

**PORTLAND
MIDDLE SCHOOL
2013-2014
PARENT – STUDENT
HANDBOOK**



**Portland Middle School
745 Storz Avenue
Portland, Michigan 48875
517-647-2985**

Important Dates for the 2013-2014 School Year

Middle School Open House	August 29, 2013
First Day of School	September 3, 2013
Progress Reports	October 7, 2013
No School Staff Professional Development.....	October 21, 2013
Parent/Teacher Conferences (Evening).....	October 22, 2013
No School -End of First Marking Period and Staff Professional Development.....	November 1, 2013
No School Staff Professional Development.....	November 26, 2013
No School Thanksgiving Break Begins	November 27, 2013
School Resumes	December 2, 2013
Progress Reports	December 9, 2013
No School Winter Break Begins.....	December 23, 2013
School Resumes	January 6, 2014
Half Day Schedule	January 21, 2014
Half Day Schedule	January 22, 2014
Half Day Schedule	January 23, 2014
No School End of Second Marking Period	January 24, 2014
No School Presidents' Day	February 17, 2014
Parent/Teacher Conferences (Evening).....	February 27, 2014
No School Staff Professional Development.....	February 28, 2014
Progress Reports	February 24, 2014
No School Staff Professional Development.....	March 17, 2014
End of Third Marking Period.....	April 4, 2014
No School Spring Break Begins	April 7, 2014
School Resumes	April 14, 2014
No School Good Friday.....	April 18, 2014
Progress Reports	May 5, 2014
No School Memorial Day	May 26, 2014
Half Day Schedule	June 9, 2014
Half Day Schedule	June 10, 2014
Half Day Schedule	June 11, 2014
Last Day of School	June 11, 2014

Daily Schedule

Student classes are to begin and end at the times indicated. Students are to be in their assigned classroom at these times. Students in the hallway during scheduled class time must have their planner signed by a teacher.

7th-8th Grade Schedule

1 st Period	7:35 – 8:39
2 nd Period	8:43 – 9:42
3 rd Period	9:46 – 10:45
4 th period (7 th)	10:49 – 11:49
4 th period (8 th)	11:24 – 12:24
5 th period	12:28 – 1:27
6 th Period	1:31 – 2:30

6th Grade Schedule

1 st Period	7:35 – 8:39
2 nd Period	8:43 – 9:56
3 rd Period	10:00 – 11:12
4 th Period	11:51 – 12:56
5 th Period	1:00 – 2:05
Advisory	2:05 – 2:30

8th Grade Lunch 10:45 – 11:19

6th Grade Lunch 11:12 – 11:46

7th Grade Lunch 11:49 – 12:23

After 7:45 a.m., all entrance doors, except the Oakwood side building entrances, will be locked for the duration of the day.

After 3:00 p.m. all students, except those participating in a scheduled school activity, are expected to be out of the school building. After this time, students not participating in a school activity are not under the direct supervision of school personnel.

Students will be dismissed at 10:43 on half-days of school.

Foreword

The Portland Middle School Student Handbook has been written to help students and their parents/guardians to become aware of, and to understand, the guidelines, policies and regulations which are in place at Portland Middle School. Students and parents are encouraged to take the time to read this handbook and discuss its contents.

Students are also encouraged to take advantage of the various opportunities available at Portland Middle School, both academically and in our co-curricular programs. It is our intent that students will grow intellectually and emotionally during their years at PMS, and that each student will view Portland as a positive place with which to be associated.

It is our hope that the Portland Middle School Student Handbook will help each student to work within a positive environment and to contribute to an atmosphere conducive to learning.

Statement of Assurance Portland Public Schools Board of Education

Statement of Assurance of Compliance with Federal Law

The Portland Public Schools Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education, including, but not limited to: Title VI of the Civil Rights Act of 1964; Title VII, Age Discrimination in Employment Act of 1967; Title XI of the Education Amendments of 1972; and Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Individuals With Disabilities Act (IDEA) of 2004, as amended; and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974. It is the policy of the Portland Public Schools Board of Education that no person on the basis of race, color, creed, religion, national origin or ancestry, age, sex, height, weight, marital status, sexual orientation, disability, or handicap, shall be discriminated against, excluded in participation in, denied benefits of or otherwise be subjected to discrimination in employment or any program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

The Portland Public School District is an Equal Opportunity Employer.

Notification of Rights

The Federal Education Rights and Privacy Act

In compliance with Federal regulation, Portland Public Schools has established the following guidelines concerning student records:

- A. Mr. Charles Dumas is the Records Control Officer for the District, and is responsible for the processing and maintenance of all student records. His office is located at 1100 Ionia Road, Portland Michigan, and can be reached by calling 517 647-4161.
- B. Each student's records will be kept in a confidential file located in his/her school of attendance. The information in a student's record file will be available for review by the parents or legal guardian of a student, an adult student (18 years of age or older), and those designated by Federal law or District regulation.
- C. A parent, guardian or adult student has the right to request a change or addition to the student's records and to either obtain a hearing with district officials or file a complaint with the U.S. Department of Education if not satisfied with the accuracy of the records or the District's compliance with the Federal Family Educational Rights and Privacy Act.
- D. The District has established the following information about each student as "directory information" and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the building administrator in writing within ten (10) days from the date of this notification that he/she will not permit distribution of any or all such information: The student's name, picture, major field of study; weight and height; participation in and eligibility for officially recognized activities and sports, dates of attendance or grade placement; honors and awards received; and the most recent educational agency or school attended by the student.
- E. Pictures of the student may be used solely for District purposes, i.e. yearbooks, sporting event programs, District-affiliated Internet websites, newspapers, newsletters, etc., and are not considered as part of directory information as it relates to making them available to persons and organizations not affiliated with the District.
- F. A copy of the Board of Education's policy (Portland Public Schools Board of Education Policy #1430) is available in the Superintendent's Office.

