

E.F. Rittmueller Middle School

Handbook and Code of Conduct 2023-2024

Mission Statement

The mission of EFR is to maintain a culture of high expectations and continuous improvement by creating a place for every student, ensuring academic achievement for all, and preparing students for high school and beyond.

E. F. Rittmueller Middle School

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Accreditation

Accreditation and program review is completed annually through the State of Michigan and the Department of Education.

Americans with Disabilities Act – Section 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the District's programs and facilities. Students with disabilities and Limited English Proficient students may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability that substantially limits the child's ability to function properly in school should contact the District's Special Services Department.

Academic Eligibility for Extracurricular Activities

Students who represent E. F. Rittmueller Middle School in athletic, extracurricular and other public activities shall maintain the required scholastic standard. It is an honor and privilege to participate in extracurricular programs. Eligibility is based on a student's cumulative marking period grades in all classes. An "E" in any class will count as two points. A "D" in any class will count as one point. A student with three or more points in a week will not be eligible to participate in practice or competition or in any extra-curricular activity. This is subject to review by the principal. Ineligibility will last one week, Tuesday through Monday, when eligibility will again be evaluated. These guidelines shall supersede Michigan High School Athletic Association (MHSAA) eligibility regulations.

Athletic and Extracurricular Code of Conduct

1. The following will not be permitted:
 - A. Smoking at any time.
 - B. Consumption of alcoholic beverages at any time, at any time.
 - C. Possessing, using or transferring of drugs, at any time.
 - D. Stealing of any nature, within or out of the school, at any time.
 - E. Cheating in the classroom.
2. To participate in any school competition, the student must have been in attendance a minimum of three class periods the day of competition.
3. Athletes who wish to wear equipment not considered part of a standard uniform must have the coach's approval.
4. Conduct unbecoming an EFR Middle School athlete will not be condoned.
5. Athletic Philosophy: Participation in athletics at EFR is a privilege that is available to students. Emphasis is placed on teaching the skills of the sport and providing students an opportunity to participate. To that end, athletic teams at EFR do not cut players.
6. Penalties: The coach of the sport will handle disciplinary action. If it is apparent to either the athletic director or the principal that the punishment does not fit the violation, a Review Board will consider the case and rule accordingly. The Review Board will consist of the Building Principal and two coaches selected by the Principal who are not directly involved in the case.
 - A. Violation of 1 A or 1 B: In season, the student will be ineligible for 1/3 of the regular season's contests beginning with the date of apprehension, plus he will be put on probation for one calendar year. The ineligibility will not carry over from one sport to the next. Out of season, the student will be placed on probation for one calendar year. Any violation during probation means suspension from all sports for one calendar year.
 - B. Violation of 1 C: Automatic suspension from all sports for one calendar year.
 - C. Violation of 1 D: In or out of season - one year probation. Second offense - suspension for one year. All other violations will be dealt with in an appropriate manner.
 - D. Violation of 1 E: One week suspension from team activities.
7. Extracurricular events are sponsored for the recreation of students who are expected to comply with all school regulations. All school rules and regulations apply during all school sponsored functions.

Once a student has paid his/her admission, he/she may not leave the building and then re-enter any events.

8. Students must adhere to the guidelines established by the Activity Advisor.

Athletic and Extracurricular Activity Spectator Behavior and Sportsmanship

Athletic and Extracurricular activities are an extension of the regular school day with all school rules and regulations in effect.

1. Respect is the key to good sportsmanship. Opponents should be respected. They are not enemies but fellow teenagers who attend other schools.
2. Be modest and humble in victory or defeat. It is easy to be a good winner and difficult to show class when you lose.
3. Proper language is to be used. Use no swearing or language which is offensive to others. School events are a family activity. Individual and group vulgarity is not appropriate.
4. Obscene gestures are not appropriate.
5. Work together for positive chants and avoid obscene, degrading or elitist cheers.
6. After the game, do not tease or belittle the opponent in any way. Be pleasant and gracious to everyone.

Attendance Policy and Procedures

Every day is a valuable educational experience. If a student is absent, most of the educational experience of that day cannot be made up. Therefore, every effort should be made to be in school every day unless physically unable.

1. Parents are asked to call the EFR office before 8:30 a.m. if your child is unable to attend school. You may call 989-652-6119 or e-mail Jwestercamp@fmuthschools.com. Should you choose to leave a message, please leave your name, your child's name, and the reason for the absence. Absences not reported to the school by parent/guardian within two days will be recorded as an unexcused absence.
2. Extended medical appointments require medical documentation, including date and time.
3. Chronic medical issues that require increased absence must be documented at the school with physician documentation on a yearly basis.
4. A student must be in school a minimum of three class periods in order to participate in a public appearance activity on that day. Exceptions to this rule would be funerals, school sponsored activities, or similar events.
5. Absences for vacations should be arranged in advance with a prearranged absence request, so students may request their assignments from their teachers. (While assignments can be made up, classroom experience cannot be.) Work is due on the day that the student returns to school. We ask that every effort be made to schedule vacations according to the school calendar.
6. Students will be required to make up work missed during an excused absence. They will be allowed the number of days of the absence to complete the work. They are responsible to obtain their make-up work from each teacher and complete the assignments in the required time. Exceptions to this policy are long term assignments. For example, if a project was assigned three weeks ago and is due during an absence, the assignment is to be turned in on the day the student returns to school.
7. Students will be considered tardy until 5 minutes after the bell sounds. After that time, they will be considered absent.
8. Students leaving for appointments will be considered present for that hour if they leave after the 5 minute window, unless habitual.
9. Absences or tardies, in excess of ten, whether excused or unexcused, are considered excessive and may be investigated by school officials. If warranted, it will be reported to the County Truant Officer.
10. An absence will be classified as unexcused if a student is caught skipping and the student will face disciplinary action and possible suspension.

11. Excessive absence, whether excused or unexcused, may mean your child will not be promoted.

Classroom Regulations

1. Students must be sitting in their assigned seats when the bell rings.
2. No student may tamper with property in the classroom unless so instructed by the teacher.
3. Students will not be allowed to return to their lockers for materials or assignments after the bell has rung.
4. The teacher, on an individual basis, will handle repeated misconduct on the part of any student. The following items could be considered examples of misconduct:
 - Unnecessary talking
 - Thoughtless disregard for others' feelings or property
 - Throwing paper wads, pencils, erasers, etc.
 - Rude speech or actions
 - Cheating on tests and other class work
5. Water bottles are allowed with teacher permission.
6. Food consumption is not allowed unless so designated by a teacher
7. Refusing a reasonable request by a teacher or staff will be considered a form of misconduct.
8. Passage between classes and to lunch will be quiet, orderly and prompt. No running in the halls.
9. The above rules apply when a substitute teacher takes over the class.

