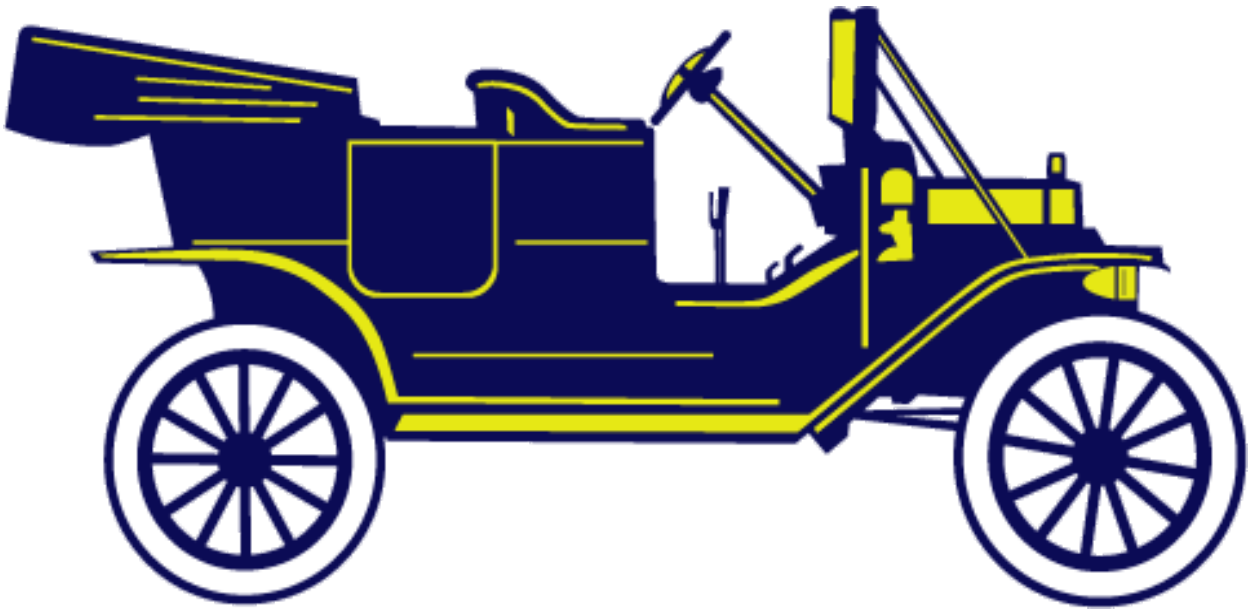
KINGSFORD MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK

2024-2025



445 Hamilton Avenue
Kingsford, Michigan 49802

Telephone (906) 779-2680
Fax (906) 774-1354
Attendance (906) 779-2680 (press option 1)

www.kingsford.org/1/home

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BREITUNG TOWNSHIP SCHOOL DISTRICT	
SCHOOL CALENDAR 2024-2025	
Monday, August 26	Teacher PD - No School
Tuesday, August 27	Teacher PD - No School
Wednesday, August 28	First Day of School
Friday, August 30	No School (Friday before Labor Day)
Monday, September 2	No School - Labor Day
Friday, October 11	No School - Teacher PD
Wednesday, October 23	1/2 day of school - Students Dismissed at 12:15 p.m. Parent/Teacher Conferences at KHS/KMS 2:00-7:00 p.m.
Friday, October 25	End of 1st Marking Period
Thursday, November 7	1/2 day of school - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m. Parent/Teacher Conferences at Woodland Elem. 2:00-7:00 p.m.
Friday, November 15	No School - Deer Day
Wednesday, November 27	1/2 day of school - Students Dismissed at 12:15 p.m.
Thursday, November 28	No School - Thanksgiving Day
Friday, November 29	No School - Thanksgiving Holiday
Monday, Dec 23 - Friday, Jan 3	No School - Winter Break
Monday, January 6	Return from Winter Break
Friday, January 17	End of the 1st semester - 1/2 day of school for students - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m.
Monday, February 10	No School - Mid-winter break day
Monday, February 17	No School - Teacher PD
Friday, March 14	No School - Teacher PD
Friday, March 21	End of 3rd Marking Period 1/2 day of school - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m.
Monday, March 24 - Friday, March 28	No School - Spring Break
Monday, March 31	Return from Spring Break
Friday, April 18	No School - Good Friday
Friday, May 2	No School - Teacher PD
Saturday, May 24	Graduation Ceremony
Monday, May 26	No School - Memorial Day
Thursday, June 5	Last Day of School - 1/2 day of school for students - Students Dismissed at 12:15 p.m.; Staff PD 1:00-3:00 p.m.

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Student/Parent Handbook

for the

KINGSFORD MIDDLE SCHOOL

Welcome to Kingsford Middle School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

Mrs. Jessica Garvaglia, Principal **[779-2680]**

Mrs. Tamara Nash, Assistant Principal **[779-2680]**

Mrs. Ginger Moore, Guidance Counselor **[779-2680 ext.5]**

Mrs. Elisa Hearn, Executive Secretary **[779-2680]**

Mrs. Christy Verity, Secretary **[779-2680]**

Mrs. Carrie Meeuwsen, Mrs. Jessica Zawada,
Mrs. Rebecca Steinbrecher, Nurses **[779-2680 ext.3]**

Mr. Chris Hartman, Athletic/Community Schools Director **[779-2670]**

Mrs. Chris Tramontin, Food Service Director **[779-2680 ext.4]**

Ms. Kristin Cameron, Schilleman Bus Service **[828-2456]**

Mr. David Holmes, Superintendent of Schools **[779-2650]**

Ms. Richelle Barker, Director of Finance **[779-2650]**

Approved by the Board of Education on 8/13/24.
Discipline Code adopted by the Board on 8/13/24.

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This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the District Administrator. The Policies and Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed. If you have questions or would like more information about a specific issue, contact your school principal.

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent to use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the office.

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised after June 30, 2024, the language in the most current policy or administrative guideline prevails.

MISSION

The mission of Breitung Township Schools, in cooperation with families and our community, is to provide a quality educational experience to assist all students in developing the knowledge, skills and attitudes necessary to become successful citizens.

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KMS EXPECTATIONS

The following expectations are expected from all people in the school building, on the school grounds, at school-sponsored activities and while being transported to and from school:

We expect people to be polite and courteous.

- Speak in a respectful tone.
- Speak when appropriate-avoid interrupting others.
- Listen in a respectful manner.
- Avoid rude or impolite comments or gestures.
- Avoid using profanity.
- Follow directions the first time they are given.

We expect people to keep hands & feet to themselves.

- Avoid rough-housing/horseplay/ “goofing around.”
- Avoid physical contact that is unwanted.
- Leave work/belongings of others alone.
- Avoid fighting/assaultive behavior.

We expect people to take care of school property.

- Keep hallways, bathrooms, classrooms neat and clean.
- Avoid damaging or writing on textbooks, chromebooks, desks, lockers, etc.…
- Pick up after yourself.
- Avoid vandalism or damaging property.

