same setting
4. Counseling services
5. Behavioral plan/contract
6. Restitution to victim
7. Detention
8. In-school suspension
9. Out-of-school suspension

LEVEL III (Discipline Referral Form will be issued, Repeat Level II)

Interpersonal – aggressive physical contact, threatening, racial slurs

Prohibitives – lighters, mock weapons, smoke bombs, pornography

Environmental Disruption – sexual comments, spitting, intentional/directed profanity

Building Equipment and Materials – graffiti, defacement

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop the behavior immediately
2. Time out, away from others
3. One-on-one intervention (dignified, respectful, fair)
4. Review policy/rule with student
5. PARENT CONTACT
6. Confiscate prohibitives or administration confiscates
7. Request student clean, repair or replace damaged item
8. Fill out Discipline Referral Form – send student and form to principal

POSSIBLE STUDENT CONSEQUENCES:

1. Apologize to the offended party
2. Counseling services
3. Written behavioral plan/contract
4. Possible police report
5. Restitution to victim
6. Detention
7. In-school suspension
8. Out-of-school suspension

LEVEL IV (Discipline Referral Form will be issued, Repeat Level III)

Interpersonal – sexual contact, injury, spitting on others

Prohibitives – unauthorized medication, tobacco products, alcoholic beverages

Environmental Disruption – intoxication, false alarms

Building Equipment and Materials – malicious destruction, theft

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop the behavior immediately
2. Send for administration immediately
3. Time out, away from others
4. One-on-one intervention (dignified, respectful, fair)
5. Review policy/rule with student
6. PARENT CONTACT
7. Confiscate prohibitives or administration confiscates
8. Request student clean, repair or replace damaged item
9. Fill out Discipline Referral Form – send student and form to principal

POSSIBLE STUDENT CONSEQUENCES:

1. Apologize to offended party

2. Written contract for change
3. Counseling service
4. Written behavioral plan/contract
5. Restitution to victim
6. Possible police report/arrest
7. In-school suspension
8. Out-of-school suspension
9. Possible expulsion

LEVEL V (Discipline Referral Form will be issued, Repeat Level IV)

Interpersonal – causing serious physical injury with a weapon, racially motivated assault or attack

Prohibitives – knives, guns, illegal drugs

Environmental Disruption – use of drugs and tobacco products, 911 calls

Building Equipment and Materials – fire setting, chemical sabotage

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop the behavior immediately
2. Send for administration immediately
3. One-on-one intervention (dignified, respectful, fair) with administration
4. Review policy/rule with student
5. PARENT CONTACT
6. Confiscate prohibitives or administration confiscates
7. Student clean, repair or replace damaged item
8. Fill out Discipline Referral Form – send student and form to principal

POSSIBLE STUDENT CONSEQUENCES:

1. PARENT CONTACT
2. Apologize to offended party
3. Counseling services
4. Written behavioral plan/contract
5. Restitution to victim
6. Police report
7. Arrest
8. Out-of-school suspension
9. Expulsion

OTHER INFRACTIONS AND CONSEQUENCES

A. DISRESPECT FOR ADULT AND/OR SCHOOL PERSONNEL

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop behavior immediately
2. One-on-one intervention (dignified, respectful, fair)
3. Review policy/rule with student
4. PARENT CONTACT
5. Fill out Discipline Referral Form – send student and form to principal

POSSIBLE STUDENT CONSEQUENCES:

1. Apologize to offended party
2. Counseling services

3. Behavioral plan/contract
4. Sent home immediately
5. 1-10 days out-of-school suspension

B. TRUANCY – SKIPPING CLASS OR LEAVING EARLY WITHOUT PERMISSION

RECOMMENDED STAFF ACTION STEPS:

1. Document absence
2. Assign make-up work and/or time
3. Assign classroom consequence
4. Referral to counselor
5. Referral to principal

POSSIBLE STUDENT CONSEQUENCES:

1. Detention
2. Make-up time and work in class
3. Receive appropriate grades for missed work
4. Student Success Center
5. Referral to ISD Truancy Officer – Wexford County Prosecutor

C. SKIPPING IN-SCHOOL SUSPENSION

RECOMMENDED STAFF ACTION STEPS:

1. Document absence
2. PARENT CONTACT

POSSIBLE STUDENT CONSEQUENCES:

1. 1-10 days out-of-school suspension

D. CHEATING/PLAGIARISM – INCLUDES COPYING OTHERS’ WORK OR KNOWINGLY ALLOWING ANOTHER TO COPY ONE’S WORK.

RECOMMENDED STAFF ACTION STEPS:

1. Confront and stop the behavior immediately
2. Time out, away from others
3. One-on-one intervention (dignified, respectful, fair)
4. Review policy/rule with student
5. Confiscate prohibitives or administration confiscates
6. Refer to administration
7. PARENT CONTRACT

POSSIBLE STUDENT CONSEQUENCES:

1. PARENT CONTACT
2. Detention
3. In-school suspension
4. 1-10 days out-of-school suspension
5. Loss of credit

{NOTE: The preceding Level definitions are “general” samples of behaviors inappropriate at each level.

Eligibility/Performance Policy

A student’s eligibility is determined by his/her performance (academic performance and behavior) the previous week (Monday-Friday). Eligibility will be determined every Monday and ineligible students informed. A list of ineligible students will be submitted to the office and coaches/advisor informed.

A. A student will be ineligible for the entire week if he/she:

1. Is failing two or more classes (tabulated weekly).
2. Has three or more assignments not completed (cumulative from the first Monday of each month – all assignments must be made up).
3. Displays inappropriate behavior that leads to an in-school or out-of-school suspension (tabulated weekly).

B. An ineligible student:

1. Is not allowed to attend any middle school special events in which s/he is a participant outside normal school hours (i.e. activity nights, special activities, assemblies, etc. for that week).
2. Will attend a study hall to make up late work during special in-school activities.

3. Is not allowed to participate in plays, concerts or other extra-curricular activities for that week. S/he may practice during the week only after late assignments are turned in. A student must present a note from her/his teacher stating that all late work is acceptably complete before s/he may practice.
4. Is not allowed to participate in athletic contests for that week. S/he may practice during the week only after late assignments are turned in. A student athlete must present a note from her/his teacher stating that all late work is acceptably complete before s/he may practice.

C. An ineligible student may:

1. Attend events as a spectator (i.e. athletic contests, plays, concerts, etc.).
2. Attend any activity required by a teacher for a grade or credit.

D. Each day an assignment is late, it will lose ½ grade. When the assignment can no longer receive a passing grade, it will be recorded as a “0” with no opportunity to make it up for points. It still must be completed.

E. It is the responsibility of the student to make up any required work missed during an absence. It is the student’s responsibility to request make-up work the same day s/he returns to school from an absence. Make-up work is to be completed at a time mutually convenient to the student and staff member involved with at least one day of make-up time allowed for each day of absence.

F. In the event of a long-term absence (due to illness or family emergency), it is the teacher’s discretion what assignments need to be made up with a schedule for completion.

G. Teachers will:

1. Inform students of missing assignments at the end of each week.
2. Grade and return assignments in a timely manner.
3. Establish and inform students of due dates.

H. Any student who fails three or more subjects at the end of the second semester will not be promoted to the next grade but will repeat the same grade the following school year. If a student successfully completes summer school, his/her performance will be re-evaluated for appropriate placement. The final decision for promotion or retention will be with the school administration.

TARDINESS

*(8035) Please report to the Student Office if you arrive after the scheduled start of the school day. Teachers will require a pass from the Student Office before you will be admitted to class. Consequences for tardiness to school will be handled in the office or by the team. After checking in at the office, you should go to class as quickly as possible. Consequences for tardiness to class are left up to the discretion of the team teachers.

GENERAL GUIDELINES

All the members of the MACKINAW TRAIL MIDDLE SCHOOL community are expected to be respectful, positive group members who are honest, punctual, open-minded, kind and responsible.

1. It is the responsibility of all MTMS community members to know the information that is given in this handbook.
2. Sound devices (radios, CD players, Ipods, etc.) may be used before and after school. During the school day, they must be turned off and stored in the student’s locker or in the office. Cell phones are allowed to be used ONLY after the end of the school day. They must be turned off and stored in the student’s locker or the office before school and during the school day. The school will not be held responsible for loss or damage of student property when brought to school. Clear water bottles will be allowed at teachers’ discretion.
3. Occasionally during the school year, the student council or different teams may offer an evening activity. Please note that MTMS expectations for community members would be the same as during the school day.