These regulations are subject to change annually by staff.

Closed Campus

Students are not allowed to leave school property after arriving until they are dismissed at the end of the day. For bus riders, this includes from time they are picked up at home until they are returned home in the afternoon. At school, students must remain in the building, within the designated area or under staff supervision. Leaving for doctor, dentist and other appointments must be cleared through the office and a parent or guardian must sign students out in the office before leaving.

Counseling

Student counseling at EFR Middle School is an ongoing process involving the counselor, teachers, administrators and parents. A student wishing to make an appointment with the counselor may see the counselor personally or fill in an appointment request slip located outside the counseling office. Personal needs or concerns can seriously threaten and interfere with the educational development of students. Parents and students have the responsibility to provide the school with information that may be useful in making intelligent educational decisions. Schools have the responsibility to make available such services, as it deems necessary under applicable circumstances to students, and to inform students of these services as well as services of outside agencies. It is the student's responsibility to inquire about available counseling services and seek these services when deemed appropriate. It is the student's right to have access to those counseling services that are available through the school.

21f: Online courses may be available based on 21f guidelines. If interested in learning more information, please contact the counselor. All documentation must be understood before submitting an application because several restrictions apply.

Discipline Measures

1. Loss of extracurricular activity privileges
 - a. Building administrators may suspend students from participating in or being present at extracurricular activities as a result of student behavior.
 - b. Sponsors of activities, including coaches, have full authority to determine who shall be participants in a given situation, and they may remove a student from a given activity only on the basis of predetermined rules which have been approved by

- administration. Parents and students are to be made aware of school rules or regulations affecting specific activities prior to the beginning of the activity.
- c. Students under school suspension shall refrain from entering school property without prior permission from school authorities.
 - d. Students under suspension shall not participate in or be present at school functions (including weekend dates).
 - e. Nothing in this policy is intended to limit a teacher, coach or sponsor in exercising authority requiring a student to leave a particular activity when that student's behavior violates Board policies, school rules, or Athletic Code. A report of misconduct of such a student and the action taken by staff shall be reported to the appropriate school administrator at the earliest possible opportunity, not later than the beginning of the next school day.
2. Social Probation
 - a. A student who violates the code of conduct may be placed on social probation, especially when the behavior takes place at a school event (ex. Dance, concert, athletic event, etc.). Rather than have the punishment affect their academic efforts, students may be put on a social contract or social probation.
 - b. During the period of social probation, the contract will dictate what a student is allowed to do on campus after school hours. The contract or "social probation" should follow these parameters;
 - i. The student will be made aware of the "Social Probation" procedures, the reason for being considered for probation, and the steps necessary for removal from probation and re-entry into after school activities.
 - ii. Written notice outlining the specific violation(s) and the conditions of the "Social Probation Contract" will be forwarded to the student, parent, or guardian by mail.
 - iii. A student can be placed on "social probation" as a result of one extreme incident (as determined by administration) or multiple incidents after warning.
 3. Short Term Suspension
 - a. A short-term suspension is the denial of a student's right to attend school for less than ten school days
 - b. At the high school level and middle school level, students serving a short term suspension will receive full credit for "daily" work completed on time and full credit for tests, quizzes and exams.
 - c. Students serving suspensions may not participate in or attend after school or extracurricular activities on the day or days of suspension (weekend activities are also included).

Disciplinary Step System

Behavior problems and misconduct are detrimental to school operations, to student success, and to pride in the school. The following section details specific areas of misconduct. It should be noted that this listing is general in nature and may not specify all infractions which may result in disciplinary action.

The steps listed below shall be followed in the administration of disciplinary action. The steps are designed to:

1. Provide the student with a program that includes ample opportunity for modification of the negative behavior.
2. Provide consistency in the administration of disciplinary action - i.e., a fair program in that all students charged with the same level of misconduct will receive the same disciplinary action.
3. Provide for clearly stated, advance knowledge to all students, parents, and staff members of the probable course of action to be taken in handling disciplinary matters.
4. Provide a program that is progressive (moderate to most severe action) across educational levels.

Discipline Steps shall be administered under the following conditions:

1. Staff will make every effort to make behavioral changes within the framework of their classrooms and authority. Staff interventions shall be taken prior to administrative disciplinary action – teachers will contact parents to develop an action plan regarding classroom behaviors.
2. If the behavior continues, the staff will notify administration of unacceptable behavior by the means of a written misconduct report.
3. Administration will meet with the student to explain the report and decide action.
4. Administration will contact parents and inform them of the report and behavior.
5. In cases of serious misconduct, interventions may occur simultaneously with administrative disciplinary action. Placement on the step system will be proportionate to the severity of the misconduct.
6. Once a student is placed on the disciplinary steps for a current school year, s/he will continue to move to succeeding steps for each future misconduct. Movement on the steps will be proportionate to the severity of the misconduct and do not have to be one level at a time.
7. In recognition of good behavior, students' placement on the step system during a school year may be reduced one step when their behavior results in no administrative action, in accordance with the following:
8. The student's placement on the step system shall be reduced one step for each consecutive twenty (20) school days at the high school level, fifteen (15) at the middle school, and twelve (12) school days at the elementary level without misconduct requiring disciplinary action as described in this policy.
9. With the start of a new school year, students who were placed on the step system in the prior year will return without any steps on their record. However, penalties to be served resulting from the prior school year step placement will be served within the first two (2) week period of the new school year.
10. Legal Basis for School Discipline Michigan School Code of 1976, Article 2, Part 16, Sections 380.1300, 380.1311 Various Court rulings which further define the role of the Board, administration and staff of schools.

Disciplinary Steps - description applicable to all schools.

1. Step 1 Administrative conference with the student to include review of the disciplinary policy and procedures and notification that the next infraction of rules will result in action on at least the 2nd step. The student's parents shall be notified of the conference, and a copy of the step system and related penalties shall be sent to the parents. (Used only in Elementary and Middle School)
2. Step 2 Student/parent/administrative conference by phone, e-mail, or in person, before school, after school and/or lunch detention.
3. Step 3 One-day (short-term) suspension
4. Step 4 Two-day (short-term) suspension
5. Step 5 Three-day (short-term) suspension
6. Step 6 Five-day (short-term) suspension
7. Step 7 Seven-day (short-term) suspension
8. Step 8 Ten-day (short-term) suspension
9. Step 9 Administration will recommend to the Superintendent long-term suspension and/or expulsion for misconduct not including possession of a dangerous weapon, arson or criminal sexual conduct.
10. Step 10 Administration will petition Superintendent and Board for expulsion – automatic for possession of dangerous weapon, arson or criminal sexual misconduct, physical assault on a school employee/volunteer/contractor (for students in grade six or above).