We expect people to take care of themselves.

- Dress appropriately.
- Be neat, clean, and make healthy choices.
- Be on time.
- Demonstrate responsibility for yourself.

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EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.See Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity)

Any person who believes that they have been discriminated against on the basis of their race, color, national origin, sex (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, Protected Classes), while at school or a school activity, should immediately contact the School District's Compliance Officer listed below:

Richelle Barker
Director of Finance
906.779.2650
810 Pyle Drive
Kingsford, MI 49802
rbarker@diisd.org

Justin Cowen
Director of Learning Technology
906.779.2650
810 Pyle Drive
Kingsford, MI 49802
jcowen@kingsford.org

Complaints will be investigated in accordance with the procedures as described in Board Policy 2260. Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

PARENT INVOLVEMENT

Power School

Breitung Township Schools uses a web-based student management system called PowerSchool. Parents and students log in to the system to check grades, attendance, teacher comments, school bulletins and lunch menus. Everything done in PowerSchool is in "real time." This means that as soon as a student is marked absent or the instant

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a grade is entered on an assignment, that information is available online. Teachers can insert comments about a student or specific comments about an assignment.
If you had a Web ID and Password last year at KMS, your Web ID and Password will be the same in the current school year. Parents and students who need their Web ID's and/or password may request the middle school office at 779-2680.

Visitors
1. Parents are welcome to visit KMS.
2. All visitors must report directly to the KMS Office, sign in and carry a visitor's pass.
3. Occasional parent visits to lunch or a program are acceptable.
4. Classroom visits must be approved in advance by the Principal, with ample time to notify the teacher.
5. Requests for students to bring a friend or relative to school for the day will be denied unless approved by the administration for extenuating circumstances.
6. Students under suspension or who have been expelled are not allowed on school property, in any school building, or admitted to any school function.
7. For the protection of students, school property, and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.
8. All persons must, upon request, identify themselves to proper school authorities when in the building, on school grounds, or at school sponsored events.
(**Board Policy 2112**)

SCHOOL DAY

COURSE OFFERINGS

5th Grade	6th Grade	7th Grade	8th Grade
Prime Time 5	Prime Time 6	Prime Time 7	Prime Time 8
Math Foundations 5 Math Strategies 5	Math 6	Math 7	Algebra 8
Social Studies 5	Social Studies 6	World History/Geo 7	US History/Geo 8
Science 5	Science 6	Science 7	Science 8
ELA 5 Reading 5	ELA 6	ELA 7	ELA 8
	Physical Education/Tech Design	Tech Design /Physical Education	Health/Physical Education
Exploratory/Specials Band	Band, Choir or Exploratory Rotation	Band, Choir or Exploratory Rotation	Band, Choir or Exploratory Rotation

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DAILY SCHEDULE

5th Grade	1st Period	2nd Period	3rd Period	PT/ Lunch	4th Period	5th Period	6th Period	7th Period
	8:00-8:50	8:55-9:40	9:45-10:30	10:35-11:05 PT	11:35-12:20	12:25-1:10	1:15-2:00	2:15-3:05
				11:05-11:35 Lunch			2:00-2:15 Recess	

6th Grade	1st Period	2nd Period	3rd Period	Prime Time	Lunch	5th Period	6th Period	7th Period
	8:00-8:55	9:00-9:55	10:00-10:55	11:00-11:35	11:35-12:05	12:05-1:05 (60)	1:10-2:05	2:10-3:05

7th Grade	1st Period	2nd Period	3rd Period	4th Period	Lunch	Prime Time	6th Period	7th Period
	8:00-8:55	9:00-9:55	10:00-10:55	11:00-12:00 (60)	12:00-12:30	12:30-1:05	1:10-2:05	2:10-3:05

8th Grade	1st Period	2nd Period	3rd Period	4th Period	Prime Time	Lunch	6th Period	7th Period
	8:00-8:55	9:00-9:55	10:00-10:55	11:00-11:50	11:55-12:35	12:35-1:05	1:05-2:05 (60)	2:10-3:05

HALL INFORMATION

Students in the hall during class time must have the appropriate information filled out on a hall pass. If the student does not have an agenda book, that student is not permitted to be in the hall during class time. (Exception is an emergency situation). If more than one student is sent out, each should have their own signed pass. Student hall privileges are determined by the discretion of each classroom teacher.

PHYSICAL EDUCATION

All students are expected to take physical education. Permission from a doctor must be secured in order to be excused from physical education classes for any length of time. Each student must have a pair of gym shoes and it is recommended to take a shower following the class.

If you need to be excused from gym exercises, you must have a written note from home with approval from the Principal. If this excuse is to be for longer than one class, a physician's written request is required.

Each student will be supplied with a locker and is responsible for locking up their valuables. **The school is not responsible for missing items.**

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PRIME TIME

*Kingsford Middle School's Advisor/Advisee program is known as "Prime Time." Prime Time groups meet on a daily basis. Prime Time groups consist of groups of students, each under the guidance of a teacher serving as an advisor. Prime Time is an effective educational program emphasizing the social, emotional, and physical development, while supporting the intellectual growth of students.

*Prime Time helps bridge the gap between the elementary classroom and the independent world of high school by providing special concern for each student; yet encouraging the independence and personal growth needed for high school success.

*Prime Time provides structured time to get organized, build study skills, and for special activities that enable students to make a contribution to their school, community, and society, as well as other activities that help fulfill the identified needs of early adolescence.

*The State Board of Education recognizes the direct impact that education has on the development of character by empowering and encouraging public schools to provide character education. It further recognizes "respect" as a basic principle of character.

CLOSED CAMPUS

Students are **not allowed to leave the middle school grounds** without specific permission from the principal's office. Once a student arrives on school grounds (dropped off by the bus or a private vehicle, walking or bicycle) they may not leave the school property. Failure to report to class or to sign out in the office when leaving the building may result in truancy with disciplinary action.

Students with classes in the shared facilities will go directly to and from those classes by the most direct route and without stops. If a student becomes ill during the school day and finds it necessary to go home, he/she must first have permission from the building principal or designee. **Before the student leaves the building because of illness, a parent or approved emergency contact must be notified by the principal, nurse or office staff.**

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

STUDENT RIGHTS AND RESPONSIBILITIES

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

Parents have the right to know how their child is succeeding in school and should follow PowerSchool. Parents are encouraged to build a two-way link with their child's

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teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish the child's educational goals.

Students must arrive at school on time, prepared to learn and participate in the educational program. If, for some reason this is not possible the student should seek help from the School Success Worker, Marci Veale.

(See also Board Policy 5780 – Student/Parent Rights and associated Administrative Guidelines.

STUDENT WELL-BEING

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down and tornado drills, and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should deliver written notice about such needs along with proper documentation by a physician, to the School Office.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8400 – School Safety Information; and associated Administrative Guidelines.)

