

Union City Community Schools Board of Education

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WELCOME FROM THE STAFF OF
Union City Middle School

Dear Students/Parents/Guardians:

On behalf of the staff and administration, we extend to each student and family a warm welcome and a wish for a successful school year.

Union City Middle School can be a special place in which we all can take pride. Every student is an important individual that we believe will be able to draw on a wide variety of educational experiences in the school setting. The growth associated with a good education will better prepare students to take on the responsibilities and decision making that comes in the future years.

Students should review this handbook and share it with their parents. The information provided will help you become better acquainted with Union City Middle School. Once again, welcome and have a great year.

Vision: We see possibility and excellence for all.

Mission: We partner with students, parents and the community to produce graduates who assume responsibility, show respect, apply reason and are academically ready to move to the next phase of learning.

Preface

It should be noted that all rules, policies, and resulting disciplinary actions referred to in this handbook are in adherence with school board policies concerning discipline, due process, and student's rights. These policies are available upon request at the superintendent's office.

ATTENDANCE POLICY AND PROCEDURE

Reporting Time for Students

The workday for our professional staff begins at 7:40 A.M. Prior to this, there are limited personnel available at the school site. Therefore, non-bus students should NOT report to school before 7:50 A.M. STUDENTS MUST REMAIN ON THE SCHOOL SITE ONCE THEY ARRIVE FOR THE DAY.

Attendance Procedure

Prompt and regular school attendance is most certainly a key to any student's success. Much of the school experience includes activities, labs, and cooperative group work that cannot be made up outside of school. Compulsory school attendance laws have been enacted recognizing this importance. It is our responsibility to insure these laws are followed. Therefore the following procedures will be observed.

For safety reasons, parents are asked to please call (741-7265) in the morning when their son or daughter will be absent. Follow the instructions to leave a voice mail.

Students who are absent from school for any period of time must, upon return, present a written excuse, signed by the parent or guardian to their homeroom teacher, or the parent or guardian may contact the school by telephone at the phone number above the day the student is not in attendance. Absences that have not been excused within two days following a student's return to school will be considered unexcused.

It is the school's prerogative to accept or reject any excuse. The Michigan compulsory school law recognizes only two valid excuses for nonattendance; physical impairment (including illness) and unadjustable children (as determined by a psychiatrist). We, of course, recognize that there are other reasonable excuses for nonattendance and will attempt to deal with them on an individual basis, as long as the student's educational progress is not being impaired. Attendance may become part of a student's permanent school record.

For a **PERFECT ATTENDANCE RECORD**, a student may not be absent or tardy at all.

Students must be in attendance the entire school day to attend or participate in any extra curricular activity. If a student is absent from school, they may participate if they receive a pre-approved excuse from the principal. A pre-excused absence request is to be in writing and received at least one day prior to the date of absence. In times of emergencies, a phone call may be accepted from a parent/guardian requesting a pre-excused absence. The phone call in the morning that excuses a student from school for personal illness does not qualify as a pre-excuse, and the student cannot participate on that day.

Truancy

Truancy and excessive absenteeism will not be tolerated, and will result in disciplinary action that can include:

1. Notification of parent.
2. Parental conference.
3. Continued occurrences will involve juvenile authorities.
4. Continued occurrences can result in a student being placed on academic probation.

Vacation Absences

Parents should be aware that absences because of vacations might cause a grade to be affected:

1. WORK IS DIFFICULT TO MAKE UP.
2. INFORMATION MISSED DURING DISCUSSION OR INSTRUCTION CANNOT BE DUPLICATED.
3. COOPERATIVE LEARNING ACTIVITIES, BY VIRTUE OF HOW THEY OPERATE, CANNOT BE MADE UP.

However, if vacation days are taken, this procedure should be followed:

1. Notify the school one week in advance.
2. In instances where assignments cannot be given in advance, work will need to be completed later.
3. Upon return, students will be given a list of assignment deadlines stating when work is to be completed.