Notification of Parent/Student Rights Identification, Evaluation, and Placement

The following is a description of rights granted by Section 504 of the Rehabilitation Act of 1973 to students with disabilities. The intent of this Federal law is to keep you fully informed concerning decisions about your child and to inform you of your rights. If you disagree with any of the decisions made by the District you have the right to:

- A. Have your child take part in, and receive benefits from, public education programs without discrimination because of his/her disabling condition and for which the child is otherwise qualified;
- B. Have the District advise you of your rights under Federal law;
- C. Receive notice with respect to identification, evaluation, or placement of your child;
- D. Have your child receive a free, appropriate education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the District make reasonable accommodations to allow your child equal opportunity to participate in school and school-related activities for which the child is otherwise qualified;
- E. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973;
- F. Have evaluation, educational and placement decisions made based upon a variety of information sources, and by persons who know the child, the evaluation date, and placement options;
- G. Have transportation provided to and from an alternative placement at no greater cost to you than would be incurred if the student were placed in a program operated by the District;
- H. Have your child be given an equal opportunity to participate in co-curricular and extra-curricular activities offered by the District;
- I. Examine all relevant records related to decisions regarding your child's identification, evaluation, educational program, and placement;
- J. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
- K. A response from the District to reasonable requests for explanations and interpretations of your child's records;
- L. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the District refuses this request for an amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
- M. Request mediation of an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program, or placement. You and your child may take part in the hearing and have an attorney represent you. Hearing requests must be made to Mr. Charles Dumas.
- N. Ask for payment of reasonable attorney fees if you are successful in your claim; and
- O. File a local grievance.

The person in this District who is responsible for assuring that the District complies with Section 504 is Mr. Charles Dumas, Superintendent (517 647-4161).

Right to Review Teacher Qualifications

As a parent of a student at Portland Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the teacher is licensed and/or qualified according to the Michigan Department of Education to teach the grade level and subjects he or she is assigned to teach.
- Whether Michigan Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether there are any teacher aides or similar paraprofessionals that provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact:
Kevin Robydek, Building Principal

Parent Involvement Policy

2013-2014

Part I. General Expectations

Parental involvement means the participation of parents in regular and meaningful communication involving student academic learning and other school activities, including ensuring that parents:

- Play an integral role in assisting their student's academic development
- Are encouraged to be actively involved in their student's education both in and out of the classroom
- Are full partners in their student's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their student.

Portland Middle School agrees to implement the following:

- The building will put into operation programs, activities, and procedures for the involvement of parents in our school including a school improvement team that consists of administrators, teachers, and parent members
- The school will provide opportunities for the participation of all parents including those with limited English proficiency, parents with disabilities, and parents of migratory students.

Part II. Parental Involvement Policy Components

1. Portland Middle School will provide assistance to parents of students served by the school district or school in understanding topics such as the following:
 - Monitoring students' academic progress
 - Michigan's academic content and achievement standards
 - Michigan and local academic assessments
 - How to work with educators to improve education
2. Portland Middle School will provide communication in a variety of ways including school-wide newsletters, Skyward reports and messages, school-wide and personal teacher emails, and website postings to help parents work with their student to improve academic achievement.
3. Portland Middle School will continuously work to educate its teachers and staff in parental involvement strategies designed to improve the educational progression of our students.
4. Portland Middle School will develop practices that encourage parent involvement:
 - Making efforts to offer activities at times that are convenient to parents
 - Setting and communicating expectations for parent involvement
 - Providing parents with course curriculum information
5. Portland Middle School will develop with parents, students, and staff a school-parent-student compact that outlines how all parents, the school staff, and students will share the responsibility for improved student achievement.

Part III. Review

Portland Middle School agrees to utilize a school improvement team to review this policy annually and make it available to parents, students and staff in paper format and electronically on the school's website.

General Information

Grading System

Final grades for a marking period will be determined by a combination of class participation and performance on daily assignments, quizzes, tests, papers, and projects as determined by the teachers. The staff at Portland Middle School utilizes a common grading scale for assessing student work. The grading scale is as follows:

%	Grade
100-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

A grade of "I" (Incomplete) may be given in certain circumstances where work for the class was not able to be completed by the end of the grading period. Incomplete grades must be made up within three (3) weeks of the marking period or the grade will be recorded as failing ("F").

Report Cards/Progress Reports

Report cards are issued at the end of each marking period. Report cards for the first marking period will be distributed prior to fall parent/teacher conferences. Report cards for the second, third and fourth marking periods will be mailed home.

Mid-marking period progress reports will be mailed home for students receiving a grade of C- or below in any of their classes.

Parents and/or students who feel the need for weekly or bi-weekly communication from teachers regarding student progress may contact the Counseling Office to establish a progress report routine. Parents are strongly encouraged to utilize email to communicate with their student's teachers.

Skyward

Parents and students have the capability of viewing student grades online anytime via the district's student management system, Skyward. If you have questions regarding Skyward please contact the Middle School Office (517-647-2985) or Mr. Robydek via email at krobydek@portlandk12.org.

Extra-Curricular Activity Policies

Students with three (3) or more Level I, or any Level II or Level III infractions for the marking period may not be allowed to attend school dances, assemblies, etc.

All school code of conduct policies apply to after school activities as well.