INJURY AND ILLNESS

All injuries must be reported to a teacher, nurse or the office. If a minor injury, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the nurse's office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

Permission to use the elevator may be obtained by student(s) who are on crutches, in a wheelchair, or for other medical purposes. Students must receive permission from KMS office staff.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

HOMEBOUND INSTRUCTION

The District shall arrange for individual instruction to students of legal school age who are not able to attend classes because of a physical disability.

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Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the Superintendent. The District will provide homebound instruction only for those confinements expected to last at least five (5) days.

Applications for individual instruction shall be made by a physician licensed to practice in this State. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; and/or present evidence of the student's ability to participate in an educational program.

(See also Board Policy 2412 – Homebound Instruction Program and associated Administrative Guidelines.)

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

unless enrolling under the District's open enrollment policy.

unless enrolling and paying tuition.

New students under the age of eighteen (18) must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document;

B. court papers allocating parental rights and responsibilities, or custody (if appropriate);

C. proof of residency;

D. proof of immunizations.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Executive Secretary will assist in obtaining the transcript if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. (See Board Policy 5111.01 – Homeless Students)

Students who meet the Federal definition of children and youth in foster care may enroll and will be under the direction of the Local Point of Contact with regard to enrollment procedures.(Board Policy 5111.03 – Children and Youth in Foster Care)

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of

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suspension or expulsion even if that student would otherwise be entitled to attend school in the District.

(See also Board Policy 5111 – Eligibility of Resident/Nonresident Students, et seq.; Board Policy 5113 – Schools of Choice Program, et seq.; and associated Administrative Guidelines.)

SCHEDULING AND ASSIGNMENT

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the office. Students are expected to follow their schedules.

EARLY DISMISSAL FROM SCHOOL

No student will be allowed to leave school prior to dismissal time without prior consent by the parent or a person whose signature is on file in the School office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) without written permission signed by the custodial parent(s) or guardian.

(See also Board Policy 5200 – Attendance, Board Policy 5230 – Late Arrival and Early Dismissal, Board Policy 5223 – Absences for Religious Instruction, and associated Administrative Guidelines.)

TRANSFER OUT OF THE DISTRICT

Parents must notify the Principal about plans to transfer their child to another school. If a student plans to transfer from Kingsford Middle School, the parent must notify the office. Transfer will be authorized only after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. Parents are encouraged to contact the office for specific details.

School officials, when transferring student records, are required to transmit disciplinary records including suspension and expulsion actions against the student.

(See also Board Policy 5113 – Schools of Choice Program (Inter-District), et seq.; Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 8330 Student Records; and associated Administrative Guidelines.)

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of the student's parents. (See also Board Policy 5130 – Withdrawal from School.)

IMMUNIZATIONS

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Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school nurse.

(See also Board Policy 5320 – Immunization, Board Policy 5111.01 – Homeless Students, Board Policy 5113.03 Children and Youth in Foster Care, and associated Administrative Guidelines.)

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by the student's parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities.

The Emergency Medical Authorization Form is provided at the time of enrollment and at the beginning of each year. Failure to return the completed form to the school will jeopardize a student's educational program.

(See also Board Policy 5340 – Student Accidents, et seq.; Board Policy 5341 – Emergency Medical Authorization; Board Policy 8442 – Reporting Accidents; and associated Administrative Guidelines.)

USE OF MEDICATIONS

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent along with a waiver of any liability of the District for the administration of the medication. The parent must also authorize any self-medication by their child.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The Medication Control Form and Medication Receiving/Sending Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

C. All medications must be registered with the nurse or Principal's office.

D. Medication that is brought to the office will be properly secured.

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Medication may be conveyed to school directly by the parent or approved school personnel. This should be arranged in advance.

E. 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 a school year.

F. The parents shall have a responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for attending the nurse's office on time to take the prescribed medication. The nurses in the office will monitor the medication release.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5500 – Student Conduct; Board Policy 5520 – Disorderly Conduct; Board Policy 5530 – Drug Prevention; and associated Administrative Guidelines.)

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 the school principal and updated annually.

(See also Board Policy 5330 – Use of Medications, et seq.; Board Policy 5330.01 – Epinephrine Auto-Injectors

Non Prescribed (Over-the-Counter) Medications

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until authorization is received.

(See also Board Policy 5330 – Use of Medications, Board Policy 5500 – Student Conduct, Board Policy 5520 – Disorderly Conduct, Board Policy 5530 – Drug Prevention, and associated Administrative Guidelines.)

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Any removal will only be for the contagious period as specified in the school's administrative guidelines.

(See also Board Policy 8450 – Control of Casual-Contact Communicable Diseases, et seq. and associated Administrative Guidelines.)

INDIVIDUALS WITH DISABILITIES

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The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. (Board Policy 2260.01 – Section 504/ADA Prohibition Against Discrimination Based on Disability). This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact the office at 779-2680 to inquire about evaluation procedures and programs.(See Board Policy 2460 – Special Education)

The District is committed to identifying, evaluating, and providing a free appropriate public education ("FAPE") to students within its jurisdiction who are disabled within the definition of Section 504, regardless of the nature or severity of their disabilities.

STUDENTS WITH LIMITED ENGLISH PROFICIENCY (LEP)

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extracurricular 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 extracurricular program offered by the District. Parents should contact the office at 779-2680 to inquire about evaluation procedures and programs offered by the District.
(See also Board Policy 2225 – Students with Limited English Proficiency (LEP) and associated Administrative Guidelines.)

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Neither the Board nor its employees shall permit the release of the social security number of a student, or other individual except as authorized by law (see Board Policy 8350 – Confidentiality Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes:

Each year the Superintendent shall provide a public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The Board designates as student "directory information":

A. a student's name;
B. major field of study;
C. participation in officially recognized activities and sports;
D. height and weight, if a member of an athletic team;

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E. date of graduation;
F. awards received;
G. honor rolls;
H. scholarships.

The Superintendent will also develop a list of uses for which the District commonly would disclose a student's directory information and develop an opt-out form that lists all of the uses or instances and allows a parent or legal guardian to elect not to have his/her child's directory information disclosed for one (1) or more of these uses.

Each student's parent or legal guardian will be provided with the opt-out form within the first thirty (30) days of the school year. The form shall also be provided to a parent or legal guardian at other times upon request.

If an opt-out form is signed and submitted to the District by a student's parent or legal guardian, the District shall not include the student's directory information in any of the uses that have been opted out of in the opt-out form. A student who is at least age eighteen (18) or is an emancipated minor may act on his/her own behalf with respect to the opt-out form.

Parents and eligible students may also refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within days after receipt of the District's public notice.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found at www.kingsford.org

Other than directory information, access to all other student records is protected by (FERPA) and Michigan law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to administration. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a

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student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Individuals have a right to file a complaint with the United States Department of Education if they believe that the District has violated FERPA.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, the student's parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or their parents;

B. mental or psychological problems of the student or their family;

C. sex behavior or attitudes;

D. illegal, anti-social, self-incriminating or demeaning behavior;

E. critical appraisals of other individuals with whom respondents have close family relationships;

F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

G. religious practices, affiliations, or beliefs of the student or their parents; or

H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, the Superintendent shall ensure that procedures are established whereby parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for

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selling that information for otherwise providing that information to others for that purpose); and

B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES, FINES, AND SUPPLIES

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit.

Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Fees may be waived in situations where there is financial hardship.

(See also Board Policy 6152 – Student Fees, Fines, and Supplies; Board Policy 5111.01 Homeliness Students; Board Policy 5513 - Care of District Property; and associated Administrative Guidelines.)

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines (See Board Policy – 5830 Student Fund-Raising and associated Administrative Guidelines). The following general rules will apply to all fundraisers.

A. Crowdfunding activities are governed by Board Policy6605 and Associated Guidelines.

B. Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

C. Students may not participate in fundraising activities off school property without proper supervision by approved staff or other adults.

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D. Students who engage in fundraisers that require them to exert themselves physically beyond their normal pattern of activity, such as "runs for .....", will be monitored by a staff member in order to prevent a student from overextending himself/herself to the point of potential harm.

E. Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials must contact the Principal prior to coming to the School. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.
(See also Board Policy 2416 – Student Privacy and Parental Access to Information, Board Policy 5780 – Student/Parent Rights, Board Policy 9130 – Public Complaints, and associated Administrative Guidelines.)

MEAL SERVICE

The school participates in the National School Lunch Program and makes lunches available to students at no charge. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave school premises during the lunch period.

Applications for the school's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that they are eligible, contact Chris Tramontin.

(See also Board Policy 8500 – Food Services, Board Policy 8510 – Wellness, and associated Administrative Guidelines.)

FIRE, LOCK DOWN AND TORNADO DRILLS

The 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, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures provided by the State.

Lock down drills in which the students are restricted to the interior of the school building and the building secured will occur a minimum of two (2) times each school year.

(See also Board Policy 8420 – Emergency Situations at School and associated Administrative Guidelines.)

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EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, please check our Facebook page, BTS Website, or WLUC-TV 6. Parents will be notified via email, phone call and text message through the Power School notification system and it will also be posted on the BTS Facebook page. Parents and students are responsible for knowing about emergency closings and delays.

Parents and students are responsible for knowing about emergency closings and delays.

(See also Board Policy 8220 – School Day and associated Administrative Guidelines.)

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* (Board Policy 8405) and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to obtain a pass. Any visitor found in the building without a pass shall be reported to the Principal.

If a person wishes to confer with a member of the staff, that person should call for an appointment prior to coming to the School, in order to schedule a mutually convenient time.

Students may not bring visitors to school without prior written permission from the Principal.

(See also Board Policy 7440 – Facility Security, Board Policy 9150 – School Visitors, and associated Administrative Guidelines.)

USE OF THE LIBRARY OR MEDIA CENTER

The library or media center is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian.

(See also Board Policy 2521 – Selection of Instructional Materials and Equipment and associated Administrative Guidelines.)

LOST AND FOUND

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Students who have lost items should check and may retrieve their items if they give a proper description. Unclaimed items will be given to charity throughout the year.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the administration. Violation of this may lead to disciplinary action.

USE OF SCHOOL TELEPHONES

If a parent/guardian needs to communicate with their student during the school day, please contact the office. Students have the ability to use school telephones located in the guidance/main office for the sole purpose of contacting a parent/guardian.

USE OF PERSONAL COMMUNICATION DEVICES

Personal communication devices or PCDs include **cell phones**, iPads, tablets, electronic readers and/or other web-enabled devices of any type. The Board assumes no responsibility for theft, loss, damage to or misuse/unauthorized use of PCDs brought onto its property.

- ❖ KMS students <u>will not be permitted</u> to use PCDs once the school day begins at 8:00 A.M.
  - ➢ PCDs <u>will not be permitted in classrooms, locker rooms, and/or restrooms</u>
  - ➢ PCDs <u>will not be permitted during lunch</u>
  - ➢ PCDs can be stored in student lockers/bookbags during school hours

Any violation of the PCD expectations will result in the following disciplinary action:

- ★ 1st offense - PCD will be confiscated and brought to the KMS office. The parent will be notified.
- ★ 2nd offense - PCD will be confiscated and brought to the KMS office. The parent will be notified, the student will be assigned a one hour overtime, and the parent will be required to pick up the device from the KMS office.
- ★ 3rd offense - the PCD will be confiscated and brought to the KMS office. The parent will be notified, the student will be assigned a one hour overtime, and the parent will be required to pick up the device from the KMS office. The student will have to leave his/her device in the office daily until the end of the school year.

<u>Chromebooks/1:1</u> Each KMS student will be issued a chromebook for their use. All students may take their chromebooks home on a daily basis. Parents and students will agree to follow the responsibilities and expectations that are outlined in the Chromebook Handbook which is found on the KMS Webpage. A form stating that parents and students have reviewed the handbook must be signed and turned in prior to students receiving their device.

As part of the 1:1 policy, students are expected to have their Chromebooks and chargers on a daily basis. This is a required classroom material.

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Students without the required device or charger will result in the following disciplinary action:

- ★ 1st offense - Guardian will be called to bring in the device/charger.
- ★ 2nd offense - Guardian will be called to bring in the device/charger and the student will be assigned a lunch detention
- ★ 3rd offense - Guardian will be called to bring in the device/charger and the student will be assigned an overtime.
- ★ 4th offense - Guardian will be called and the student will have to leave his/her device in the media center daily until the end of the school year.

(See also Board Policy 5136 – Personal Communication Devices and associated Administrative Guidelines.)

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of twenty-four (24) hours advance notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

(See also Board Policy 9700 – Relations with Special Interest Groups, Board Policy Advertising and Commercial Activities, and associated Administrative Guidelines.)

SECTION II - ACADEMICS

COURSE OFFERINGS

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co-curricular and extracurricular program. No student may participate in any school-sponsored trip without parental consent.

> Attendance rules, the Student Code of Conduct, and the Search and Seizure policy apply to all field trips.

(See also Board Policy 2340 – Field and Other District Sponsored Trips, Board Policy 5500 Student Code, Board Policy 5771 – Search and Seizure, and associated Administrative Guidelines.)

GRADES

Kingsford Middle School has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, the student should ask the teacher.

The school uses the following grading system:

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Grade	Percentage	Four Point Scale	Cut off % (No rounding)
A	94-100	4.0	≥ 94%
A-	90-93	3.67	≥ 90%
B+	87-89	3.33	≥ 87%
B	83-86	3.0	≥ 83%
B-	80-82	2.67	≥ 80%
C+	77-79	2.33	≥ 77%
C	73-76	2.0	≥ 73%
C-	70-72	1.67	≥ 70%
D+	67-69	1.33	≥ 67%
D	63-66	1.0	≥ 63%
D-	60-62	.67	≥ 60%
F	59-below		
I	Incomplete	2 weeks to make up missing work after marking period	**HONOR ROLL** Highest Honors (All A's) = 4.0 High Honors= 3.5-3.999 Honors= 3.00-3.4999

(See also Board Policy 5421 – Grading and associated Administrative Guidelines.)