Tardiness

To avoid unnecessary disruption of classes and to emphasize to students that being on time is an important habit to form in order to succeed in life, the Middle School will deal with tardies in the following ways:

1. Bus students are admitted in the building at 7:40 A.M.
2. The school day for students begins at 7:55 A.M. They are expected to be in their seats in their homeroom at that time, as that is when attendance is taken.
3. If a student reports to school after the first hour bell, s/he must check in to the office to correct our attendance records, receive an admit slip, and then report to his/her classroom. In all cases, tardies should be recorded in both the office and the classroom.
4. Any time a student reports to school after 7:55 A.M., parents must sign in their child or send a note excusing their student's tardiness. Otherwise it will be an unexcused tardy and follow that policy.

5. Tardies will be tabulated by each teacher per class hour.

On a student's **1st** unexcused tardy the teacher will issue a verbal warning.

On a student's **2nd** unexcused tardy the student will be assigned a lunch detention.

On a student's **3rd** unexcused tardy the student will be assigned an after school detention. If a student fails to show for after detention, they will be assigned an In – School Suspension.

On a student's **4th** unexcused tardy and beyond the student will be assigned an In – School Suspension.

6. The principal will have the final say in accepting or rejecting excuses.

BEHAVIOR EXPECTATIONS

Behavior Philosophy

The goal of discipline is to help children learn how to make appropriate choices, act responsibly and exercise self-control. It is something that takes many years to learn.

Students are expected to behave safely, responsibly, and respectfully toward each other and all adults whom they encounter. When that expectation is not met, measures will be taken to assist and encourage students to change their unacceptable behavior.

Code of Conduct

Students are expected to obey all authorized school personnel when they are under the authority of the school personnel. Student discipline will be fair, corrective and progressive according to the school discipline code. The following conduct is prohibited but is not an all-inclusive list of conduct prohibited at school and school events. In those situations that are not expressly defined or referred to in this handbook, the administration shall provide consequences for such situations in keeping with the spirit of the handbook. Administration reserves the right to weigh in extenuating circumstances as necessary when dealing with individual students and situations and may increase or decrease the consequences as necessary.

Key:

- OSS: Out-of-School Suspension
- ISS: In-School Suspension
- LD: Lunch Detention
- AD: After School Detention
- CO: Classes Only

Lunch Detention (LD)

Lunch detention may be assigned if a student has chosen to not comply with recess or lunch room expectations, excessive tardiness, or per the student code of conduct.

Students serving LD will be given a sack lunch charged to their lunch account or they can bring a sack lunch from home.

Detention

Detentions will be held every Wednesday & Thursday immediately following school. They will be held in Mrs. Beattie's room from 2:55 p.m. until 3:55 p.m. It is the student's responsibility to arrange transportation with his/her parent or guardian. Busing will not be provided. Failure to attend an assigned detention will result in an In – School Suspension being assigned.

Classes Only (CO)

Students with a classes only schedule will be met as they enter the building and maintain an adult escort as they proceed throughout the day. Students will be escorted to lunch detention.

In School Suspension (ISS)

1. In school suspension is the separation of a student from the general school population for a specified period of time. This suspension will be held in the ISS room during the school day.
2. Students are eligible to make up assignments missed during their in-school suspension. However, no time will be available during in-school to complete these assignments. In-school suspension will be assigned in half day increments and students will be required to sit quietly until their assigned time is completed.

5th Grade: 7:40-11:06
6th Grade: 7:40-11:06
7th Grade: 7:40-12:01
8th Grade: 7:40-12:01
3. A student must successfully complete the assigned in school suspension before he/she can return to his/her regular schedule.
4. Students serving ISS will be given a sack lunch charged to their lunch account or they can bring a sack lunch from home.

Out of School Suspension (OSS)

When a school administrator determines that a student has committed a gross misdemeanor or has engaged in persistent disobedience which justifies a suspension of the student from school for a period of ten (10) days or less, the student shall be informed of the charges either verbally or in writing by the responsible administrator and provided an opportunity to respond.