Portland Public Schools Athletic Eligibility Requirements

1. Students taking six (6) classes must pass five (5), and students taking five (5) classes must pass four (4), or they will be declared ineligible. Eligibility will be reviewed on a weekly basis.
2. If a student is declared ineligible for failing work, the student will not be permitted to participate in that particular sport until the student improves the grades in question to a passing level. Also, during this time the participant must attend all practice sessions and games or activities unless other arrangements are made.
3. The Activity Coordinator and advisors will work out a suitable method to check each student for eligibility.
4. In addition, any student at the Middle School failing the same class for two or more consecutive weeks will also be declared ineligible.

iTry Intervention Program

Portland Middle School will continue to utilize the iTry Intervention Course for struggling students during the 2013-2014 school year. The goal of iTry is to encourage struggling students to take ownership in their educational endeavors and ultimately improve their academic performance. Detailed iTry curriculum information can be obtained by visiting the Portland Middle School website at <http://ms.portlandk12.org> or by calling the school office at 517-647-2985. iTry will be implemented following the first marking period of the school year. The initial guidelines are outlined below. Please note, this is the second year for iTry at Portland Middle School and the outline below is subject to change as the course implementation continues.

- 7th and 8th grade students who fail three (3) or more classes will be enrolled in iTry for the next marking period, forfeiting one elective course for that marking period.
- Students who show improvement by earning a passing grade in at least one (1) additional course after a Marking Period of iTry will return to their scheduled elective course.
- Students not showing improvement after a marking period of iTry will be recommended for re-enrollment in the course for a second attempt to improve their course grades.
- Students not showing improvement after completing a second marking period of iTry will be recommended for grade level retention.

Students will not be enrolled in iTry without communication between the school counselor and parents/guardians. A meeting will be held for parents/guardians of students being recommended for iTry.

The intent of iTry is not to be punitive in nature, but rather to be a resource that provides tools for students to utilize to improve their educational experience, not only at PMS, but as they move forward to high school and beyond.

Backpacks/Book Bags

Student backpacks, book bags, purses, etc. will not be allowed in the classroom. Backpacks, book bags, etc. must be stored in the student's locker for the duration of the school day.

Dances

Dances are provided for students at Portland Middle School through the sponsorship of the Portland Middle School Student Council. The dances are intended to provide a worthwhile social experience for students. Attendance at a school dance is to be considered a privilege, not a right. Students attending these dances are to know and abide by the following rules as established by the Portland Middle School administration. All Student Council sponsored dances begin at 2:45 p.m. and end at 4:30 p.m.

Dance Rules

1. Students may not leave school before the dance starts. All students must wait in the cafeteria until the dance begins.
2. Students who leave the dance early are not permitted to re-enter.
3. Only current 6th, 7th and 8th graders will be allowed to participate at the middle school dances.
4. No cell phones will be allowed into the dance. Cell phones should be kept in student lockers during the dance.
5. Appropriate social behavior will be expected of all students at all times.
6. A respectable dancing position is expected of all students. There will be no promiscuous or provocative dancing (grinding). All violators will be given one warning. The result of continued inappropriate dancing will be dismissal from the dance.
7. No aggressive behavior, including, but not limited to physical or verbal abuse or intimidation.
8. There will be no running, wrestling or rough horse play in any area of the dance. The cafeteria will be open for students who do not wish to dance.
9. All participants will be expected to be respectful to themselves, other participants and staff before during and after the dance.

Violation of dance rules will result in dismissal from the dance and suspension from future dances.

Dance Dress Code

Dress code: School appropriate attire is expected at dances. The school dress code will be enforced as the participants enter the dance and throughout the dance.

1. No hats or bandanas will be allowed at the dances.
2. Inappropriate body parts should not be visible.
3. No undergarments should be showing at any time.
4. Tops will need to have a sleeve or at least a 1 inch strap on each shoulder or arm.

Visitors

Adults are always welcome to visit the Middle School during the school day. Upon your arrival at the school we ask that you stop in at the Main Office, register as a visitor and receive a visitor's identification badge. Non-adult visitors or guests (school-aged persons) are not allowed without written prior arrangements.

End of Year Class Trips

One of the most rewarding experiences at the middle school is the end of year class trips. These trips are open to all students, with the following exceptions:

1. Any student, who has committed any Criminal Act, as defined under section V. Criminal Acts Defined in the Portland Public Schools Discipline Code, will not be allowed to participate in the trip. The following are among those defined as criminal acts under the laws of the State of Michigan. The commission of or participation in such activities in school building, on school property or at school sponsored events is prohibited. Narcotics or drugs (alcohol, tobacco or other illegal substances), Arson, Assault, Burglary, Explosives, Extortion, Blackmail, Coercion, Larceny, Robbery, Intimidation of school authorities, Vandalism, Weapons, Sexual harassment and Careless and Reckless driving (See copies of the Portland Public Schools Discipline Code and the Portland Middle School Student Handbook).
2. Any student, who has received four (4) or more after-school detentions; or three (3) or more out-of-school suspensions; or a combination of both after-school detentions and out-of-school suspensions that totals four (4) or more during the school year, will not be allowed to participate in the trip.
3. Any student, who has committed four (4) or more minor offenses resulting in detentions/time-outs in the second semester, will not be allowed to participate in the trip.
4. Any student, who accumulates a total of ten (10) or more minor offenses resulting in a detention/timeout in the school year, will not be allowed to participate in the trip.
5. Any student, who shows a type of behavior that constitutes a threat to the general welfare of the total group, will not be allowed to participate in the trip.

Emergency School Closing

In the case of inclement weather or other situations requiring the closing of school, information may be obtained via the media outlets listed below or by signing up for the Notify Me feature that can be on the Portland Public Schools website (www.portlandk12.org).

Television: WLNS (Channel 6)
WOOD (Channel 8)
WILX (Channel 10)

Radio: WFMK (99.1 FM)
WITL (100.7 FM)
WHZZ (101.7 FM)
WJIM (1240 AM/97.5 FM)

Search and Seizure

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules and regulations, ensure proper maintenance of school property, and provide greater safety and security for students and personnel. Accordingly, the board authorizes the school principal or his/her designee to search lockers and locker contents at any time, without notice, and without parental/guardianship or student consent.

When conducting locker searches, the school principal or his/her designee may seize any illegal or unauthorized items, items in violation of board policy or rules, or any other items reasonably determined by the school principal or his/her designee to be a potential threat to the safety or security of others. Any items seized by the school principal or his/her designee shall be removed from the locker and held by school officials for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of a minor student shall be notified by the school principal or his/her designee of items removed from the locker.