PLEASE NOTE:

For Steps 3 through 5, the building administrator may invoke the option of having the students serve suspension days as some type of in-school suspension program or by removal by hour. Days are school days, not calendar days.

Disciplinary Notification to Parents: In disciplinary matters, parents will be notified as soon as possible by authorized school personnel. This notification will take the form of a phone call and/or written communication.

The Frankenmuth Board of Education does hereby establish the following categories of misbehavior that may result in suspension or expulsion from school of any student regardless of age, under its jurisdiction. The following list is offered as an example of unacceptable behavior (but not limited to), and it is not intended to be all inclusive. These policies are applicable to all school-related activities and also apply while the student is on school property, before or after school, en-route to and from school on district provided transportation.

Misconduct Initial Disciplinary Action	Elementary K-4	Middle School 5-8	High School 9-12
<p>1. Academic Dishonesty - Forgery/False information/Electronic falsification/Copying/Plagiarism: Students are prohibited from copying, or allowing others to copy, schoolwork. The fraudulent use of the name, work or other data of another person or the falsifying of information is prohibited. Removal of instructional materials from classroom without specific, prior consent. All parties involved with be subject to disciplinary action.</p> <p>A. Distribution/Reproduction of instructional material without direct consent of teacher/administrator</p> <p>Punishment may include loss of credit for test or assignment.</p>	<p>First Offense – Zero on assignment, quiz, test, project, etc. Second Offense – If same class, a zero for the marking period, different class (1) day suspension. Third Offense – If same class, failure for the semester, different class (5) day suspension.</p>		
	Step 1-6	Step 1-9	Step 3-9
<p>2. Acts of being in an unauthorized place/lingering aimlessly (non-trespassing) in or about school or forced entry of an area without authorization, refusing to leave when directed to do so by school personnel.</p>	Step 1-6	Step 1-9	Step 2-9
<p>3. Bomb Threats – Law enforcement authorities may be notified.</p>	Step 3-8	Step 8-9	Step 9
<p>4. Cyber/Bullying: a pattern of abuse over time and not isolated or a singular incident. Bullying may consist of direct and/or indirect behavior against an individual(s), as defined by Board policy.</p>	Step 4-9	Step 5-9	Step 7-9
<p>5. Closed Campus Violation</p>	Step 1-3	Step 3-5	Step 3-5
<p>6. Consumption, delivery, possession or under the influence of alcoholic beverages, controlled substances, prescription drugs, alleged drugs, or inhalants without prescription on school property, school owned vehicles or at school events. This includes vaping materials, look-alikes and such items as e-cigarettes and/or low or non-alcoholic beverages (O'Doul's, Sharp's, etc.) Law enforcement authorities may be notified.</p>	Step 3-5	Step 7-9	Step 7-9
<p>7. Delivery or receipt of alcohol. The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of alcohol on school property, in school owned vehicles, or at school events. This includes look alike items and beverages advertised as low/no alcohol, such as O'Doul's, Sharp's, etc. Law enforcement authorities may be notified.</p>	Step 5-8	Step 8	Step 8
<p>8. Delivery or receipt of controlled or alleged controlled substances or prescription medications. The act of delivering, receiving, purchasing, selling, supplying or arranging for the delivery, receipt, purchase, sale or supply of controlled or alleged controlled substances on school property, in school owned vehicles, or at school events. Law enforcement authorities may be notified.</p>	Step 6-8	Step 9	Step 9

9.	Electronic tampering - Any unauthorized use, misuse or access of any of the school district's electronic equipment including, but not limited to, voice and video equipment, computers or use of the internet. In addition, students are prohibited from downloading any files from the Internet or saving, or attempting to save, any files as hidden. Reference will be made to the Frankenmuth Community Schools Acceptable Technology Use Agreement and classroom rules which may apply in cases of this misconduct. Restitution and repair or replacement of damaged property, and/or removal of computer privileges and/or possible loss of credit for the course or removal from the activity.	Step 1-6	Step 2-9	Step 2-9
10.	Extortion – Blackmail. Obtaining money, property or favors as a result of intimidation without use of a weapon.	Step 1-3	Step 1-5	Step 3-6
11.	Failure to follow administrative approved classroom rules which are consistent with Board policies. Interventions and parent contact have taken place and behavior has continued.	Step 1-2.	Step 1-2	Step 2-3
12.	False Fire Alarms or Tampering with a fire alarm box or system or firefighting equipment. Law enforcement authorities may be notified.	Step 1-5	Step 3-7	Step 5-9
13.	Fighting. The act of physical violence or quarreling, including bodily contact, in and on school property, going to and from school, including any activity under school sponsorship, i.e. dances, athletic events, field trips, etc. Spontaneous incident – if one student initiates physical contact and the other student does not respond with physical contact, the second student does not have to be placed on the step system. Law enforcement authorities may be notified.			
A.	Incitement. The act of inciting or prompting others to action.	Step 1-4	Step 1-8	Step 3-9
B.	Spontaneous incident	Step 1-8	Step 1-8	Step 5-9
C.	Assault & Battery - threats and/or acts of physical violence	Step 1-9	Step 5-9	Step 7-9
D.	Planned, prearranged fight	Step 4-8	Step 4-9	Step 7-9
E.	Group fighting – i.e., three (3) or more students involved in the same fight.	Step 5-8	Step 5-9	Step 8
14.	Gambling or Pan Handling - Playing or betting, or operation of a game of chance, a contest or other event with the hope of gaining some personal or sales for financial advantage. Law enforcement authorities may be notified.	Step 1-3	Step 2-6	Step 3-8
15.	Harassment/Hazing - Unwelcome verbal or non-verbal contact. Law enforcement authorities may be notified.	Step 1-6	Step 1-9	Step 3-9
16.	Infraction of school rules not covered by the above categories, particularly those infractions on or off campus which, because of their nature, pose a serious health/safety threat to students and staff.	Step 1-9	Step 1-9	Step 2-9
17.	Insubordination - Disrespect or disregard of verbal instruction or direction of school personnel or any other disruption of the educational process.	Step 1-5	Step 1-5	Step 2-5
18.	Larceny – petty theft. Any theft of money or personal or public property and/or any theft involving unlawful entry, including lockers, desks, etc. Law enforcement authorities may be notified. Restitution or replacement of stolen property will be part of the punishment.	Step 1-6	Step 1-9	Step 3-9
19.	Malicious mischief. Damage to the school or personal property through intentional vandalism or defacing.	Step 2-3	Step 2-3	Step 3-4
20.	Negligence. Damage to the school or personal property through carelessness or inappropriate behavior.	Step 1-3	Step 1-3	Step 2-3
21.	Nuisance Items - Students may not bring any object or materials which may be disruptive to the educational process or hinder school officials' attempts to maintain an orderly	Step 1-2	Step 2-3	Step 2-4