Should the administrator determine that there is justification to suspend, the student will be informed of that decision and an attempt will be made to contact the parent or

guardian of the student and to provide verbal notice of such decision immediately. The building administrator shall promptly provide written confirmation of the decision to suspend to the parent or guardian of the student. This notice is to include the length of the suspension and any special conditions relating to the suspension.

The parent/guardian may appeal the suspension to the Superintendent or his designee only after discussion with the school administrator imposing the suspension. All appeals must be initiated within 24 hours following the discussion with the administration imposing the suspension.

The school administrator may suspend a student with a recommendation for expulsion or suspension longer than ten (10) days. Suspensions longer than ten (10) days may only be imposed by the Board of Education.

When a student is suspended either in or out of school, he/she is suspended from all school activities (high school or middle school, in district or out of district) during the duration of the suspension.

Drug Free/Smoke Free Violation

Look-alike substances and controlled substances used/sold/distributed as controlled drugs will be treated as alcohol and/or narcotics. Drug paraphernalia found in a student's possession (including locker) will be confiscated by any school official. Parents will be notified and items turned over to the police.

** The schools have a "Drug-Free/Smoke Free" zone that extends 1,000 feet beyond the school boundaries as well as to any school activity and transportation.*

Use Of Weapons And Explosives

The Board of Education of Union City Community Schools, as both an employer and Public School District, is concerned with and interested in protecting the health, safety, and welfare of students, employees, and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety, by individuals possessing weapons and/or dangerous weapons.

Accordingly, the Board of Education of Union City Community Schools (or the superintendent, a principal or other district official as may be designated by the Board) shall permanently expel a pupil from attending school in the school district, if the pupil possesses a weapon in a weapon free school zone. Such expulsion is mandatory, unless the pupil establishes, in a clear and convincing manner, at least one of the following:

1. That the object or instrument possessed by the pupil was not possessed for use as a weapon, or for direct or indirect delivery to another person for use as a weapon.

2. The weapon was not knowingly possessed by the pupil.
3. The pupil did not know or have reason to know that the object or instrument possessed by the pupil constituted a weapon or dangerous weapon.
4. That the weapon was possessed by the pupil at the suggestion, request, or direction of, or with the express permission of, school or police authorities.

Public Display of Affection

Students are prohibited from showing affection on school grounds or in the hallways. This includes holding hands and hugging. Violation of this rule may result in disciplinary action that may include suspensions.

Sexual Harassment

Sexual harassment of students by other students or by employees of the district is unlawful under both Michigan and Federal law, and is contrary to the commitment of this district to provide a stable learning environment. Union City Community Schools will not tolerate any sexual harassment of students. It is the policy of this school district that all contact between students, teachers, and other adult employees of this district be in keeping with respect for the individual student, be of a nature which does not make a student feel uncomfortable, and be conducive to creating a stable learning environment. If a student has concerns about the nature of any conduct or physical contact by any adult employed by this district or by another student, the student should immediately report this concern to his or her principal or counselor, as well as discussing this concern with the student's parent or guardian.

Students are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable learning environment.

The district will investigate all such reports immediately. Anyone found to have violated this policy would be subject to disciplinary action up to and including expulsion from school if a student, or termination from employment if an employee.

The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the district's legal obligations, and the necessity to investigate allegations of misconduct. It should be understood that the district is required by law to report suspected child abuse to the Family Independence Agency.

Policy Definitions-Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature when made by a member of the school staff to a student, or a student to a student, constitute sexual harassment when:

- a. submission to such conduct is made, either explicitly or implicitly, a term of condition of student's education or participation in school activities;
 - b. submission or rejection of such conduct by a student is used as the basis for academic decisions affecting that individual; or
 - c. such conduct has the purpose or effect of interfering with a student's academic performance or creating an intimidating, hostile or offensive academic environment.
- Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse;
- Pressure for sexual activity;
- Repeated remarks to a person, with sexual or demeaning implications;
 - Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats or other school related matters.