BREAKFAST/LUNCH

Lunch prices this year will be \$1.70 for full pay and 40 cents for reduced lunch. Breakfast will be \$1.00 for full pay, reduced price is 30 cents. These prices are subject to change by the Cadillac Area Public Schools Board of Education. Applications for free or reduced lunch and breakfast may be obtained in the MTMS office. A Student ID Card Number must be used in order to participate in any food service program.

INFORMATION CENTER

The Information Center is where MTMS community members will access and use information. The Info Center will support the development of life-long reading habits. All Information Center procedures will support these goals.

CLUBS AND ACTIVITIES

Some activities that a student might want to consider being a member of are: Yearbook, Student Council and Intramurals. New clubs are encouraged as long as the principal approves the club and it has an adult advisor. Clubs that have been organized in the past are: Ski Club, Book Club, Performing Arts, Lego Robotics, Dance, Student Led Bible Study, Drama, Chess, Cards, Intramural Athletics, Mentoring, Options Program, Various Programs in conjunction with outside agencies.

EMERGENCY SCHOOL CLOSINGS *(8090)

If the school should be closed because of weather or an emergency, local radio and TV stations will announce it as early in the morning as possible. Please discuss with your parents where you should go in case of an emergency school closing after students have already arrived at school. Our hope is that we will never have to dismiss students early, but it is important to be prepared.

FIRE AND TORNADO DRILLS *(4040)

We will have practice fire and tornado drills throughout the school year. We appreciate your total cooperation during these drills.

GYM REGULATIONS

To encourage the development of the whole child, all students are required to take physical education unless excused by a physician. Students need to bring gym shoes, white socks, shorts and shirt, or sweats for gym. *Give any valuables or money to the teacher for safe keeping during class.* The school cannot be responsible for the loss of valuables or money not given to the teacher for safekeeping.

HALLWAY (COMMON GROUND) BEHAVIORS

It is the responsibility of each student to know the common ground behaviors and to manage his/her behavior on common ground.

1. Keep yourself to yourself - People will see all parts of yourself kept to yourself and personal belongings kept to yourself. People will hear quiet bodies and quiet belongings.
2. Do the walk right – People will see you walk at your teacher’s pace, walk on the right side of the hall, walk in a businesslike manner, and be in the right place at the right time. People will hear the sound of businesslike movement.
3. Softer chat is where it is at – People will hear a conversational/restricted volume and a conversational tone.
4. Respect us all (protect our site) – People will see us maintain our common ground and give others their space. People will hear courteous words, and harmful behavior will be reported.

For the safety of all community members, students should stay in their assigned classes. If leaving the classroom, students should use the passes in their planners or have written permission from a supervising adult.

HONOR ROLL

The honor roll is a list published after report cards are distributed. To be on the “All A” honor roll, a student must have all A’s and A-’s on their report card. A combination of A’ through B- will qualify you for the A/B honor roll. Students receiving a C, D or E/F will not qualify for the honor roll. The honor roll will be prepared for each six-week grading period.

INTRAMURALS

A week or ten days before an activity is scheduled to begin, sign-up sheets will go out to the student body. From the sign-up sheet, the intramural director will draw up teams and create a schedule. Activities will last approximately one hour Monday through Thursday with Friday reserved for make-up games. We hope to offer most of the following activities sometime during the school year: flag football, volleyball, skiing, free throw contest, gymnastics, basketball, weight room, track, soccer, wrestling and softball. Other activities will be offered if there seems to be student interest. Rules, schedules, standings and announcements will be posted in the Student Office.

FUNDRAISERS

MTMS students will be given the opportunity to participate in a limited number of fundraisers. Participation is on a voluntary basis.

LOST AND FOUND

Please label all personal property with your first and last name. This will help to identify lost articles. All articles found should be turned in to the Student Office. The office will make every effort to find your property. All unclaimed items will be displayed during Parent/Teacher/Student conferences so parents may look for lost items also. At times, throughout the year, unclaimed items will be donated to charity. We strongly discourage students bringing valuable objects to school unless it is necessary.