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the State mandated test and graduation. Prime Time classes will be used to monitor student success with classwork.

(See also Board Policy 2330 – Homework and associated Administrative Guidelines.)

STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY

Before any student may take advantage of the School's computer network and the internet, the student and their parents must sign an agreement which defines the

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conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action as outlined in the Student Code of Conduct or referral to law enforcement authorities. Copies of the School District's *Student Network and Internet Acceptable Use And Safety Policy* and the requisite student and parent agreement will be distributed by school personnel.

(See also Board Policy 7540.03 – Student Technology Acceptable Use and Safety and associated Administrative Guidelines.)

STUDENT ASSESSMENT

See Guidance Office for more information on state level testing.

A. the Michigan Student Test of Educational Progress (M-STEP), tShe PSAT, and MI-Access Alternate Assessments administered each year in accordance with the schedule established by statute and the State Department of Education;

   M-STEP includes summative assessments designed to measure student growth effectively for today's students. English language arts and mathematics will be assessed in grades three (3) through eight (8), science in grades four (4) and seven (7), and social studies in grades five (5) and eight (8).

NWEA tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

(See also Board Policy 2623 – Student Assessment, Board Policy 5460 Graduation Requirements, and associated Administrative Guidelines.)

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Extracurricular activities do not reflect the School curriculum but are made available to students to allow them to pursue additional worthwhile activities such as Student Council, Great 8 Winter Games, Spelling Bee, Quiz Bowl, Math-Counts, Futures Club, and Jazz Band. All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

(See also Board Policy 2430 – District-Sponsored Clubs and Activities and associated Administrative Guidelines.)

NON-SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, or philosophical reasons may meet during non instructional hours. The applicant for permission can be

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obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that nonschool persons do not play a regular role in the event. All school rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot.

(See also Board Policy 5730 - Equal Access for Nondistrict-Sponsored Student Clubs and Activities.)

ATHLETICS

Kingsford Middle School provides a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. A student's use of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and participation. The following is a list of activities currently being offered: 7th and 8th grade basketball (girls/boys), cheerleading, track (girls/boys). For further information, contact Chris Hartman, the Athletic Director, at 779-2670.

Athletic Code of Conduct Summary of Consequences for Violations

To minimize the risk of heat-related illness in interscholastic athletic programs, the athletic programs of the District will monitor and respond to temperature and humidity indexes in accordance with Michigan High School Athletic Association's (MHSAA) model policy.

All athletic programs of the District shall comply with the concussion protocols of the MHSAA, the requirements of state law, and Department of Community Health guidelines regarding concussion awareness training and protection of youth athletes.

(See also Board Policy 2431 – Interscholastic Athletics and associated Administrative Guidelines, Board Policy 2431.01 – Managing Heat and Humidity in Interscholastic Athletic Programs, Board Policy 5340.01 – Concussions and Athletic Activities, and associated Administrative Guidelines, including associated Athletic Handbook.)

Offense	Suspension	Additional
1st Offense	25 % of season	· No participation in game day activities · 5 hours community service
2nd Offense	50 % of season	· No participation in game day activities · 25 hours community service
3rd Offense	Forfeiture of athletic participation privileges for entire career	
Note:	School officials reserve the right to determine more serious discipline for more serious incidents (KHS/KMS Athletic Code of Conduct)	

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STUDENT EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that they must maintain a job in addition to going to school, the student must first make contact with their counselor to discuss any legal requirements and obtain any needed documents.

(See also Board Policy 5895 – Student Employment and associated Administrative Guidelines.)

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

It is imperative that students be in attendance each school day in order not to miss a significant portion of their education. Many important learnings result from active participation in classroom and other school activities which cannot be replaced by individual study.

> Attendance is important in the development of a high quality work ethic which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a worker is the worker's dependability in coming to work every day and on time. This is a habit the School wants to help students develop as early as possible in their school careers.

Truancy
Specific attendance policy guidelines are as follows:
Attendance is taken during each class period. A day equals the number of periods absent for each class. (i.e. 5 days absent could mean 5 full days or 5 times absent in any one period.) ***A student must remain in the period for at least 20 minutes to be considered present.**

Absences per Quarter or Semester	**Action taken:**
Up to four full day excused absences per quarter	* No action may be taken
Five or more full day absences in any class per quarter	* Principal or Assistant Principal meets with student * Principal or Assistant Principal calls parent * Letter is sent to parent including notification of attendance record and attendance policy * The fifth and each subsequent absence will be considered **unexcused** * Copy of attendance record is placed in CA-60 file

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Ten full day absences in a semester	* Principal or Assistant Principal meets with student and sets up a parent meeting to discuss truancy * A subsequent absence may require a truancy petition to be sent to the DIISD and the Dickinson County Truancy Officer as per the Dickinson County Truancy Ordinance.

Excused Absences:
* Illnesses of the student or family member
* Doctor/Dental appointment or care (verified by a doctor's note)
* Religious observations
* Participation in legal proceedings
* Emergency child care situations
* Serious family emergency
* Suspension days
* Exceptional circumstance

Unexcused Absences: (Will result in disciplinary action)
* No call-in from parents
* Truancy/Skipping
* Leaving school without permission
* Failure to check out of school using proper procedures

Exempt Absences: (Do not count toward absence totals)
* School related activities, i.e. field trips, athletic events
* Death in the student's immediate family
* Hospitalization, serious or long term illness verified by a doctor (specific dates required)
* Bereavement of a family member
* Pre-Planned family activities/trips - School is notified in advance (proper form is filled out - see KMS office staff for form)

Parents are discouraged from having their children excused from school for vacations or trips. Whenever a proposed pre-planned absence is requested it must be cleared by the principal. **The absence will be approved if the student remains under 4 days of absence for the current quarter, is not truant, and the student is in the company of his/her own parent/guardian**. Extenuating circumstances will be handled on a case-by-case basis. If approved, the student will obtain a form from the middle school office. It must be filled out completely and returned to the office prior to the absence. The student is responsible to make up all the work that can be made up. Some work, particularly which requires class participation, will not be able to be made up. The teacher reserves the right to provide alternative assignments when appropriate or there is a possibility that a grade may be affected by missing direct classroom instruction.

A student may participate in an extracurricular activity, (meeting, practice, or competition after school or during evening, only if the student has been in school

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during that day. An exception will be made if there is an approved pre-planned absence, or if the student is ill in the morning and well enough to attend all of his/her classes after lunch. Students that are suspended (OSS) will not participate in extracurricular activities on that day. Students with an overtime obligation will not participate until that obligation is fulfilled.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence, neither excused nor unexcused.

A suspended student will be responsible for making up school work lost due to suspension. Students will be expected to log into Google Classroom during the period of the suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon the student's return to school.