Classroom Conduct

The teachers, counselor or principal will specify rules for acceptable behavior within individual classrooms, team areas, and library. Such rules will be carefully defined for students early in the school year. It must be understood by students that teachers are individuals, and, therefore, may expect different things, and accept different types of behavior from their students. It is the student's responsibility to recognize such differences and comply with them. Substitute teachers shall be given the same respect, conduct and manners from all students.

General Information

After School

After dismissal, students are to report to the bus lines or depart for home unless requested by staff to stay after school. Students should not loiter in hallways or bathrooms, courtyard, etc. Those students not staying for a scheduled activity or not riding a bus should be off the site by 3:00 P.M. NON-PARTICIPATING STUDENTS ARE NOT ALLOWED AT ATHLETIC PRACTICES.

Assemblies

Various types of assemblies are scheduled for UCMS students during the year. Attendance at assemblies is a privilege. Students who choose not to follow classroom/school rules and/or who choose not to be responsible for schoolwork may be denied that privilege.

During assemblies, students are expected to behave appropriately and respectfully toward those performing or those conducting the assembly. Students who choose not to act in a mature, courteous manner may be removed from the assembly and denied attendance at future assemblies.

Students who leave the assembly (either voluntarily or sent out by staff) will not be allowed back into the assembly. He/she will sit in a detention room monitored by a teacher and not be allowed to attend the next assembly.

Bicycles And Motorized Vehicles

Students may ride bicycles to school. The following is expected:

1. Bicycles will be put in the proper, designated place.
2. Bicycles will not be ridden during school hours.
3. Students will ride only their own bicycle, and they will ride it in a manner that will not endanger others.
4. No middle school student shall be allowed to drive or have a motorized vehicle at school.

Child Abuse

Under Michigan law, teachers and administrators are required to report to the Branch or Calhoun County Child Protective Services any suspected indication of child abuse. The same law gives IMMUNITY from legal action if such report is filed in good faith. The law further requires that we allow CPS case workers to interview any child who is referred to them, whether by a member of the school staff or by any other individual.

Closed Campus

Students will be permitted to leave school grounds only at the request of their parents and only with the permission of the office. If parents wish to have a student excused for part of the school day, they must send a note explaining the absence. This note must be presented to the office. At that time, students will receive a pass to take to teachers informing them of any classes which will be missed. This pass must be returned to the Middle School office upon student's return to school.

No student, including those arriving on the bus, will be allowed to leave the school grounds until school is officially over.

Cooperation With Law Enforcement Officials

It shall be the policy of the Union City Community School District that a reasonably cooperative effort be maintained between the school administration and law enforcement agencies. Law enforcement officials may be summoned to conduct an investigation of alleged criminal conduct on the school premises or during a school-sponsored activity or

to maintain the educational environment. Students in possession of alcohol, drug or drug paraphernalia, tobacco, or those involved in physical violence (fighting included) could receive a ticket or citation. They may also be summoned to maintain or restore order when the presence of such officers is necessary to prevent injury to persons or property. Administrators have the responsibility and the authority to determine when the assistance of law enforcement officers is necessary within their respective jurisdictions. The school district's administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

Directory Information

NOTICE IS HEREBY GIVEN- That the Union City Community Schools, in accordance with the U.S. General Education Provisions Act declares the following as "directory information" as provided in said act, and that information relating to students may be made public if said information is in any of the following categories:

- * students name and address
- * participation in officially recognized activities and sports
- * weights and/or height of members of athletic teams

Law requires this public notice before such information can be placed in yearbooks or student directories. Any parent of any student in the district may notify the district by notifying the Principal of the school in which said student attends, of the parents desire that none of the above information may be released without the parents consent, provided that such notification is given the district within thirty (30) days of this publication notice.

Disease: Communicability, Precautions & Restrictions

Chicken pox: Keep patient home until all lesions are crusted over, usually 6 to 7 days after rash first appears.

Conjunctivitis ("Pink Eye"): This is contagious, requires medical treatment. May return upon physician's advice.

Influenza: Keep home until symptoms disappear. Communicable 3 to 7 days after onset.