LOCKERS *(8130)

Students will be issued lockers at the beginning of the school year for their personal use. Sharing lockers is not allowed at MTMS. This will assist in preventing the loss of personal property. You will be given a combination for your locker. This combination is private and the security of your possessions depends on your ability to keep the combination confidential. You are responsible for the care and appearance of your locker. Locker inspections will be made throughout the school year. Locker inspection is an opportunity for you to demonstrate pride in yourself & your school.

MEDICATION *(8670)

For the safety and health of all MTMS community members, we ask that any medication you need to take at school be checked in with the Student Office personnel. It is the policy of the Cadillac Area Public Schools to require signed "Medication Permission Forms" for the dispensing of any and all medicines to the students. The parent requesting the dispensing of medicine to the student, with full instructions on how to administer it, must sign these forms.

LUNCH TIME GUIDELINES

So we may maintain a safe and relaxing lunch break, we ask you to follow these guidelines:

1. Please eat your lunch in the designated cafeteria area or obtain permission to eat elsewhere from an adult who is supervising you during your lunch break.
2. Take pride in yourself and your school by using good manners and cleaning up after you eat.
3. Lunchroom supervisors are there to assist you with any problems or questions. Always ask their permission before leaving the cafeteria.
4. When you are dismissed for lunch recess, please stay on the designated playground until you are dismissed to return to class by a supervisor.

REPORT CARDS

There will be 6 six-week marking periods. Your report card will be distributed the week following each marking period.

RIGHT TO ACCESS AND PRIVACY OF RECORDS *(8940)

All parents and guardians of students under 18 years of age, and all students 18 years of age and over have the right, pursuant to the Family Educational Rights and Privacy Act of 1974, to examine the official records, files and data of the school district directly relating to that student. They also have the right to challenge any of the contents of said records to insure their accuracy and fairness. Procedures for such examination and challenge, including hearing on a challenge, shall be established by the Board of Education and be made available upon request.

No records, files or data directly relating to an individual student shall be made available to anyone without the consent and notification of the student or the parents or guardian of a student under 18. Except (1) the teachers and officials of this school district who have a legitimate educational interest in such information or unless (2) there has been a federal request for submission on student records in connection with a student's application for financial aid. The student or parent will be notified if officials of a school to which a student intends to enroll desire access to student records, or if a court has ordered access to such records. For other investigation of student records, parental or student consent is needed.

SEARCH AND SEIZURES *(8130) (8140)

To protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers and desks under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. Student lockers and desks are the property of the school district; however, students are expected to assume full responsibility for the security of their lockers and desks. Students should understand that they should not expect privacy with regard to items placed in their lockers or desks because school property is subject to search at any time without notice, without student consent and without a search warrant.

STUDENT APPEARANCE POLICY *(8300/8340)

Our commitment to educating the whole child should include an understanding of proper grooming. Neatness of appearance and cleanliness of a person reflects an expression of pride in one's self, in one's school and in one's community. Forms of student dress are acceptable as long as they are neat, clean and not considered distracting to the educational process (i.e. profanity, tobacco, alcohol, illegal substances, suggestive or vulgar slogans are not permitted on clothing). The wearing of hats, bandannas, coats, halter tops, bare midriff tops, pajama bottoms, mini skirts, backless, strapless, off-the-shoulder blouses and sundresses, mesh shorts and baggy clothing (such as may have the potential of exposing the student) are not appropriate in the school building. Clothing that promotes racial intolerance is also not acceptable at school. Shorts must be approximately fingertip length. All skirts must be approximately fingertip length or longer when standing. Dress skirts are permitted. Students may wear tank tops; however, the shoulder straps must be 2" wide. Chains and other jewelry, which have the potential to cause injury or bodily harm to students and others, are not permitted.

TRANSPORTATION *(4300)

Cadillac Area Public Schools want to ensure a safe and pleasant atmosphere on our busses; therefore, the following rules of behavior are to be observed by every bus rider.