Notification of Absence

If a student is going to be absent, the parents must contact the school at 779-2680 by 3:30PM and provide an explanation. When no excuse is provided, the absence will be unexcused If the absence of a student appears to be questionable or excessive, the school staff will try to help parents improve their child's attendance.

An excused absence allows the student to make up all possible work. It is the responsibility of the student to obtain missed assignments. It is possible that certain kinds of school work such as labs or skill-practice sessions cannot be made up and, as a result, may negatively impact a student's grade.

The skipping of classes or any part of the school day is considered an unexcused absence and disciplinary action will follow.

Tardiness

Each student is expected to be in their assigned location throughout the school day. If a student is late in arriving at school, the student is to report to the school office before proceeding to their first assigned location; any student who is late up to 20 minutes is tardy. Students who are more than 20 minutes late will be considered absent for that instructional period.

Tardy Per Quarter	**Consequence or Action Taken:**
1-2 per quarter	* Discussion with office and/or teacher
3-4 per quarter	* Discussion with office and/or teacher plus lunch detention
5 or more per quarter	* Discussion with office and/or teacher plus overtime (1 hour) for every tardy thereafter

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Make-up of Tests and Other School Work
Homework will be collected for students with 3 or more consecutive absences upon parent request. Students who are absent for 1-2 days should check Google Classroom for class activities. Students will be allowed to complete and submit missing work equal to the number of days absent.

If a student misses a teacher's test due to excused absence, the student may make arrangements with the teacher to take the test. If the student misses a State mandated test or other standardized test, the student should consult with the Guidance Office to arrange taking the test.

(See also Board Policy 5200 – Attendance and associated Administrative Guidelines.)

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure that students attending evening events as nonparticipants are properly safe-guarded, it is strongly advised that students be accompanied by a parent or adult chaperone when they attend the event. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

The school will continue to provide adequate supervision for all students who are participants in a School activity. Students must comply with the Code of Conduct at school events, regardless of the location.

(See also Board Policy 5855 – Student Attendance at School Events and associated Administrative Guidelines.)

CODE OF CONDUCT

A major component of the educational program at Kingsford Middle School is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

Expected Behaviors

All Students are expected to follow the core KMS Expectations listed at the front of the handbook.

(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, and associated Administrative Guidelines.)

Dress and Grooming

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational

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process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)
Does my clothing advertise something that is prohibited to minors? (no)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)
Would I interview for a job in this outfit? (yes)
Am I dressed appropriately for the weather? (yes)
Do I feel comfortable with my appearance? (yes)

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Clothing suggesting illegal substances (i.e. alcohol, drugs, tobacco, etc.)
- Clothing with profanity, vulgarity or double messages which are suggestive of profanity or vulgarity or drugs and alcohol.
- Clothing which exposes bare midriffs or underclothing.
- Clothing with handwriting is considered disruptive and may not be worn.
- Clothing that is purposely torn or mutilated or has excessive holes
- Hats, bandanas and/or flags of any kind may not be worn in school buildings.
- Pajamas and/or slippers may not be worn at school.
- Jackets may not be worn in class.
- Sunglasses may not be worn in the building.
- Wallet and clothing chains may not be worn at school.
- Studded jewelry may not be worn at school.
- Shoes must be worn at all times.
- Writing on clothing or body is not permitted at any time.
- Backpacks/bags are **not** permitted in classrooms.

Students who are representing Kingsford Middle School at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

Dress code consequences

Failure to comply with the above conditions may result in the following consequences:

1. Student may be asked to turn clothing inside-out
2. Student may be asked to change into appropriate clothing.
3. Student may be asked to cover a hole or clothing item with another item of clothing.
4. Parent may be called to bring in appropriate clothing.
5. Failure to comply may result in disciplinary action.

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(See also Board Policy 5511 – Dress and Grooming and associated Administrative Guidelines.)

Gangs

Gangs which initiate, advocate or promote activities which threaten the safety or well being of persons or which are disruptive to the school environment are not tolerated.

Incidents involving initiations, hazing, intimidations or related activities which are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the building principal.

Care of Property

Students are responsible for the care of their own personal property. Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or the student's parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

(See also Board Policy 5513 – Care of District Property; Board Policy 6152 – Student Fees, Fines, and Supplies; and associated Administrative Guidelines.)

TITLE IX SEXUAL HARASSMENT

Board Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities.)

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with a "safe" and "orderly" environment. Discipline is within the sound discretion of the School's staff discipline and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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(See also Board Policy 5500 – Student Conduct, Board Policy 5600 – Student Discipline, Board Policy – 5610.02 – In-School Discipline, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

EXPLANATION OF TERMS APPLYING TO THE STUDENT DISCIPLINE CODE
(Organized by Rule Number)

Each of the behaviors described below may subject the student to disciplinary action including suspension and/or expulsion from school.

1. Use of drugs

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. If caught, the student could be suspended or expelled and law enforcement officials may be contacted. Sale also includes the possession or sale of over-the-counter medication to another student.

2. Use of tobacco

Smoking and other tobacco uses are a danger to a student's health and to the health of others. The school prohibits the sale, distribution, use, or possession of any form of tobacco or electronic cigarettes or similar devices during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes, inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation (use of a tobacco product includes using an electronic smoking device). The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

First Offense:

- Suspension from school for 3-5 days and notification to Kingsford Public Safety
- Referral to Guidance/Student Assistance Program
- Referral to public or private substance abuse services may occur

Second Offense:

- Suspension from school for 5 days
- Referral to Guidance/Student Assistance Program
- If the student is diagnosed chemically dependent, it is strongly recommended that he/she enroll in a certified treatment program for chemical dependence

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- School will not assume any financial responsibility for cost of treatment

Third Offense:

- Recommendation for expulsion from school by Board of Education

3. Student disorder/demonstration

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feels there is a need to organize some form of demonstration, the student is encouraged to contact the Principal to discuss the proper way to plan such an activity. Students who disrupt the school may be subject to suspension or expulsion.

4. Possession of a weapon

A weapon includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without the student's knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if the student brings onto or has in their possession on school property or at a school-related activity any of the following:

A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item

B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle

C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.

6. Knowledge of Dangerous Weapons or Threats of Violence

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Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Purposely setting a fire

Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony and will subject the student to expulsion.

8. Physically assaulting a staff member/student/person associated with the District

Physical assault at school against a District employee, volunteer, or contractor which may or may not cause injury may result in charges being filed and subject the student to expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

9. Verbally threatening a staff member/student/person associated with the District

Verbal assault at school against a District employee, volunteer, or contractor or making bomb threats or similar threats directed at a school building, property, or a school related activity will be considered verbal assault. Verbal threats or assault may result in suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on another person, with a present intent and ability to act on the threat.

10. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.

11. Gambling

Gambling includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.

12. Falsification of school work, identification, forgery

Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable.

Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion.