Rubella: Keep patient home until 4 days after appearance of the rash, "German Measles"

Scabies: Keep patient home under adequate treatment until no open lesions can be observed.

Streptococcal: Needs medical treatment may return upon physician's advice.

Common Cold: Remain out of school a minimum of 3 days. Many contagious diseases begin with cold symptoms. This is the most infectious stage of any illness.

Impetigo: Needs medical treatment may return upon physician's advice.

- Poison Ivy: Not communicable. Treat for comfort. Child may attend school.
Head Lice: Keep patient home until appropriate treatment has been completed.
Ringworm: Contagious until treatment is started.

Dress Code

The intent of any school dress code is to ensure that education takes place without distractions.

1. Students are prohibited from wearing distracting clothing that is disruptive to the educational setting. Examples of such clothing include, but are not limited to:
 - a. Revealing clothing
 - b. Sunglasses, coats, and other outside clothing are not appropriate to wear to class.
 - c. Clothing, patches, or buttons displaying profanity, vulgar or obscene suggestions or promoting the use of cigarettes, alcohol or illegal drugs.
 - d. Hats or any head coverings will not be worn in school.
 - e. Wallet chains, or chains of any kind will not be allowed at school.
 - f. Clothing promoting or indicating gang affiliations are prohibited.
2. For safety and health reasons, students are required to wear shoes or soled footwear.
3. Specific clothing may be required for certain classes such as physical education, art and music.

Students whose ATTIRE DOES NOT COMPLY with the above standards or is disruptive to the educational process shall be directed to call home for acceptable attire or sent to the gym to borrow something acceptable (sweats, shirts, etc.) from the P.E. Lost and Found. Items violating acceptable attire standards may be confiscated and require a parent to collect. Students "WHO MISS CLASS TIME AS A RESULT OF UNACCEPTABLE ATTIRE, MAY BE REQUIRED TO MAKE UP MISSED TIME AFTER SCHOOL."

Electronic Devices

1. As per the School Board policy, Cell phones are not allowed in school.
2. Students are prohibited from using electronic devices that are disruptive to the educational setting.
3. If an electronic device is confiscated, it will be turned into the office and can only be picked up by a parent/guardian

Family Educational Rights and Privacy Act of 1974

In compliance with the Family Education Rights and Privacy Act, parents of students from the Union City Community Schools are hereby notified of the following rights:

1. As a parent, you may, upon request, inspect and review your son or daughter's educational records.
2. Challenge any of said records.
3. Obtain, at reasonable cost, copies of said records.

If you wish additional information, contact the Principal's office.

Food And Beverages

In order to maintain cleanliness, health and safety standards, food and beverages (excluding water) are not allowed in the classrooms. Items purchased in the cafeteria should be eaten before the student returns to class. No student shall be allowed to sell food or any other item without a permission form. Forms must be obtained from the office.

Loitering On Property

1. For the safety of students, protection of school property, guarding against kidnapping of students, and general necessity of an efficient administration of school buildings, no unauthorized persons shall be allowed to loiter on school grounds or in any school building.
2. All visitors shall report to the principal's office and be given an identification pass or be escorted to the proper room or rooms they are visiting.
3. Students who are under temporary suspension or have been expelled from school are not allowed on any school property, in any school building, or admitted to any social function.
4. Persons causing any disturbance to school program, school activities, or school property shall be requested to leave the property at once. Failing to leave shall be considered grounds for police notification and, if necessary, a legal complaint will be signed.
5. Parents picking up students at the end of the day should meet their student in the cafeteria after dismissal of the walkers. The end of the day is a busy time and your student will join you as soon as possible.

Lunch

Each grade will be assigned to one of the scheduled lunch periods. Students will not be allowed to go home or leave the school grounds.

The school cafeteria will offer a student hot lunch or students may bring lunch from home and purchase separate items to go with it. A monthly menu will be available in homerooms.