TRANSPORTATION GUIDELINES AND PROCEDURES

We, the bus drivers, administrators and Board of Education of Cadillac Area Public Schools, want to provide as safe and pleasant an atmosphere on our busses as possible and to ensure that we are providing it, the following rules of behavior are to be observed by every bus rider:

RESPONSIBILITY OF STUDENTS

1. Occupy the seat assigned by the driver & refrain at all times from changing seats unless directed by the driver.
2. To observe classroom conduct (except for ordinary conversation) while getting on or off and while riding the bus. No yelling or screaming.
3. To obey the driver and report promptly to the school official when instructed to do so by the bus driver.
4. To assist the driver in recognizing danger if there is a reason to believe the driver is not aware of the danger.
5. To be in the designated stop both morning and evening, ready to board the bus at the time designated. The driver is responsible for maintaining this schedule and **shall not wait for tardy pupils.**
6. Pupils are responsible for their own litter. **Do not throw anything on the bus floor.** Litter is to be placed in the container that is available.
7. Pupils are to follow the approved "Bus Safety Rule."

CONSEQUENCES

1. The first violation of any of the above will be a verbal warning to the rider and a notation in the driver's logbook. **(Drivers are encouraged to contact parent at his/her first violation.)**
2. A second violation will result in the driver filling out the first misconduct report and the building administrator will contact the parent. The misconduct report is either sent home with the student or mailed to the parents.
3. A third violation will result in the driver filling out a second misconduct report and the building administrator will contact the parent. The student will not be allowed to ride the bus until parent, student, driver and administrator have met to develop an acceptable plan.
4. A fourth violation will result in the driver filling out a third misconduct report & the student's bus privilege will be suspended for a minimum of twenty (20) school days.
5. A fifth violation will result in the driver filling out a fourth misconduct form and the student's bus privileges will be suspended for the remainder of the school year or thirty (30) days, whichever is greater.

***Suspension near the end of the year will carry over to the next school year. It is important that parents and students understand the importance of good bus rider conduct. The drivers will not accept anything but good conduct.**

BUS SAFETY RULES

1. Students are to stay off the roadway at all times while waiting for the bus.
2. There is to be no running, pushing, fighting, etc., at any bus stop or on the bus.
3. Students are to wait at the driver's designated safety spot until the bus has come to a complete stop and the door is opened. Students on the bus are to stay seated until it has come to a complete stop.
4. Students are to get on the bus in an orderly fashion, single file. After exiting, all students are to move immediately (whenever possible at least six (6) feet) away from the bus and the roadway.
5. Students are to look both ways and walk, not run, when crossing the road/street in front of the bus.
6. Students are allowed to leave the bus only with the driver's consent. No high school or middle school students are allowed off the bus at elementary schools except to change buses.

7. Students are to enter and exit the bus only by the front door, including field trips/athletic or band trips, except in emergencies. The emergency door is to be used for emergencies only, except as directed by the driver.
8. The emergency door area is to be kept clear at all times.
9. Students are to stay in their seats at all times. Passengers are not permitted to walk in the aisle or be in the driver's area while the bus is in motion.
10. Students are to be quiet at all railroad crossings.
11. No skateboards, ski boards, skis, water guns, water balloons, glass containers; no radios other than pocket size with headphones; & no animals are allowed on regular bus routes.
12. Students are not to throw anything on the bus.
13. Students are to keep the bus clean, sanitary & orderly.
14. Students are to inform the driver of any damage to the bus.
15. Students are to keep their hands, arms and heads inside the bus at all times.
16. Students are not to eat or drink while riding the bus (unless permission is granted for specific occasions).
17. Students will not use profane language, racial slurs or language that has sexual meaning.
18. Students are to have written permission from their parents if they will be transported on another bus or will be getting off at another stop. The student should take the permission note to the office for approval and the student will receive a bus pass. The bus pass is then given to the bus driver.

NOTE 1: Communication between the driver and parents is appreciated.

NOTE 2: Parents/students are requested to inform the driver when a student does not expect to ride the bus.

WEAPONS-DANGEROUS MATERIALS *(8350)

Weapons (knives of any size or type, firearms, clubs, etc.) or dangerous materials (matches, lighters, fireworks, etc.) are not permitted at any time on school premises.

STATEMENT OF COMPLIANCE (8018)

Notice of Nondiscrimination Policy

It is the policy of the Cadillac Area Public Schools that no person shall, on a basis of race, color, national origin, sex, age, weight, height, marital status or physical handicap, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity and in employment. Any questions or grievances concerning Title VI, Title IX or Section 504 should be directed to the Mackinaw Trail Middle School Office.