<p>environment; such as, but not limited to, cell phones, iPads, iPods, or other electronic entertainment devices. Students may have devices on campus but they may not be seen or heard upon entering the building until 2:50 p.m. Any electronic devices used during the instructional day, unless specifically permitted by the teacher, including during lunchtime, will be taken as violation of school policy and subject to disciplinary action.</p>			
<p>22. Offensive speech and/or displays. Speech, communication, and displays that tend to disrupt the orderly conduct of the educational process, including, but not limited to: <u>Indecency</u> - the act of offending commonly recognized standards of good taste; including the use of vulgar acts, obscenities, and gestures. Including but not limited to; Racial or ethnic slurs, intimidation, offensive speech, degrading of persons and verbal abuse. <u>Inappropriate Sexual Behavior/Harassment</u> - verbal or non-verbal sexual innuendo, obscene gestures, leering, and personal displays of affection. Including displays or objects of sexually suggestive nature such as pictures, dirty jokes or offensive gestures, and conversation regarding sexual matters which are too personal. Harassment would be a pattern of unsolicited and unwelcome inappropriate sexual behavior. It may consist of direct or indirect behavior toward an individual including touching another's clothing or person, verbal abuse with sexual connotations. <u>Illegal messages</u> - displays which advocate or glamorize behavior which is illegal for students, such as alcohol, tobacco use or gang affiliation, or images from an electronic source or from texting. Display, possession, distribution and sharing of any images from any electronic source, drawings, graphics, video, text messaging, printed material of an obscene or violent nature (such as gun and weapons catalogs, bomb making information, magazines supporting violence).</p>			
<p>A. Incidental, not specifically directed toward another person</p>	Step 1-4	Step 2-4	Step 2-5
<p>B. Specifically directed toward another person, which has the tendency to disrupt the orderly conduct of the educational process.</p>	Step 1-9	Step 2-9	Step 3-9
<p>23. Possession of drug paraphernalia.</p>	Step 2-4	Step 2-4	Step 3-8
<p>24. Possession or use of explosives or incendiary devices that have potential to do great bodily harm or great physical damage.</p>	Step 9	Step 9	Step 9
<p>25. Possession or use of fireworks, including stink bombs, bomb bags and bottle bombs.</p>	Step 2-9	Step 2-9	Step 5-9
<p>26. Possession or use of matches or lighters.</p>	Step 1-4	Step 2-4	Step 2-5
<p>27. Possession or use of smoking or smokeless tobacco, while on school property, in school owned vehicles, or at school events.</p>	Step 1-5	Step 3-6	Step 3-9
<p>28. Possession or use of weapons; not defined under Expulsion Evaluation Items of this code, in a school building, on school premises or in school owned vehicles. The term weapons shall mean any object or device which could or does inflict bodily harm. Weapon shall also include a facsimile of objects or instruments which are weapons. The term weapons shall additionally include an object or instrument which is not in and of itself a weapon as defined above, but where the possession or use of same is coupled with an intent by a student to inflict injury or harm upon another person. Law enforcement authorities may be notified.</p>	Step 3-9	Step 4-9	Step 6-9
<p>29. Possession, delivery, receipt or supplying of over-the-counter drugs or medications on school property, school owned vehicles, or at school events.</p>	Step 1-9	Step 1-9	Step 1-9
<p>30. Public Display of Affection</p>	Step 1-2	Step 1-3	Step 2-4
<p>31. Sexual Misconduct: Constitutes consensual or mutual acts of sexually inappropriate behavior (including, but not limited to touching, obscene display, indecent exposure, and physical conduct of a sexual nature).</p>	Step 3-9	Step 3-9	Step 5-9
<p>32. Skipping Classes on Campus</p>	Step 1-3	Step 3-4	Step 3-4
<p>33. Unauthorized entry, trespassing, loitering. Law enforcement authorities may be notified.</p>	Step 1-3	Step 1-3	Step 2-4

Expulsion Evaluation

Acts of student misconduct which will result in Expulsion Evaluation, pursuant to State and Federal law and Board Policy, include the following:

- Possession or use of dangerous weapons in a school building, on school grounds or in school owned vehicles. The term "dangerous weapon" shall mean a firearm, an explosive device, poison, a knife with a blade of more than 3" in length, dagger, or pocket knife opened by a mechanical device; or, any other weapon as set forth in 18 USC 92
- Arson in a school building or on school grounds.
- Criminal sexual misconduct in a school building or on school grounds.
- Physical assaults upon school employees, volunteers, or contractors. Grade six and above: Step 10.

Suspension/Expulsion Defined

Suspension is the exclusion of a student from school for a specific period of time terminating at the end of the specific period or upon the fulfillment of a specific set of conditions. This could include removal from a class or classes but not from the building. During a period of suspension, a student is denied the opportunity to participate in any school-related activity. Expulsion is the permanent exclusion of a student from school for 180 days or more.

Due Process

The following is the procedure for due process of discipline.

1. Should the student and parent or guardian request a review for the student regarding the suspension, that review shall be held before the building principal.
2. A review at the building level shall be held within three (3) school days of the suspension unless the parents request a delay. A delay may be granted for as long as one week. If a review does not occur within a week, the disciplinary action will go into effect.
3. The student will not be granted the right to attend classes during the appeal process but will be allowed to make up all work for full credit during this time period. Students who have appealed a suspension may not attend or participate in after school activities, clubs, sports, etc. while the appeal is pending.
4. The building principal is the final level of appeal on short-term suspensions, except in cases where the principal was the suspending administrator or a witness against the student. In such cases, the appeal shall be directed to the designated administrator, whose decision shall be final.
5. Every effort shall be made to resolve problems through effective utilization of school district resources in cooperation with the student and parent or guardian. It will be done in the timeliest manner possible.
6. A more formal due process procedure is required for long-term suspensions (exceeding 10 days) or expulsions. Prior to the formal due process hearing, the Superintendent will send written notices of the charges to the student's parents or guardian or to the adult student. This formal procedure may include the right to counsel, bring forth one's own witnesses, and a hearing before the Board of Education. There will be an opportunity for an opening and closing statement.