As stated previously in our expectations for students, growth in student responsibility is a major area of concentration at the middle school. **Therefore, students who forget their lunch money will be given reminders to bring home to update their accounts.**

In order to maintain cleanliness, health and safety standards, food and beverages are to be consumed only in the cafeteria.

Cafeteria Expectations

- 1) All food needs to stay in the lunchroom (unless you have been invited to a classroom for lunch).
- 2.) Please have a seat while you are eating.
- 3.) Clean up after yourself.
- 4.) Please don't sit on the tables.
- 5.) You need to be seated when in the cafeteria area. The playground is a wonderful place to walk around and socialize.
- 6.) Please avoid parties at lunchtime. It causes hurt feelings.

Movement In Halls Or On School Site

To insure safety and eliminate unnecessary confusion, students are expected to move quietly without running, whenever passing from one area of school to another. This policy includes both hallways and walkways between buildings.

As in any other area, students are expected to keep their hands to themselves.

Any student who leaves the classroom during class time must use hall passes. Students are given 4 minutes of passing time at each class change and should use this time to take care of needs that require being out of class. Any adult supervisor or teacher may request to see a hall pass.

Room Visitation (Parent)

Parents are invited to visit Union City Middle School. We are proud of our students and staff. To ensure the most efficient use of instructional time, the following procedure will be used if you wish to visit:

1. Make prior arrangements by calling the Middle School office as to a time and date (allow at least 24 hours, in case of testing and special class schedules). The principal will contact the teacher, make final arrangements and confirm with you.

2. Upon entering the building, report to the Middle School office, sign and receive a pass.
3. After signing in a staff member will direct you to the classroom.

Search And Seizure

Lockers, desks, a student's person and/or personal effects may be searched if the school authorities have reasonable suspicion that the contents constitute a danger or a rule violation. Lockers and desks are school property and remain under the control of the school. Students should not expect privacy regarding items placed there, since they are subject to search without notice, without student consent, and without a search warrant. Any illegal materials or contraband shall be turned over to the proper legal authorities. Only school locks may be used.

All students are responsible for keeping lockers in good order and will be accountable for any excessive damage or wear. **Students should not give locker combinations to other students.**

MONEY AND VALUABLES SHOULD NOT BE LEFT IN LOCKERS. If it is necessary to bring valuables to school, students may leave them for safekeeping in the office. Middle School students must be able to assume full responsibility for all money or valuables lost or stolen. If a lock or locker does not function properly, students are directed to leave their name and locker number with the secretary in the school office. As a routine effort to ensure a safe environment, dogs may be brought to school randomly to verify that there are no drugs on the premises

Sickness And Accident

Illnesses and accidents sometimes occur in school. If a student becomes ill, or is injured at school, the teacher should be informed and the student will go to the school office. The office will then contact parents, if possible, so that the child may be taken home or to a doctor.

Students who become ill in school are sent to the office. Students will not be sent home if there is no one to care for them. In no case should a student ever leave the school during the school day without checking out at the office.

Daily participation in gym is a class requirement. If a medical problem exists which will prohibit a student from participating, a note from a doctor is needed.

Skateboards & Roller Blades

Because of Union City Community School's concern for the safety and welfare of students on school grounds, **skateboards and roller blades may not be ridden on any**

school property at any time. This includes all Elementary, Middle School and High School sites.

Violation of this rule may result in confiscation of skateboards and/or roller blades. Skateboards or roller blades will only be returned to a parent when the parent(s) comes to school to pick them up.

Snowballs

Because of Union City Community School's concern for the safety and welfare of students on school grounds, snowballs may not be thrown on school property at any time. Failure to follow this expectation will result in a conduct referral.

Student Evaluation and Report Cards

Union City Middle School students are evaluated using varied methods and instruments during the school year. Every nine weeks parents will receive a report card on the student's achievement. The report card will utilize "letter grading".