Lockers

Students in grades 6-8 will be assigned a locker during their middle school career. All lockers, (hallway, Physical Education, and Band), assigned to students are the property of the school district. At no time does the school relinquish its exclusive control of its lockers. The public school principal or his/her designee shall have custody of all combinations to all lockers or locks. Students are prohibited from placing locks on any locker without the advance approval of the public school principal or his/her designee.

The school assigns lockers to its students for the student's convenience and temporary use. Students are to use lockers exclusively to store school-related materials and authorized personal items such as outer garments, footwear, grooming aids, or lunch. Students shall not use the lockers for any other purpose, unless specifically authorized by school board policy or the public school principal or his/her designee, in advance of students bringing the items to school. Students are solely responsible for the contents of their lockers and should not share their lockers with other students, nor divulge locker combinations to other students, unless authorized by the public school principal or his/her designee.

Students are not to write on lockers, or attach stickers, contact paper or inappropriate material (material depicting alcohol, tobacco, controlled substances, or sexually offensive material).

Lunch/Cafeteria

Both "Type A" and "ala carte" items are available to students for purchase, along with milk, water, and juices. Following are the standards of acceptable behavior and conduct during lunch:

1. All food and beverages are to be consumed in the cafeteria. Food items and beverages are not to be taken out of the cafeteria at any time during the school day.
2. Students are to be in designated areas only during lunch. Parking lots, hallways, and lockers are off-limits during lunch.
3. Students are to enter the serving lines via the doorway and make purchases only for themselves.
4. Students are expected to pick up after themselves and dispose of items properly in the appropriate containers.

Students shall not purchase or consume soft drinks or energy drinks prior to, or during, the school day

In-School Illness

In the event of illness during school hours, students are to report to the Office. Office personnel will evaluate the situation and make the determination regarding contacting parents/guardian and/or the School Nurse. If permission is given for the student to go home, the student must sign out in the Office.

Administration of Medication

It is the policy of the Board of Education that students will not be permitted to self-medicate (including prescription and over the counter drugs) during the school day. Policy also states that the school will not provide students with Tylenol, Ibuprofen, or any other medication. The administration of medication by school personnel shall be authorized and performed in exceptional circumstances which render the administration of the medication by the parent at home impossible or extremely difficult. Medication will be administered only by such school personnel as are specifically authorized by the building administrator or his/her designated representative. This authorization to administer medication shall be issued only in compliance with the following conditions:

School Administration of Medications – Prescription

Prescription medications shall not be stored or dispensed by District personnel without written permission and doctor instructions describing the proper administration of the medication to the student. Proper prescription labels must be present on all medications to be administered to students. Written permission must include the completion and submission of the prescription drug form. Medication forms are available in the school office.

Use of an Inhaler

A student who requires the use of an inhaler for relief or prevention of asthma symptoms shall be allowed to carry and use the inhaler to alleviate asthmatic symptoms, or before exercise to prevent the onset of asthmatic symptoms, at school, on school-sponsored transportation, or at any activity, event, or program sponsored by or in which the student's school is participating if there is written approval as stated above on record at the school (as described in the Michigan Revised School Code, Section 380.1179). The building administrator shall notify each teacher of a student who is in possession of an inhaler under the above conditions.

School Administration of Medications - Over the Counter

Over the counter (OTC) medications shall not be stored or dispensed by District personnel without written permission and instructions from the student's guardian describing the proper administration of the medication to the student. Proper medication labels must be present on all medications to be administered to students. Written permission must include the completion and submission of the OTC drug form. Medication forms are available in the school office.

Any changes to directions for administering prescription or OTC medications must be documented by the completion of a new drug form.

Administration of Medication

The school nurse, administrator, or designated school personnel will:

- A. Communicate with parent(s)/guardian(s) to determine a reasonable specific time for the administration of medications.
- B. Inform appropriate school personnel of the medication;
- C. Keep a record of instructions for the administration of the medication.
- D. Observe the student for possible reactions to the medication. This observation may occur at the site of administration or in the classroom as part of the normal routine.
- E. Keep the medication in a locked cabinet;
- F. Return the unused medication only to the student's parent/guardian.

The student's parent/guardian has the sole responsibility to instruct their child to take the medication at the scheduled time, and the student has the responsibility for both presenting himself/herself on time and for taking the prescribed medication.

Lost and Found

If you lose or have lost an item in school, please check at the office. Likewise, if you find something that does not belong to you, give it to the office. Items not claimed will be disposed of at the end of the marking period.

Telephone Usage

Office and classroom telephones are for school personnel use and are to be used by students only in the case of an emergency or with permission from school personnel.

Announcements/Bulletin Boards

Announcements will be read each morning. They are also posted in the office and on the Portland Middle School website. Any announcement must be approved by office personnel. No posting of information by students anywhere in the building is allowed without administrative approval.

Counseling/Student Services

Counseling services are available throughout the school year for academic and/or personal concerns. Information and assistance regarding college/post-secondary opportunities and financial aid are also available through the Counseling Office.

Student Assistance Program

Student Assistance is a program that offers a way for schools, students, and parents to address high-risk behaviors that interfere with the student's academic performance and/or social development. The staff of PMS utilizes the Student Assistance Program to help students deal with school and/or social problems. "At-risk" behaviors are addressed; help is made available to families; and efforts to help the student are coordinated between home and school. Students may be referred by school staff, parents, the courts, or by self-referral. Confidential handling of concerns is stressed. For more information, contact the school counselor.