13. False alarms, false reports, and bomb threats

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A false emergency alarm**,** report or bomb threat endangers the safety forces that are responding, the citizens of the community, and persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

14. Explosives

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, bottle bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

15. Trespassing

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the Principal. In addition, students may not trespass onto school property at unauthorized times or into areas of the school determined to be inappropriate. Violations of this rule could result in suspension or expulsion.

16. Theft

When a student is caught stealing school or someone's property, the student will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

17. Disobedience

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Chronic disobedience can result in expulsion.

18. Damaging property

Vandalism and disregard for school property will not be tolerated. Violations could result in suspension or expulsion.

19. Persistent absence or tardiness

Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world-of-work. Excessive absence could lead to suspension from school.

20. Unauthorized use of school or private property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes use of the internet and communication networks in a

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manner not sanctioned by policy and administrative guidelines. Violations of this rule could result in suspension or expulsion.

21. Refusing to accept discipline

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a sterner action such as suspension or expulsion.

22. Aiding or abetting violation of school rules

If a student assists another student in violating any school rule, they will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

23. Displays of affection

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.

24. Possession of Personal Communication Devices (PCDs)

KMS students will not be permitted to use PCDs once the school day begins at 8:00 A.M. Personal communication devices or PCDs include **cell phones**, iPads, tablets, electronic readers and/or other web-enabled devices of any type.

Any violation of the PCD expectations will result in the following disciplinary action:

- ★ 1st offense - PCD will be confiscated and brought to the KMS office. The parent will be notified.
- ★ 2nd offense - PCD will be confiscated and brought to the KMS office. The parent will be notified, the student will be assigned a one hour overtime, and the parent will be required to pick up the device from the KMS office.
- ★ 3rd offense - the PCD will be confiscated and brought to the KMS office. The parent will be notified, the student will be assigned a one hour overtime, and the parent will be required to pick up the device from the KMS office. The student will have to leave his/her device in the office daily until the end of the school year.

If a parent/guardian needs to communicate with their student during the school day, please contact the KMS office. A note will be written and delivered to the student.

The school prohibits the use of any video device from any restroom, locker room or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action. Taking or transmitting images or messages during testing is also prohibited and will result in disciplinary action.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially

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dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be referred to the school resource office and may be subject to discipline and possible confiscation of the PCD.

Chromebooks/1:1 Each KMS student will be issued a chromebook for their use. All students may take their chromebooks home on a daily basis. Parents and students will agree to follow the responsibilities and expectations that are outlined in the Chromebook Handbook which is found on the KMS Webpage. A form stating that parents and students have reviewed the handbook must be signed and turned in prior to students receiving their device.

As part of the 1:1 policy, students are expected to have their Chromebooks and chargers on a daily basis. This is a required classroom material.

Students without the required device or charger will result in the following disciplinary action:

- ★ 1st offense - Guardian will be called to bring in the device/charger.
- ★ 2nd offense - Guardian will be called to bring in the device/charger and the student will be assigned a lunch detention
- ★ 3rd offense - Guardian will be called to bring in the device/charger and the student will be assigned an overtime.
- ★ 4th offense - Guardian will be called and the student will have to leave his/her device in the media center daily until the end of the school year.

25. Violation of individual school/classroom rules

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the school. Persistent violations of rules could result in suspension or expulsion.

26. Violation of bus rules

Please refer to Section V on transportation for bus rules.

27. Disruption of the educational process

Any actions or manner of dress that interferes with school activities or disrupts the educational process is unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic, and performing arts events.

28. Harassment

Harassment of students is prohibited and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors, and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

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Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical or emotional well-being. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any harassment that would negatively impact students.

Harassment through any means, including electronically transmitted methods (e.g., internet, telephone or cell phone, personal digital assistant (PDA), computer or wireless hand held device), may be subject to District disciplinary procedures if it is considered to have a negative impact on the school environment.

Any student that believes they have been/or is the victim of harassment should immediately report the situation to the teacher, the Principal, or assistant principal, or may report it directly to the Title IV Coordinators Justin Cowen or Richelle Barker by phone at 779-2650. Complaints will be investigated in accordance with AG 5517.

Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above.

If the investigation finds harassment occurred it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for employee, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members.

Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

A. submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District;

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B. submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District;

C. the unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

A. verbal harassment or abuse;

B. pressure for sexual activity;

C. repeated remarks with sexual or demeaning implications;

D. unwelcome touching;

E. sexual jokes, posters, cartoons, etc.;

F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, or safety;

G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;

H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

28b. Bullying and Other Aggressive Behavior

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

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

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

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

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

ANTI-BULLYING

Bullying constitutes inappropriate conduct that is detrimental to the learning process and the establishment of a safe and fear-free school environment. The Board of Education opposes bullying and adopts this policy to encourage all members of the school community (employees, students, parents) to take appropriate steps to prevent and respond to bullying behaviors.

Bullying is a form of aggression that occurs when one or more individuals intentionally subject another person (the "target" of the bullying) to unwanted and hurtful action that results in the target feeling oppressed, and interferes with a safe and fear-free school environment for that person. While bullying may involve just a single incident, it is frequently characterized by repeated aggressive actions. Bullying may include, but is not limited to, the following types of conduct:

Verbal: name-calling, teasing, threatening, taunting, and gossiping.

Emotional: shunning, isolating, rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating friendships, initiating rumors, and exerting coercive peer pressure. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Physical: any sort of aggressive physical contact which may include punching, poking, shoving, kicking, choking, pulling hair, beating, biting, and tickling.

Note: bullying of a sexual nature will be addressed through the district's policy and procedure for sexual harassment.

Prevention

1. The district shall provide to school employees, students, and parents written information about the identification, prevention, and correction of bullying.
2. The district shall provide to all school employees training about the nature and seriousness of bullying, as well as prevention and intervention strategies.
3. The district shall provide to students learning activities regarding the nature and seriousness of bullying; knowledge, attitudes, and skills necessary to discourage bullying; standards of acceptable behavior; and ways in which students can be actively involved in creating a safe school environment.
4. The district shall encourage communication between teachers/administrators and parents shall be encouraged to promote the strong partnerships necessary to most effectively prevent and intervene with bully/target problems.
5. The district shall conduct periodic assessments regarding the types and prevalence of bullying shall be made at each school in order to gauge program effectiveness and needs.
6. Recognizing the importance of positive role modeling, district staff shall not engage in bullying conduct while involved in school related duties.

Intervention

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1. Allegations of bullying shall be promptly investigated by school administration. Consideration shall be given to the due process rights of the accused as well as the need for confidentiality and safety of the target and/or reporting person.
2. Allegations of bullying can lead to disciplinary consequences, including but not limited to reprimand, suspension, change of schedule or placement, expulsion, denial of participation or privileges, and detention.
3. Individualized interventions to equip students with pro-social and coping skills shall be provided to students who exhibit bullying behaviors and those who are targets of such behaviors.
4. Any person who reports an incident of bullying shall not be subject to retaliation. Appropriate measures shall be taken to discourage and promptly address any retaliation or attempts to "get even" with the target and/or the person who reports the bullying conduct.