The following ranges and criteria will be applied:

| <u>Academic Achievement</u> | | <u>Criteria</u> |
|-----------------------------|---|------------------------------|
| <u>Grading Range</u> | | |
| A | = | 90 - 100%; Excellent |
| B | = | 80 - 89%; Above Average/Good |
| C | = | 70 - 79%; Average |
| D | = | 60 - 69%; Below Average |
| E | = | 59% and Below: Failing |

Telephone Calls

The end of the school day is full of activity and only emergency messages will be delivered. Please do not call the office to change your students after school destination unless an emergency exists. Unfortunately, we don't offer public phones for student use. In case of an emergency or illness a staff member will contact a parent or emergency contact. Students will NOT be called to the office phone to talk to a parent, relative, friend, etc. We strive to ensure your child the best academic environment possible by minimizing classroom disruptions. Please make sure your student knows before they leave for school any information needed at the end of the school day.

Title IX Policy Statement

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance..."

Therefore, it is the policy of the Union City Community Schools to fully comply with Title IX under guidelines adopted by the Department of Health, Education and Welfare and approved by the President of the United States and the United States Congress.

All students shall have an equal opportunity to participate in and benefit from all academic and extracurricular activities and services and thus will be a violation of policy for the district board, administration, teachers or other staff to discriminate against students on the basis of sex in disciplinary actions, entitlement and provision of services, selection of courses and programs, counseling services, physical education and athletics, treatment on the basis of marital or parental status including pregnancy.

If any person believes that Union City Schools or any of the district's staff has inadequately applied the principles and/or regulations of this policy he/she may request from the office information on filing a grievance with the districts civil rights coordinator [Ronna Steel (517) 741-3305].

Immunization

State law requires that students receive immunization against Measles, Mumps, Rubella, Polio, Hepatitis B, Diphtheria, Tetanus, and Pertussis or Whooping Cough. Students are also required to have an immunization against chicken pox or provide the date the child had the virus. Students must present written evidence of completed basic and booster immunizations including the day, month, and year of each one.

After due time following the request as set by the Health Department for updated immunizations, the school may request the student to remain home until immunization is fully updated.

Medicines And Prescriptions

In order to closely control the dispensation of prescribed medication, the following procedures will be followed:

1. No prescribed medication will be given without a doctor's order.
2. All prescribed medication is to be in a PROPERLY LABELED CONTAINER BEARING THE PHARMACIST'S OR DOCTOR'S LABEL OF CONTENTS.
3. Medication that is to be taken during the school day will be administered by the Principal or his/her designee.
4. A written log will be kept of all prescribed medications taken by students.
5. UNDER NO CIRCUMSTANCES SHALL NON-LABELED MEDICINES be administered by school personnel.

6. It is the STUDENT'S RESPONSIBILITY TO ALWAYS INFORM THEIR TEACHER when they are to report to the office to take prescribed medication.

7. It shall be THE STUDENT'S RESPONSIBILITY TO REPORT TO THE OFFICE, at the appropriate time, to take any prescribed medication. The school does not assume any responsibility for reminding them to report.

8. Written instructions signed by the parent's and student's physician must be furnished and include: child's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, and termination date.

9. Students using a physician prescribed inhaler may keep said inhaler on their persons provided a written statement is maintained by the office.

Instructional Materials

The teachers in the individual classes will furnish instructional materials, as they are needed. However, students will be required to pay for lost or damaged materials. In some United Arts and Related Arts classes, there may be a fee if students select special projects or wish to keep them. For all required projects, material will be furnished by the school.

Textbooks

Books are loaned to students. The books are recorded by serial number and the same book must be returned. If students take good care of the books, there are no charges. A textbook is expected to last five years. If students lose, damage, or deface a book, they must pay for its repair or replacement.

Special Activities

All special activities at the Middle School are an earned privilege. The student's behavior and academic behavior are the main criteria in earning the right to be included in these activities. In either case, the student will be notified as to their standing and participation in upcoming activities.

Reminder: School dances are limited to Union City Middle School students.

Interscholastic Sports - General Program

7th and 8th grade students have the opportunity to participate in UCMS's Interscholastic Sports Program. Girl's basketball, boy's basketball, girl's volleyball, boy's wrestling, cheerleading, and track are offered during the year. The program seeks to teach the fundamentals of the sport and to develop in students the importance of teamwork and good sportsmanship. Competitions are scheduled against Big Eight Schools and other area districts.