Written charges will set forth the finding of fact by the Superintendent, the discipline recommended to be imposed, and the rights of the student during the hearing. The student and his/her parents should also be advised they have the right to an open or closed session at his/her option, and they should be advised of the time and date of the hearing

Dress Code

Students are expected to dress neatly and modestly at all times. The dress code is not an issue of morality or decency, but a policy to promote a safe and orderly learning environment. The school requires certain standards that are based upon factors of health, safety, and maintaining the orderly function of the school. Therefore, students are expected to dress in a manner that is not distasteful or distracting to the educational program. Specific regulations regarding clothing are as follows:

- Clothing with profane, derogatory, racist, violent, politically incendiary, obscene, sexually implied or explicit pictures or suggestions, or which advertises, promotes, or glorifies drug use (including alcohol and tobacco) are also not allowed on school grounds.
- All shirts/tops must cover the torso from the shoulders to the hips to a length that results in no midriff exposure.
- All shirts/dresses must have a sleeve; sleeveless garments of any sort are not permitted (sleeveless dresses, blouses, tube tops, spaghetti straps, off the shoulder and shoulder-less tops [including "shoulder hole" shirts, tank tops, and muscle shirts] or half/halter shirts).
- Underwear/Undergarments are not to be visible at any time. Additionally, the chest area may not be exposed (muscle shirts, baggy tops, etc.).
- Shorts and skirts that are fingertip length or longer when the wearer is standing straight with arms at the side are permitted.
- Clothing that can be used as a weapon (spiked collars, spiked bracelets, wallet chains, studded belts, spurs) are not permitted.
- Excessively baggy shirts and pants, and pants that are saggy or drag on the ground are prohibited. Clothing must be appropriate in size for the students' height and weight. No excessively wide pant legs will be permitted.
- Sunglasses are not permitted to be worn in the building. Hoods, hats, and/or head coverings may not be worn on the head in the building. Religious exceptions may apply;-please see an administrator if this might apply to you.
- Footwear must be worn at all times; specific footwear and/or attire may be required in certain classrooms and program settings.
- Gym clothes worn during physical education classes are not to be worn in the classroom; a locker will be provided for students to store their change of gym clothes if enrolled in a physical education class.

Violations of school dress code and incidences of improper attire as interpreted by the faculty, staff, and /or administration will result in corrective action. Students may be required to remain in the office until able to meet expectations. Repeat offenses will be dealt with according to the Misconduct and Disciplinary grid. Stated exceptions to the dress code as written may be made for special occasions or "spirit weeks" (like "dress up costume" theme days or "hat day"). Special occurrences or events of this nature will be shared with students, parents, and staff in advance.

Drug-Free Zones

Pursuant of Public Law 101-226, the Drug-Free Schools and Communities Act Amendments of 1989 (20 USC S3171, et. seq.) and its promulgated regulations (34 CFR, Part 86), the Board establishes the District buildings and grounds, and any school-sponsored activities held off the District grounds, as drug-free zones. To maintain district buildings, grounds, and school-sponsored activities held off the district grounds as drug-free zones, the Board authorizes the administration to utilize drug detection devices and methods including, but not limited to, breathalyzers and detection canines. District employees and students shall be notified of the planned use of drug detection devices and methods as provided under applicable state or federal laws. In the event that drugs are detected, the administration shall pursue remedies and disciplinary actions as provided in Frankenmuth School District Board of Education Policies, Employee Drug Prevention Policy, or sections, Student Conduct - Alcohol Use, and, Student Conduct - Drug Use, as applicable. These policies shall be construed as limiting the scope or definitions contained in other sections of these policies relating to the use or possession of drugs, alcohol, controlled substances, illicit substances, or their look-alikes, by employees, students, or anyone attending school-sponsored events, whether or not on District property.

Electronic Devices

Students shall not use any personal electronic device (i.e. cell phones, iPod, iPad, laptops, smart watches or other devices that have wireless communication capability) on school property during the school day without teacher and/or administrative consent. In case of an emergency, or if a student needs to make contact with a parent, they are permitted to use the phone in the office. Devices are to be turned off upon entering the building and maintained in student's locker during the school day. If such devices are seen or heard before school or until 2:50 pm, unless specifically permitted for an educational activity during class by staff, the device will be confiscated. The first offense will require a student to serve lunch detention, a parent/guardian contact, and the device may be returned to the student at the end of the school day. The second offense will result in the student serving two lunch detentions and the device will only be returned to a parent. A third offense will result in a one-day suspension. Cell phones are not allowed in the bathroom or locker room at any time (this also includes athletic practices/events) and their use may be treated as offensive speech and display.

Emergency Drills

EF Rittmueller Middle School complies with all fire safety laws and will conduct fire drills in accordance with state law. Specific instructions on how to proceed will be provided to students by their teachers, who will be responsible for safe, prompt evacuation of the building. Tornado drills, fire drills and secure drills will be conducted using the procedures and requirements provided by the local and state authorities.

Emergency Closing

Cancellation or delay of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school board and administration are aware of the hardship, which can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk exists.

The Frankenmuth School District utilizes a telephone broadcast system. This system allows us to simultaneously notify each household in the event of an emergency, a school delay or cancellation, or even important announcements. The Frankenmuth School District will also continue to report school delays or closings on local radio and television stations.

Equivalent Education Outside the Schools (Home Schooling)

The Board of Education encourages the enrollment of all school-age children resident in this District in Public Schools or in State-approved, non-public schools so that they may enjoy the benefits of a well-planned, educational program and the socialization possible in a group environment. The EF Rittmueller Principal will refer to the Superintendent all situations in which a parent seeks to educate his/her child at home or in a non-approved educational setting. The middle school shall not allow a student who is being educated at home or at a non-district school to participate in any of the District's co-curricular or extra-curricular activities, unless s/he meets the standards set forth by the school for eligibility.