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

Non-Retaliation/False Reports

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

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

(See also Board Policy 5517.01 – Bullying and Other Aggressive Behavior Toward Students)

29. Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

A dangerous weapon is defined as "a firearm, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles" or other devices designed to or likely to inflict bodily harm, including, but not limited to, air guns and explosive devices.

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Students shall be subject to disciplinary action (Suspension/Expulsion) as required by statute for such specified offenses as physical and verbal assault (see Policy 5610.01).

Students with disabilities under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to students with disabilities. A student who has been expelled under this policy may apply for reinstatement in accordance with guidelines which are available in the Principal's office.

Criminal acts

Any student engaging in criminal acts at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

Students should be aware that state law requires that school officials, teachers and appropriate law enforcement officials be notified when a student of this District is involved in crimes related to physical violence, gang related acts, illegal possession of a controlled substance, analogue or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

Safety Concerns

Students should not use roller blades, bicycles, skateboards scooters, or any other form of personal transportation device in school hallways or District pedestrian traffic areas. Exceptions may be made to reasonably accommodate students with mobility impairments. Use of any means of travel within buildings and on grounds by other than generally accepted practices where appropriate is prohibited. Students violating this expectation will be subject to disciplinary action.

Profanity

Any behavior or language, which in the judgment of the staff or administration, is considered to be obscene, disrespectful, vulgar, profane and/or violates community held standards of good taste will be subject to disciplinary action.

DISCIPLINE

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

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Ultimately, it is the Principal's responsibility to keep things orderly. In all cases, the School shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible, informal and formal.

Informal Discipline

Informal discipline takes place within the school. It may include:

writing assignments such as an apology, writing of expectations or completion of a packet on the topic of the infraction;

change of seating or location;

lunch-time or after-school detention;

in-school restriction or Responsibility Room

Detentions
A student may be detained after school (3:15-4:15) after giving the student and the student's parents notice. The student or the student's parents are responsible for transportation.

Formal Discipline

Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed.

Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.

When a student is being considered for expulsion, a formal hearing is scheduled and the parents will be given written notice of the hearing and will be expected to attend.

Students involved in co-curricular and extracurricular activities can lose their eligibility for violation of the School rules.

If a student commits a crime while at school or a school-related event, the student may be subject to school disciplinary action as well as to action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy (being tried twice for the same crime)

Discipline of Students with Disabilities

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Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA), or Section 504 of the Rehabilitation Act of 1973.

DUE PROCESS RIGHTS

Before a student may be suspended or expelled from school, there are specific procedures that must be followed.

Suspension from School

When a student is being considered for a suspension of ten (10) days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain the student's side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal will make a decision whether or not to suspend. A student being considered for suspension of more than ten (10) days will be given due process as described in the expulsion section below.

Long-term suspension or expulsion from school

When a student is being considered for long-term suspension (more than ten (10) days) or expulsion, the student will receive a formal letter of notification addressed to the parents which will contain a description of the charges and hearing procedures.

Kingsford Middle School makes a sincere effort to have disciplinary actions take place that will allow the student to remain in school. If a disciplinary action does not result in removal from school, it is not appealable. Should a student or parent have questions regarding the propriety of an in-school disciplinary action, they should contact the administration.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (IDEA) and the Americans with Disabilities Act (ADA).

(See also Board Policy 5605 Suspension/Expulsion of Students with Disabilities, Board Policy 5610 Emergency Removal, Suspension, and Expulsion of Students, Board Policy 5611 – Due Process Rights, and associated Administrative Guidelines.)

SEARCH AND SEIZURE

Search of a student and the student's possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and

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may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy.

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private.

Review of such information may be done by the District with or without the student's knowledge or permission. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the instructor. A student's refusal to permit such access may be grounds for disciplinary action.

CANINE SEARCHES

In an effort to keep school and district premises free of illegal drugs, alcohol, and dangerous weapons, school authorities may use specially trained, non-aggressive dogs to detect the presence of said items on school property and in vehicles parked on school premises. Such inspections by school authorities and trained dogs may be announced or unannounced and conducted at any time.

If a dog detects any of the above-mentioned items, a search will be conducted. If an item is found, the student will be subject to discipline as outlined in the Student Code of Conduct.

Dog detection procedures will be focused on but not limited to student lockers, backpacks, coats/jackets and vehicles. Backpacks and coats/jackets will not be worn by the students during the detection procedure.

(See also Board Policy 5771 – Search and Seizure and associated Administrative Guidelines.)

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A. A material cannot be displayed if it:

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1. is obscene to minors, libelous, indecent and pervasively or vulgar,

2. advertises any product or service not permitted to minors by law,

3. intends to be insulting or harassing,

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4. intends to incite fighting or presents a likelihood of disrupting school or a school event.

5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it causes or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Materials may not be displayed or distributed during class periods, or during passing times between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building. Students must obtain approval from administration twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO SCHOOL

The school provides transportation for all students in the districts. The transportation schedule and routes are available by contacting Schilleman Bus Service at 828-2456.

Students may only ride assigned school buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, or prior approval through the office.

The building principal may approve a change in a student's regular assigned bus stop to address a special need, upon the Principal's approval of a note from the parent stating the reason for the request and the duration of the requested change.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Bus safety procedures:

1. Leave home early enough to arrive at your bus stop on time. Buses will not wait.
2. Wait for your bus in a safe place - well off the roadway. Line up in single file off the roadway. Stay away until the bus comes to a complete stop.
3. Enter your bus in an orderly manner and take a seat. When leaving, allow the person in front of you to leave first.
4. Don't litter in the bus or throw anything from the bus.
5. Keep aisles clear at all times.

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6. Be quiet and orderly. Be courteous to your bus driver and other passengers.
7. Be alert to traffic when leaving the bus. Watch out for cars. Look both ways, some drivers don't stop for flashing bus lights.
8. Cross the road, when necessary, at least 10 feet in front of the bus and only after the driver signals that it is safe.

The following rules have been established. These rules will be consistently enforced by each driver:

1. Observe the same conduct as in the classroom.
2. Be courteous, use NO profane language.
3. Keep the bus clean.
4. Cooperate with the driver.
5. Possession of tobacco, drugs or alcohol products or paraphernalia is prohibited.
6. Treat all people and property with respect; do not be destructive.
7. Remain seated any time the bus is moving.
8. Keep head, hands, and feet inside the bus at all times.
9. The bus driver is authorized to assign seating at his/her discretion.

The driver will not discharge students at places other than their regular stop at home or at school unless the driver has proper authorization from school officials.

(See also Board Policy 8600 – Transportation and associated Administrative Guidelines.)

VIDEO SURVEILLANCE AND ELECTRONIC MONITORING ON SCHOOL BUSES

If a student misbehaves on a bus and the student's actions are recorded, the recording will be submitted to the Principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

(See Board Policy 7440.01 – Video Surveillance and Electronic Monitoring.)

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

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