Lost And Found

Articles found in classrooms and halls are to be turned in to the school office and will be placed in the Lost and Found. Many articles go unclaimed each year because students fail to check the Lost and Found. It is the student's responsibility to check for lost articles in the Lost and Found. Articles may be claimed by making identification.

School Counselor

A school counselor serves the Middle School. This individual will work with students individually, in small groups, and with total classroom groups to help students overcome problems, learn problem-solving skills, and improve their self-concept. Students may be self, teacher, peer or parent referred. Beyond routine academic sessions, or an initial referral, ongoing individual or group counseling is voluntary.

The counselor is also the coordinator of the Student Assistance Program that offers additional help with screening and referral, liaisons to other agencies concerned with student health and well-being, and juvenile court.

Student Assistance Program

The goal of the Student Assistance Program is to support the school and the community in creating an atmosphere where education and learning is a priority.

The Student Assistance Program serves the school and community in many ways:

Linking schools, students, and families with the network of local community agencies that provide assistance for students who are experiencing problems.

Providing training and technical assistance for school Core Teams so they may utilize the referral process.

Providing assistance with substance abuse prevention education for drug free schools and communities.

Providing programs for parents on substance abuse and parenting issues.

Union City Middle School Core Team members include Stacy Guertler, Sherri Falkner and Brandon Bruce. Please contact any of these people if you are interested in taking advantage of this program.

Emergency Procedures

Fire

IN CASE OF FIRE - Students will receive special instructions from each teacher concerning the procedure to follow in response to the fire alarm.

Severe Weather

1. TORNADO WATCH

A. Building principals are notified of possible storm.

2. TORNADO WARNING

A. Students go immediately to shelter areas. (Roll is taken).

B. Students will remain in the shelter area until warning ends.

3. TORNADO STRIKE/EXPLOSION/GAS

A. Students are assembled in undamaged area or outside and roll is taken immediately.

B. Responsible adults will keep a list of who goes into emergency vehicles.

C. Parents may take students only after gaining permission from office staff.

4. BAD WEATHER

When schools will be closed for the day, the following radio stations will begin broadcasting this information at 6:30 a.m.

WBCK, WKRF, WDFP - Battle Creek

WQLR - Kalamazoo

WNWN - Coldwater

WUFN - Albion

IF NO NOTICE OF CLOSING IS GIVEN, SCHOOL IS OPEN. IN ANY CASE, PLEASE DO **NOT** CALL THE SCHOOL.

Instant Alert

Instant Alert is an electronic system that allows the school to contact parents/guardians in case of an emergency. Parents/guardians can obtain username and password details in the office. Families must sign up for this service, which can be used to notify parents/guardians by phone or text message.

Parent/Student Responsibilities

Parent Responsibilities

1. Establish a study area, away from household distractions, with good light and space for studying.
2. Set a regular study time each day that is not to be interrupted by family plans, school activities or television. Set a definite beginning and ending time.
3. Make sure students have the materials they need to do assignments (paper, pencils, textbooks, study notes, papers, etc.) the school building is open until 5 P.M. in case your student forgets something at school. Also, find a safe place to store them at home.
4. Check Powerschool at www.unioncityschools.org on a regular basis to see your student's progress.
5. Help the student work to find the answer rather than do the work for them. Be supportive and give assistance when students get frustrated or discouraged with particularly difficult assignments.
6. Contact the teacher to clear up any misunderstandings, troubleshoot problems, and/or be better informed about your child's learning progress.

Student Responsibilities

1. I will write down assignments in my assignment book for each class each day of the week.
2. I will make sure all assignments are clear. I will ask questions if necessary.
3. I will take needed materials home.
4. I will complete work neatly and turn it in on time.
5. I will set aside a regular time for studying.
6. I will find a quiet, well-lit place to study.
7. After an absence, I will request the assignments I missed, complete them and turn them in.