Family Educational Rights and Privacy Act Policy (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), the Frankenmuth School District will provide student directory information to not-for-profit organizations. Directory information is personally identifiable information (name, date of birth, major field of study, honors and awards) that would not generally be considered harmful or an invasion of privacy. Not-for-profit organizations would include universities, military services, alumni groups, service organizations, and others. Parents, legal guardians, or 18-year-old students who object to the release of directory information should contact the middle school office at 652-6119, in which case information regarding the student cannot be released without prior written consent of the parent, legal guardian or 18-year-old student. Student information may be released under court orders for student record disclosure provided by an Assistant U.S. Attorney General or higher ranking official. Parents may inspect educational records held by the school. They may request correction of any inaccurate educational records. Questions or comments regarding this policy or the Family Educational Rights and Privacy Act should be addressed to the Frankenmuth School District. The Federal Legislature passed a conflicting law with FERPA, called the "Military Recruiter Access to Secondary School Students."

That law requires high schools to disclose student information to the military including address and phone number. If you do not want that information disclosed, please send a written request to the school attention to Administration.

Fees & Fines

Books, instructional material, equipment, and lockers are provided to students without charge. Students are responsible for their materials. Students will be charged for damage beyond normal wear and tear and are expected to meet these obligations in a reasonable amount of time. Any fines charged will be based on age, condition, and replacement cost of the item.

Library books can be checked out for two weeks. Students will be charged a fine for each day the library book is overdue. If a book is lost, the student should report this to the librarian and it will be placed on the "lost book list" and stop the fine from accumulating. If the book is not found, the cost of replacing the book is due to the Library before the end of the school year.

Food Deliveries

Students are prohibited from ordering delivery food during the school day, either directly from a restaurant or through smart phone applications and websites. Any food deliveries will be confiscated by the front office and, at the discretion of the front office, may either be retrieved at the end of the school day or discarded. Violation of this policy may result in student discipline.

Freedom to Publish

Students have the right to express, in writing, their personal opinions. The distribution of this material may not interfere with or disrupt the educational process and editorials must be signed by the writer. Students who edit, publish, or distribute handwritten, printed, or duplicated matter among their fellow students within the school, must assume responsibility for the content of such publications. In all publications, libel, obscenity, and personal attacks are prohibited, as is unauthorized commercial solicitation. The school does not provide an open forum for advertisement. All items posted or distributed in the building must be approved prior by administration.

Freedom of Speech and Assembly

Students are entitled to verbally express their opinions, but these may not interfere with other people's right to express themselves. Obscenities, vulgar or indecent language, and personal attacks do not fall under this right to free speech. Students are entitled to meet in school buildings or on school grounds when authorized by the building principal. Students have the freedom to peacefully assemble, recognizing that there is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations which interfere with the operation of the school or classroom is inappropriate and prohibited. The school retains the authority to refuse to sponsor student speech that might reasonably be perceived to promote drug, tobacco, or alcohol use, lewd behavior, or conduct otherwise inconsistent with the shared values of the community.

Fundraisers

Only school sponsored fundraisers with prior approval of the principal are allowed on campus.

Harassment

It is the policy of the Frankenmuth School District to provide an environment free from harassment, including sex-based harassment, for all students, employees, volunteers, and contractors. Consistent with Board Policy, the District will investigate all allegations of harassment, including sex-based harassment, and discipline or take other appropriate action against any individual who engages in sex-based harassment or discrimination.

Students should report any incidents of sex-based harassment or discrimination to:

Frankenmuth School Superintendent Grant Hegenauer, 525 E Genesee, Frankenmuth, MI 48734
989-652-9955 -or- Ghegenauer@fmuthschools.com

OR

Title IX Coordinator JoLynn Clark, 525 E Genesee, Frankenmuth, MI 48734
989-652-9955 -or- Jclark@fmuthschools.com

Students may also report incidents of harassment, including sex-based harassment, to any teacher or administrator. Reports made to any teacher or administrator will be reported to the Superintendent. Sex-based harassment may include verbal, visual, and physical conduct. Detailed examples of the type of conduct constituting sex-based and sexual harassment is listed in Board Policy, but the list is not exhaustive. Harassment, including sex-based harassment, does not need to include intent to harm an individual, be directed at a specific target, or involve repeated incidents. The District will investigate all reports of harassment, including allegations of harassment involving an alleged harasser and victim who are members of the same protected class.

Health

Students who become ill or are injured during the school day should report to their teacher, who will send them to the main office. A phone is available there for students to use. Calls home, during the day, shall be made from the office phone, not student cell phones, as use of cell phones is prohibited during school hours. Students will not be allowed to leave without parent permission. Parents will be notified in the event of serious illness, and it will be their responsibility to provide arrangements for care. It is very important that student's information in Skyward is up to date for prompt contact. If a student's parents are unavailable and the injury or illness is such that immediate care is required, the school will arrange for that student to be taken to the doctor or to a hospital for treatment. This action will not obligate the school personnel to assume financial responsibility for treatment.

Homebound Services

Students who are unable to attend school because of illness and are certified by a physician to require homebound services and are absent in excess of 5 days are eligible for Homebound Services. Parents are to request services from the office of the principal. The district will provide up to two 60-minute periods per week to assist the pupil with his/her studies. The parents or guardians are expected to be present while the homebound teacher is at the home.

Homeless Information - McKinney-Vento

The purpose of McKinney-Vento is to ensure that students who are homeless may continue their education with as little disruption as possible. Questions regarding the McKinney-Vento Homeless Assistance Act can be directed to the District Liaison listed below:

Stephanie Izzo, Homeless Liaison

965 E. Genesee Street, Frankenmuth, Michigan 48734

Phone: 989-860-9004 Fax: 989-652-2921 sizzo@fmuthschools.com

Upon enrollment of a homeless child, the District Liaison will coordinate with appropriate administrative staff to assure that the school last attended by a homeless child is immediately contacted to provide relevant academic or other relevant records. If upon enrollment the homeless child is found to be in need of any immunization required for enrollment by State law or any other medical records, the Liaison will assist the family or student in obtaining the immunizations or necessary medical records. The Liaison will also contact the Director of Transportation to assure transportation of the homeless student is provided in accordance with the Board's Transportation Policy.

Any disputes regarding the enrollment or assignment of a homeless student will be referred to the Liaison for expeditious resolution. The Liaison should attempt to resolve disputes within five (5) school days. Any dispute which cannot be resolved by the Liaison should be reported to the State Coordinator for the Education of Homeless Children and Youth at the Michigan Department of Education. According to State

guidelines, the State Coordinator has an additional five (5) school days from the time of notification to bring about resolution.