Work Permits

Any minor who is 11 to 17 years of age needs to have a CA-6 or CA-7 Work Permit and Age Certificate completed and on file with the place of employment and school. Work Permit and Age Certificate forms are available in the office. A permit may be revoked by the school if: (1) poor attendance results in a level of school work lower than that prior to beginning employment, or (2) the Michigan Department of Consumer and Industry Services/U.S. Department of Labor informs the school of an employer's violations of state or federal laws or regulations.

Emergency Response Plan

Portland Middle School has emergency response plans and protocols in place to respond as necessary for situations that occur. These plans and protocols are reviewed and updated throughout the school year.

Attendance Policy

A healthy teaching/learning environment encourages students to regularly attend school. Daily attendance in the classroom significantly increases academic success and enhances student learning experiences through student/teacher interaction and student participation. Regardless of academic talent, the classroom experience is impossible to duplicate. This attendance policy is based on the premise that students can best learn when they regularly attend school. Missed classroom experiences, participation, and school work is linked to poor academic performance and assessment results.

In carrying out the shared responsibilities of maintaining students' attendance:

1. Parents/guardians have a responsibility and obligation to require their sons and daughters to attend school on a regular and consistent basis.
2. Parents/students have the responsibility and obligation to explain all absences to those in authority with the Portland Schools within twenty-four (24) hours.
3. Teachers and administrators have the responsibility and obligation to make established efforts on a regular basis to inform parents/guardians of student absences and assure fair application of rules and policies for all students.

We at Portland Middle School believe that each and every scheduled day of school is valuable, and a student's presence in school is essential to become successful.

Absences

An absence is defined as reporting to class ten minutes after the designated start time or not reporting to class at all.

Excused Absences

1. Parents/guardians are required to notify the school of absences. Phone calls will be accepted beginning at 7:00 a.m. (voicemail messages are accepted anytime) If a phone call is not made, a signed written excuse from parents/guardians is required giving the student name, date(s) of absence and reason. This is to be presented to the Attendance Secretary the day the student returns to school.
2. If medical, dental, counseling, etc... appointments are scheduled during the school day bring a note or appointment card to the Attendance Office BEFORE school begins and obtain a pass to be excused from class at the specific time. **You MUST sign out at the office before you leave.** When you return to school, you must sign back in at the office.

We do encourage parents/guardians to arrange their vacations so they do not interfere with the regular school calendar. It is in the best interest of the student that the Board promotes attendance excellence.

Attendance Policy (cont)

Unexcused Absences

Students absent without proper notification will be issued an unexcused absence and will be dealt with by the discipline code for an unauthorized absence (skipping).

Make-up of Assignments, Tests, and Other School Work

Students who are excusably absent from school, or who have been suspended by school personnel, shall be given the opportunity to make up work that has been missed. It is the responsibility of the student to contact his/her teacher(s) on the day of their return to school to obtain assignments. Make-up of class work assigned on the day of an excused absence must be completed within one (1) day of the return to school. (For example, if a student is excusably absent on Tuesday and returns to school on Wednesday, work assigned on Tuesday must be completed by Thursday). Assignments, tests, quizzes or projects of any type that were assigned or due on the date(s) of an unexcused absence will not be allowed to be made up for grade and/or credit.

Truancy

Michigan Compulsory Attendance Law states the following:

“...every parent, guardian or other person in this state having control and charge of a child from the age of six to the child’s 16th birthday, will send that child to the public schools during the entire school year. The child’s attendance will be continuous and consecutive for the school year fixed by the district in which the child is enrolled.”

When a student accumulates 10 absences during the school year a warning letter will be sent home. If the student’s attendance does not improve and 15 absences accrue, a second letter will be sent home offering suggestions and programs to help improve student attendance. If a student reaches 20 absences during the school year a third letter will be sent home requesting a meeting with the student, the parent(s)/guardian(s), a building administrator, and a Portland Police Officer and referral to Youth Services Bureau. If attendance still does not improve and 25 absences accumulate, the student and parent/guardian will be turned over to the Ionia County Prosecutor’s Officer.

Tardy Policy

A tardy is defined as not being in the classroom at the designated time. A student must have a pass to enter a classroom after the bell.

Excused Tardy

If students are tardy for the start of the school day, they should present a written excuse from their parents/guardians to the Attendance Office before going to class. All parental excuses for tardiness should be made to the Attendance Office within twenty-four (24) hours of the tardiness. No detention will be assigned for excused tardiness. Students late for class as a result of another staff member should obtain a written pass or phone call from that staff member to excuse the tardy.

Unexcused Tardy

One free unexcused tardy will be given each marking period. A second unexcused tardy will result in a detention. A third unexcused tardy will result in two detentions. Additional unexcused tardies will result in After-School Detentions or Out-of School Suspensions according to the Discipline Code.

Code of Student Conduct

Introduction

The Portland Public School District is dedicated to creating and maintaining a positive learning environment for all students. Teachers, administrators, parents, and students must assume a responsibility in promoting behavior that enhances academic and social success. Courteous, respectful and responsible actions foster a positive climate for the learning community.

Individual rights relate to individual responsibilities and must be seen in relationship to the safety, health, and welfare of all students in each school. Expectations of student conduct should be kept within the bounds of reasonable behavior expected of all members of the community. Students should have freedom and encouragement to express their individualism at school, as long as their conduct does not intrude upon the freedom of others. This applies especially to the freedom of fellow students to receive instruction. There must be a balance between individual freedoms and the orderly operation of the school environment.

The Code of Student Conduct sets forth student rights and responsibilities while at school and school-related activities, and the consequences for violating school rules and policies. When determining the appropriate action to take as a consequence of student misconduct, school officials may use intervention strategies and/or disciplinary actions, depending on the severity or repetition of misconduct, circumstances surrounding the misconduct, impact of the student’s misconduct on others in the school, and other relevant factors. The Code of Student Conduct will be administered uniformly and fairly, without partiality or discrimination.