ATHLETIC GUIDELINES (7210)

Mackinaw Trail Middle School follows the athletic code and policies adopted by the Cadillac Area Public Schools Board of Education. Copies of the athletic code and policies are available in the Student Office at MTMS and are handed out by coaches at the beginning of each new sport season.

Additional policies pertaining to eligibility requirements for Mackinaw Trail Middle School student athletes are outlined within this Handbook.

MUSIC PARTICIPATION

Students who elect to participate in band, strings or choir are required to remain involved for the semester or longer. This commitment is necessary due to performances.

ACCEPTABLE USE POLICY FOR COMPUTER, NETWORK AND INTERNET USAGE

The Cadillac Area Public Schools provides computers and access to information via the internet and other resources for users to conduct research and communicate with others for approved educational reasons. All users of computers and the network are expected to access these resources in a responsible manner, consistent with the educational and information purposes for which they are provided. Independent access to network services is provided to users who agree to act in a responsible manner. Minors must have the permission of their parents. Access to the network is a privilege, not a right.

Following is a list of responsibilities that govern the usage of computers and the network. Every situation cannot be covered in this list, but the principles of usage expressed in this statement of responsibilities should guide the user in making the proper decisions. Improper use of the computers and access to information resources will result in the suspension or revocation of computer and network privileges and/or disciplinary action, which may include but is not limited to restitution for harm caused to the school district or the network.

1. Users may not introduce copies of software into the network without direct staff permission.
2. Users may not copy software that is restricted through patent, copyright or licensing.
3. Users must not damage or attempt to damage the computer or related hardware, computer systems or computer networks.

4. Users must not attempt to change or damage software or utilize it other than the way it was intended.
5. The following uses of school-provided internet access are not permitted:
 - a. The accessing, uploading, downloading or transmitting of pornographic, obscene or sexually explicit material;
 - b. transmitting of threatening language;
 - c. violating any local, state or federal statute;
 - d. vandalizing, damaging or disabling the property of another individual or organization;
 - e. accessing another individual's materials, information or files without permission;
 - f. violating the copyright or otherwise using the intellectual property of another individual or organization without permission;
 - g. creating "chain mail" or other "broadcast" messages;
 - h. transmitting commercial or for-profit messages or political lobbying.
6. When using the network, students must:
 - a. Use proper user names, passwords and log-on procedures;
 - b. change their passwords frequently;
 - c. never share passwords with other users or reveal personal information such as the posting of a full name, address or phone number.
7. Users may not set up or use an e-mail address or a web page without written permission of a designated faculty member or administrator.
8. The downloading or maintenance of files that disrupt the system will not be allowed. Limits will be placed on connection time to prevent disruption of the system and all e-mail files should be regularly cleaned up.
9. Deliberate attempts to introduce a virus into the system or the spreading of a virus through unauthorized software will result in severe penalties to the offender.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.

The Cadillac Area Public Schools does not warrant that the functions of its network or internet resources will meet any requirements the user may have or that it will be error free or uninterrupted. The school district will not be liable for any direct or indirect, incidental or consequential damages (including lost data, information or time) sustained or incurred in connection with the use of the school district's network or internet resources. Students' use of any information obtained from the school district's network or internet resources is at their own risk.

Some material accessible via the internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make internet access available to further educational goals and objectives, other materials might be accessed as well. We believe that the benefits to users from access to the internet in the form of information resources and opportunities for collaboration, exceed any disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Cadillac Area Public Schools support and respect each family's right to decide whether or not a minor should apply for access.

VIKING FIGHT SONG
Plunge right through the line of blue
Watch the points keep growing
Viking teams are bound to win,
They're fighting with a vim
RAH RAH RAH
See that line a weakening
We're going to win this game!
FIGHT FIGHT
Come on team FIGHT!
VICTORY FOR CHS!

$^{\circ}\text{F} \rightarrow ^{\circ}\text{C}: (n - 32) \times 0.555$
Temperature
$^{\circ}\text{C} \rightarrow ^{\circ}\text{F}: n \times 1.8; \text{ add } 32$