Individuals not satisfied with the State Coordinator's proposed resolution can appeal such decision to the State Superintendent of Public Instruction within five (5) school days for final resolution of the dispute.

Internet Use Policy

The appropriate use of the Internet must be in support of education and research and be consistent with the educational objective of the user's district. The Internet is a curriculum tool designed to serve the learning needs of district students. Any activity which fosters that purpose is encouraged. Any activity which does not is discouraged or, in some cases, prohibited. The use of any other organization's network and/or computing resources through the Internet must also comply with the rules and policies appropriate to that network. Use for commercial activities is prohibited. Any services which require a monetary charge or financial commitment shall be the responsibility of the individual user. All students using the school district Internet access must have on file a fully completed "Agreement for Acceptable Use of Technology Resources K-8" form.

Limited English Proficiency

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is, therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the Educational Services Department at (989) 714-5760 and speak with Angelica Garcia (SISD), to inquire about evaluation procedures and programs offered by the District.

Lockers & Storage

Students are assigned a locker for the duration of the school year. It is their responsibility to keep the interior and exterior clean and neat. Items placed in the lockers may not be attached to the locker surface with adhesives (i.e. sticky substances). Students may have magnetized objects on the inside of the locker as long as they do not interfere with the storage of educational materials, coats, and backpacks. Food items are not to remain in lockers after school hours. Backpacks, purses and coats are to be maintained in the student's locker and are not permitted in the classroom or in the hallways. Electronic devices should be kept off and in the student's locker unless specifically permitted in class by the teacher. Students are encouraged not to give out their locker combination to anyone, and students are prohibited from switching lockers or occupying any locker other than their own; they are responsible for all contents. Locks are assigned for physical education class and the lock is the responsibility of the student. Lockers are to be kept locked at all times. Lockers are the property of the school district and the school retains the right to inspect lockers at any time. K-9 detection teams may be used to inspect the lockers.

Lost and Found

EF Rittmueller has a designated "Lost and Found" area. Students who have lost items should check there to retrieve their belongings. It is a good idea to label coats, snow pants, boots and the like with your child's name. Unclaimed items will be given to charity on a periodic basis.

Lunch

An account is opened for each family. Students use their Student Identification Number when purchasing breakfast, hot lunch, a la carte or milk. The appropriate amount is subtracted from the student's account. Parents are asked to maintain a minimum of \$20.00 or more into the account if the student plans to eat lunch every day. Parents have 24/7 access to their child's lunch account through Skyward, and can make payments through Skyward. If sending payments to the office, please place them in an envelope, labeled with the student's first and last name, parent's name, and the amount enclosed.

The following rules are designed to assure that all students eat their meal in a comfortable and pleasant atmosphere:

1. Students are expected to clear tables and return trays, dishes, and silverware to the appropriate areas. Students who do not dispose of their materials appropriately may be subject to discipline.
2. All food is to be consumed in the cafeteria.
3. Students must remain in the cafeteria or the designated area until the end of the lunch period.

Medications

Prescription and over-the-counter medications shall be administered through the main office in accordance with school policy. Medications needed on field trips shall be administered by the advisor in accordance with school policy.

In the event that medication must be given to a child at school, please use the following procedure:

1. Parent must personally bring the medication to the office.
2. Prescription medication must be in a container labeled by the pharmacy.
3. Over-the-counter medication must be in its original, **unopened** container.
4. A parent will be asked to complete a form regarding dosage and the time medication should be given.
5. It is the parent's responsibility to monitor whether more medication needs to be brought to school.
6. Students will not be allowed to keep any over the counter or prescription medications in their possession.
7. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
8. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

Asthma Inhalers and Epi-Pens – Students, with appropriate written permission from the physician and parent, may possess and use a metered dose inhaler or dry powder inhaler to alleviate asthmatic symptoms. Epinephrine (Epi-pen) is administered only in accordance with a written medication administration plan developed by staff and updated annually.

Media Release

Frankenmuth School District considers pictures and video to be directory information. This information may be published in school related media. If a parent/guardian wishes not to have this information released, they must present written objection to the EFR Main Office by the second Friday of each school year. In the written objection, please indicate which areas you do not want your child's name/picture published: _Yearbook; _Media such as, but not limited to, newspaper/district newsletter; _Name/picture on social media.

Network Etiquette/Digital Citizenship

1. Students are expected to abide by the generally accepted rules of computer network etiquette. At the present time, these include (but are not limited to) the following:
 - a. Be polite. Do not be abusive in your messages to others. Treat others fairly.
 - b. Use appropriate language. Do not swear or use vulgar, obscene, or inappropriate language. All communications deemed illegal by any federal, state, or local ordinances are strictly forbidden.
 - c. Do not reveal your personal address and/or phone number or that of any other student(s) or colleague(s).
 - d. Note that your electronic mail is not private. People who operate the system have access to all electronic mail and server space. Messages relating to or in support of illegal activities may be reported to the proper authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users. The system operators have complete discretion regarding any violation of this standard.
2. As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

Non-Discrimination Policy

The Frankenmuth School District complies with all Federal Laws and Regulations prohibiting discrimination and with all requirements and regulations of the Michigan Department of Education. It is the policy of the Frankenmuth School District that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, or handicap shall be discriminated against, excluded from participation in, denied the benefits of or otherwise be subjected to discrimination in any program or activity for which it is responsible or for which it receives financial assistance from the United States Department of Education. The Board reaffirms its long-standing policy of compliance with all applicable federal and state laws and regulations prohibiting discrimination including, but not limited to, Titles VI and VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d. et seq.; and 42 U.S.C. §§ 2000e, et seq.; Title IX of the Educational Amendments of 1972, 20 U.S.C. §§ 1681, et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794; The Americans With Disabilities Act of 1990, 42 U.S.C. §§ 1210, et seq.; The Persons with Disabilities Civil Rights Act, MCL §§ 37.1101, et seq.; and The Elliott-Larsen Civil Rights Act, MCL §§ 37.2101, et seq. Inquiries or complaints by the public related to discrimination or any questions or concerns should be directed to the Frankenmuth School District Office.

Off-Campus Events

Students will be governed by school district rules and regulations at all school sponsored events regardless of location and are subject to the authority of the officials in charge of the event. Failure to obey the rules and regulations and/or failure to obey the lawful instruction of officials may result in suspension.