The Code of Student Conduct applies: 1. When a student is at school. (“At school” means in the classroom, elsewhere on school premises, on a school bus, or at a school-sponsored activity or event, whether or not it is held on school premises) and 2. When a student is using school telecommunications networks, accounts or other district services.

At any time, if a student feels unsafe or is threatened, the student or student’s parent/guardian should contact the school administration (517 647-2985).

Forms of Discipline

- A. Verbal Intervention – Teachers will address and log minor classroom disruptions with the student.
- B. Discipline Conference – Meeting of student and parents with one of the building administrators.
- C. Lunch Detention – Teachers or administrators may give this type of disciplinary action. Detentions are assigned for inappropriate student behavior. Detentions are served during lunch in the Middle School Library. When a student receives their third (3) lunch detention of the marking period they will receive an after school detention for that offense and each offense thereafter.
- D. Snap Suspension – Assigned by the classroom teacher for inappropriate behavior that is so disruptive in the classroom that instruction cannot continue if the student remains in the classroom. Snap suspensions are served with a supervising adult.
- E. Temporary Debarment – The student is separated from a class or classes or a school sponsored function by an individual teacher or principal pending appropriate action.
- F. After-School Detention (ASD) – The student will serve an hour and a half time period after school under the supervision of an administrator or teacher. Students are required to complete school work during the after-school detention period and talking will not be permitted. Students will be given one warning for inappropriate behavior during the detention period. Subsequent problems will result in the student being dismissed from detention and an out-of-school suspension will be issued. Students assigned to after-school detention are not permitted to participate in school sponsored events/activities held on the evening of the detention. If/when a student accumulates more than 4 “after school detention assignments” in a semester, the 5th assignment will result in a 1-day out-of school suspension (OSS), the 6th will result in a 2-day OSS, the 7th will result in a 5-day OSS, and subsequent infractions will result in a recommendation to the Superintendent for expulsion. After school detentions will typically be scheduled for Wednesday and Thursday from 2:40-4:10PM. Students who opt to serve an out-of-school suspension over their assigned ASD will receive an unexcused absence for the school day missed for suspension.
- G. Out of School Suspension (OSS) – The student is temporarily removed from the regular class routine because of a misdemeanor or persistent disobedience. A suspension may be for a short term, not exceeding five (5) days per incident, or long term, exceeding five (5) days but not more than ten (10) days per incident. A suspension may be imposed immediately upon a student without first affording the student or parents/guardians a hearing if the presence of the student endangers other persons or property or substantially disrupts, impedes or interferes with the operation of the school. During a suspension, the students will not be allowed on school grounds during school hours or at school events without parental escort. The length of the suspension will be determined by the nature of the offense. The second and subsequent out of school suspensions a student receives during a semester will result in a mandatory meeting with the principal, assistant principal and parents before the student may return to school.
- H. Progressive Discipline – Progressive discipline is used when students with multiple discipline infractions continue to disregard school policies and procedures. This form of discipline refers to a progressive sequence of Out-of-School Suspensions (for example: 1, 3, 5, up to 10 days with a recommendation for expulsion) for any discipline infraction. This process may lead to a recommendation for expulsion to the Superintendent.
- I. Expulsion – The student may be permanently removed from school because of a gross misdemeanor or persistent discipline. “Repeat offenders” (students who habitually violate the Code of Conduct) will be taken before the Superintendent for expulsion. Expulsion will be determined by the Superintendent. No student may be expelled until an opportunity for a formal hearing on the recommendation for expulsion has been afforded the student.

Due Process for Suspensions

The student will be confronted by the administrator for his/her violation of the discipline code. At that time, the student may present his/her argument for his/her action. Parents may be contacted and will be notified by a written report of the cause of the disciplinary action and the action taken in the case. Parents are encouraged to contact the school if they have any questions regarding this matter.

The following procedures will be used by the administrators:

- A. The student shall not be judged guilty by virtue of being accused.
- B. The principal or assistant principal for the purpose of obtaining all information pertinent to a fair decision shall conduct an informal investigation immediately.
- C. Provisions shall be made for the student to be heard and to present his/her view of the occurrence involved.
- D. If suspension is the decision of the principal or assistant principal, the student shall be duly informed of the reason.
- E. The principal or assistant principal shall make the determination in case of suspension.
- F. Parents must be notified by telephone, if possible, of the decision, and the length of suspension must be confirmed in writing. The principal or assistant principal will take the initiative to confer with parents/guardians to make plans for the return of the student to the classroom.
- G. An unfavorable decision may be appealed to the Superintendent or his/her designee.
- H. If a favorable decision is not reached through the Superintendent or his/her designee, the decision may be appealed to the Board of Education. The student must be advised of the following appeal rights:
 - Specific statement of charges
 - Right to be represented by counsel
 - To hear and question witnesses against him
 - To present his/her own witnesses
 - Present any other evidence including arguments he/she may wish
 - To be advised of the provisions of the Open Meeting Act with regards to a closed or open hearing before the Board.

Level I Violations **Any single Level I violation may result in a referral to the office.

A. Unprepared for Class

It is the students' responsibility to be prepared for each class, each day, with the appropriate materials (pencils, pens, notebooks, textbooks, assignments, etc.). Students who come unprepared for class are often disruptive to the learning environment because they are not academically engaged.

B. Disruptive Behavior

A student may be removed from a "class, subject, or activity" and referred to a building administrator for disrespectful actions or attitudes, disobedience, excessive talking or otherwise creating a disturbance in the class which, in the teacher's judgment, is detrimental to the management and educational process of the classroom (otherwise referred to as a "snap suspension"). Within 24 hours after the snap suspension the teacher will contact the student's parent/guardian and apprise them of the situation warranting the removal from class. Students removed from class should report immediately to the office, unless otherwise directed by their teacher.

C. Unauthorized Absence from Class/Skipping

A student shall be in his/her assigned place of instruction at the assigned time unless they have a valid excuse. This also includes leaving class without permission.

D. Campus Privileges

Portland Middle School functions as a "closed campus". Once a student arrives on campus for the day, whether by private or school provided transportation, he/she is expected to remain on campus until the end of the school day. No student is permitted to leave the school building without permission from the proper school authorities. Students who need to leave the building/campus during the school day must obtain permission from office personnel, with proper verification from a parent/guardian. The parking lot is off limits before and during school.

E. Leaving Class Without a Signed Planner

A student must have their planner signed by a teacher or other authorized staff member before leaving the classroom. Students must have planners present when in the hallway while class is in session.

F. Academic Misconduct

A student will not plagiarize, cheat on assignments or assessments, gain unauthorized access to, or tamper with educational materials or records.

Copyright:

Copyright and the need for supportive laws to protect the legitimate rights of authors and inventors in a democratic society has led to the enactment of legislation (The Copyright Act of 1976). Students should both appreciate and respect the rights of authors and inventors and recognize that their contributions, within the law, can and should be used to advance education.

Definitions:

1. Plagiarism is using someone else's words or ideas, as a whole or in part, and claiming them as your own.
2. Cheating is gaining or providing improper or unauthorized access to answers.
3. Unauthorized access or tampering with educational material or records includes, but is not limited to: access to grades, grade books, answer keys, or copies of tests, quizzes and assignments without permission.

Academic Misconduct Discipline Procedure:

1st Offense: A grade of zero on the assignment and parental contact by the teacher.

2nd Offense: A grade of zero on the assignment, parental contact by the teacher and one after-school detention.

3rd and Subsequent Offenses: A grade of zero on the assignment, parental contact by the teacher and suspension from school until a conference is held between parents/guardians, teacher, and administration.

G. Possession of Disruptive Items

A student will not possess personal property that is prohibited by school rules or that is disruptive to the educational process or procedures. Such items include, but are not limited to: pornographic or obscene material, laser pointers, water pistols, water balloons, wallet chains, and lighters. These items will be confiscated and returned only to a parent/guardian.

H. Possession of/Usage of Electronic Devices

Portland Middle School students shall be permitted to possess gaming devices, cellular telephones, and other electronic communication devices, but not use them, in school buildings and on school property during the instructional day, which also includes, but is not limited to, study periods, lunch breaks, class changes or any other structured or non-structured activity that occurs during the normal school day. While on school property during the instructional day, cellular phones and other electronic communication devices are to remain in the student's locker. Cellular phones and other electronic telecommunications devices may NOT be activated and must remain turned off while stored in said lockers.

Use of cellular telephones and other electronic communication devices during before-school and after-school activities (provided that they do not interfere with the event or school operations) is at the discretion of the coach, director, supervisor, or other adult in charge. Possession of a cellular telephone or other electronic communication device by a student is a privilege, which may be forfeited by any student who fails to abide by this policy.

The possession and use of MP3 players (iPod, Zune, etc...) for the purpose of playing music for a student's private use is permitted according to the following regulations:

- Must be used with individual headphones that do not broadcast the music to other individuals
- May be used before-school, during lunch, and after-school
- May not be used in hallways during passing times
- MP3 players are not permitted in the classroom unless specifically approved by the teacher. All classroom use and rules are at the discretion of the teacher.
- Image recording devices (cameras) and game applications that are part of the MP3 player may not be activated while at school.
- Students may not use apps, image recording devices, or other electronic resources to bully/harass other students.
- Students are responsible for the content on their device. Inappropriate material/media should not be viewed/distributed on school grounds.
- Students may not text from their MP3 players/electronic devices while using the said device during the school day.

Failure to comply with the MP3 Player or cellphone/electronic communication device regulations will result in the discipline actions described below.

Disruptive Items Discipline Procedure:

- Initial violation of this policy will result in confiscation of the device, to be returned to the student at the end of the school day.
- A second violation of the policy will result in an after-school detention and confiscation of the device, to be returned after 2-days.
- A third violation of this policy will result in forfeiture of the privilege to possess electronic devices on campus. Device will be confiscated and returned only to a parent. Student will receive a one (1) day out-of-school suspension.

No image recording device, including but not limited to cameras, cell phones, personal digital assistants, and other electronic image capturing/reproducing devices, shall be operated in any lavatory, locker room or any other space on school district property where privacy is implied and expected for the occupant. The use of such an image capturing/reproducing device in these types of private spaces may result in the seizure of the device by the administration and a suspension from school of up to 10 days.

Portland Public Schools will assume no responsibility for student loss, damage or theft of electronic communication devices. Students are strongly encouraged to turn their locks when closing lockers to reset the combination. "Pegging" of lockers leaves items unsecure.

I. Food and Beverages

Food and beverages are to be consumed only in designated areas, the primary of which is the cafeteria. Beverages other than water are not to leave the cafeteria. Students are not to bring or possess beverages in glass containers.

Students shall not purchase or consume soft drinks and energy drinks prior to the start of the school day, throughout the instructional day and after school. See the Portland Public Schools' Wellness Policy.

J. Thrown Objects

Objects, including snowballs, pencils, pens, paper, etc., are not to be thrown on school property at any time.

K. Student Dress

A school, in carrying out its responsibility in creating a proper learning environment, encourages good taste in dress and grooming appropriate to the learning activity and age of the student. In general, it shall be the responsibility of the individual student and his/her parents/guardians to set the guidelines for appropriate dress within reasonable standards of social acceptance. Factors of health, safety, and orderly functioning of the school are the determinants of appropriate dress.