Personal and School Property

Students are encouraged not to bring items of value to school. Students are encouraged not to leave money or valuables in lockers. The safety of personal belongings is up to the students and leaving items of value in a locker may invite theft. Items such as jewelry, expensive clothing, electronic equipment, large amounts of money and the like, are tempting targets for theft and extortion. Common sense care is necessary to prevent loss of personal items as well as textbooks and other instructional supplies on loan from the school system. Students are responsible for all personal and school loaned items. The school is not responsible for their safekeeping and will not be liable for loss or damage to personal valuables. Students should not bring any personal items to school that would cause them to be upset if it should be lost or stolen. Students are expected to respect and care for their own property, that of the school and of others. Tampering with lockers, locks, other property of the school or of other individuals is considered misconduct. Student material that is disruptive to the educational process may be confiscated.

Pesticides

In keeping with Regulation 637 of the Michigan Compiled Laws, this is to inform you of the Frankenmuth School District's Integrated Pest Management Plan. It is the goal of our District to minimize pesticide use and thus exposure to students, staff, and the public. As in the past, pests will be controlled to maintain the integrity of school buildings and grounds, to protect the health and safety of students and staff, and to maintain a productive learning environment. Pesticides will be used only as a last resort when other pest prevention and non-chemical control measures are unavailable, infeasible, or ineffective. You have the right to be notified prior to any pesticide application made to the school grounds. To request prior notification, please complete a form in the school's main office.

Report Cards, Honor Roll & Team SOAR

Report cards are issued each marking period. There are four marking periods a year. Access to past report cards is available through Skyward. Students will have their name included on the Honor Roll if they earn a GPA of 3.50 or higher. Students are invited to join Team Soar each marking period based on the following qualifications: Earning a 3.85+ marking period GPA, no discipline referrals, and having excellent and good citizenship on report cards when designated by a teacher. A list of Team SOAR members is posted in the hallway. Students earning Team SOAR status two of the first three marking periods qualify to attend an end of school year trip.

Search and Seizure

The school administration has the right to search a student's person and property (lockers, purses, backpacks, etc.) if there is reasonable suspicion. The school recognizes that students have the right of privacy of person as well as the freedom from unreasonable search and seizure, but recognizes that this right is balanced by the school's responsibility to protect the health, safety, and welfare of all its students, buildings, equipment, and grounds. The school will make every effort to respect the rights and personal property of students. A student's failure to permit search and seizure as provided in this policy will be considered grounds for disciplinary action and possible law enforcement involvement.

Skyward Access

You can view attendance, lunch account, grades, report cards, missing assignments and other school information. We recommend that you login at least once a week to stay informed. Stop by the main office if you need assistance with access. Please keep your information (phone numbers, emails, emergency contacts, etc.) up-to-date on Skyward. If you have an address change, please stop at the District Office to report your new address. Skyward is our primary tool for communicating important information about your child.

Sign-In/Sign-Out Policy

Any student arriving late, leaving, or returning to campus MUST check in and out in the main office. Individuals picking up students during the school day must go to the school office to sign out the student. An individual must be listed on the student's emergency card as allowed to pick up student. Please send a note with the student indicating that someone other than the parent will be picking up the student. Photo identification may be required for the safety of our students. Please notify the main office when emergency contact information changes, and notify students in advance of appointments, transportation arrangements, and all other messages prior to the school day.

Special Education

E.F. Rittmueller Middle School provides a variety of special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. Lauren Birnbaum, the Supervisor of Special Education, can be reached at 989-652-6119 x 2508.

Student's Rights and Responsibilities

Student Rights

Every student at Middle School has the right to:

- develop knowledge through educational experiences
- have an atmosphere that is conducive to study and learning
- be free from physical and psychological harassment
- be treated fairly at all times
- seek advice and counsel both on personal and school matters
- be eligible to participate in all activities that his/her talents and interests may indicate

Student Responsibilities

Every student at Middle School has the responsibility to:

- respect the feelings of every other individual
- achieve at a level that reflects ability as a result of hard work
- participate willingly and enthusiastically in all school activities
- attend school regularly
- assist and cooperate in all phases of the learning process

Transportation & Walking Students

Transportation to and from school is not an absolute privilege. Students can be suspended from the bus for time periods or privileges can be forfeited totally based on actions of the student. The Code of Conduct is in effect on all school transportation.

1. Walking Students: Your behavior is important. Respect yourself and others by walking and riding your bikes on the sidewalks. Remember that you represent EF Rittmueller Middle School. Racks are provided and bikes should be locked until after school. Plan your time to arrive at school 10-15 minutes before school.
2. Buses: The bus driver is in complete charge of the bus and students are expected to abide by the rules and respond to the driver's requests. Bus riding is a privilege based directly on your behavior and may be denied for action that may endanger the lives and welfare of others.
3. Student Bus Responsibilities:
 - a. Be in the place designated both morning and afternoon ready to board the bus on time. The driver is responsible for maintaining a schedule and cannot wait for tardy students.
 - b. Refrain from moving around while the bus is in motion and observe classroom conduct.
 - c. Obey the driver's requests.
 - d. Warn the driver of approaching danger if there is reason to believe the driver is not aware of the danger.
4. Bus students walk to the East List Parking Lot and board the bus that will take them home.
5. All students should arrive no earlier than 20 minutes before school begins and should leave before 3:10 p.m. Early arrivals should stay in the cafeteria until 7:47 a.m. Students are expected to observe all rules of school conduct.
6. Students beyond the 1.5 mile boundary are eligible for transportation through Frankenmuth Public Schools. Please contact our Transportation Department at 652-5010 if you have questions. You will be asked to complete a transportation request form yearly.
7. When dropping off and picking up your child, please exercise caution and common courtesy for the safety of our students and smooth operation of our parking lot.

Use of School Building

Approval for activities in the school building must be obtained from the school administration and coordinated with Community Education. Activity forms are available in the main office. The building must be left in a clean and orderly condition after each function. If clean-up is not satisfactory, sponsoring group may be required to pay cleaning fees.

Visitors

1. All parents and visitors please go directly to the office.
2. Parents Visiting: There are times that parents want/need to spend time in the classrooms of their children. Please contact the principal to pre-arrange your visit.
3. Student Visitors: Students are not to have visitors in the school. Exceptions may be made under special circumstances with prior administrative approval. The administration reserves the right to refuse any visitation. Procedure to gain approval to bring a visitor or guest:
 - a. Parents please send a note to the principal stating the date, time and reason for the visit.
 - b. Approval will be granted or denied by the principal.
 - c. All visitors and guests are subject to all student regulations.