Within this framework, clothing or grooming shall be considered unacceptable if it:

1. Creates a present danger to the health and safety of the student or other persons, such as pajamas and slippers.
2. Creates or potentially creates a disruptive influence on the educational process, such as:
 - Wearing of headwear (hats, hoods, bandanas or kerchiefs)
 - Coats or jackets
 - Halters or tube tops, tank tops or any top that does not completely cover the shoulders
 - Shirts that expose the midriff, cleavage, or undergarments
 - Mutilated clothing
 - Short shorts or skirts. Shorts and skirts may not be any shorter than 4 inches above the top of the knee cap
 - Spandex (skin tight) shorts, pants, and leggings (including yoga pants and jeggings). Shirts, sweaters, shorts or skirts worn over spandex pants, tights, or leggings must be of the proper length as defined above
 - Sagging of shorts or pants. Shorts and pants must be worn at waist level and undergarments must not be exposed
 - Clothing with profane, vulgar, or obscene suggestions
 - Clothing that is sexually suggestive (Hooters Shirts, etc.)
 - Clothing that advertises alcoholic beverages or drugs, or clothing that uses improper language
3. Infringes upon the rights and freedoms of other students. (Special religious customs will be accommodated at the discretion of administration).

Dress Code Discipline Procedure:

The building administrators will have final determination of the appropriateness of the student's dress, subject to appeal to the Superintendent and the Board of Education.

- First Offense: Student will be required to correct the inappropriate item of clothing.
- Second Offense: Student will be required to correct the inappropriate item of clothing and will serve a lunch detention.
- Third Offense: Student will be required to correct the inappropriate item of clothing and will be assigned an after-school detention.
- Fourth and Subsequent Offenses: Student will be sent home for the remainder of school day and will receive an out-of-school suspension according to the PMS progressive discipline policy.

L. Public Display of Affection

Kissing, hugging, holding hands or any other inappropriate behavior is unacceptable in school or at extra curricular activities.

M. Technology Abuse

A student will not violate the district's technology use guidelines or acceptable use policy. Violations of the District's Acceptable Use Policy may result in loss of computer privileges.

School Responses to Level I Violations

School administrators and staff may use appropriate intervention strategies, including, but not limited to:

- Verbal intervention, logged by the teacher. Two verbal interventions in one class period, verbal interventions for the same violation on two or more consecutive days, or three or more verbal interventions in a week will result in a referral to the office.
****Any single Level I violation may result in a referral to the office**
- Administrator/staff/student conference or reprimand
- Administrator and teacher-parent/guardian conference
- Confiscation of inappropriate item
- Restitution/restoration
- Lunch detention
- Denial of participation in class and/or school activities
- Revocation of student technology access privileges
- After-school detention
- Out of school suspension (short term) from one (1) school day up to and including five (5) school days
- Out of school suspension (long term) from six (6) school days up to and including ten (10) school days
- Law enforcement agency notification

Depending upon severity or repetition, a Level I violation may be reclassified as a Level II or Level III violation.

Level II Violations **Level II violations result in a referral to the office.

A. Bullying/Harassment/Intimidation

It is the policy of the Board of Education to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. Bullying, harassment or intimidation means any gesture or written, verbal, or physical act that is intended to harm a student, damage the student's property, place the student in reasonable fear of harm, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or education of any student. Bullying, harassment, or intimidation includes, but is not limited to, any gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or by any other distinguishing characteristic. Bullying will not be tolerated at Portland Middle School.

Those that observe bullying are encouraged to report it to a staff member as soon as possible. Reports may be made in person, via telephone, or in writing, including e-mail or via the PMS anonymous bullying report form located on the PMS website. Retaliation against a person who reports a bullying incident is prohibited and will be addressed using the student code of conduct. All reports of bullying will be referred to the principal or assistant principal and will be promptly investigated.

Parents, students, and community members with concerns regarding bullying at Portland Middle School are encouraged to contact the school by calling 517-647-2985.

B. Hazing

A student will not haze or conspire to engage in the hazing of another. As used in this section, hazing includes any method of initiation or pre-initiation into a student organization or any pastime or amusement, engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, personal harm, or personal degradation or disgrace.

C. Sexual Harassment

A student will not use words, pictures, objects, gestures or other actions relating to sexual acts or another person's gender that cause embarrassment, discomfort, or a reluctance to participate in school activities. A student will not make unwelcome sexual advances, request sexual favors, or engage in verbal communication or physical conduct of a sexual nature with or toward any other student, school district personnel or adult volunteers.

D. Vandalism/Defacement of Property

A student will not willfully cause defacement of, damage to, or destruction of, property of the school or others. Actions such as writing in school textbooks or library books, writing on desks or walls, carving into woodwork, desks, or tables, and spray-painting surfaces are acts of defacement.

School districts in the State of Michigan are authorized to recover damages not to exceed \$2,500 against parents of un-emancipated minors who have maliciously or willfully destroyed real, personal, or mixed property which belongs to the District.

E. Trespassing

A student will not enter upon the premises of the school district, other than the location to which the student is assigned, without authorization from proper school authorities. If removed, suspended or expelled from school, a student will not return to the school premises without permission of the proper school authorities.

F. Student Cooperation with Staff/Insubordination

A student may not swear at, show disrespect for, lie to, or refuse to obey a reasonable request or direct order from a teacher, administrator, or other person given responsibility of supervision. If a student has witnessed or has direct knowledge about violations of school policies, the student is responsible for reporting information truthfully, accurately, and completely to school authorities.

G. Inappropriate Language

Students will not use language (written, verbal or electronic), make gestures, or produce graphic representations that contain vulgar, inappropriate or offensive terms or images.

H. Forgery/False Identification

A student will not sign the name of another person for the purpose of defrauding school personnel. A student will not use another person's identification or give false identification to any school official with the intent to deceive school personnel or falsely obtain money or property.

I. Inappropriate Contact

Students will not engage in inappropriate contact such as pushing, shoving, horseplay, roughhousing, etc.

School Responses to Level II Violations

Any Level II violation results in any immediate referral to the office. School administrators and staff may use appropriate intervention strategies, including, but not limited to:

- Any school response to a Level I violation, listed above
- Recommendation to the school district board of education or its designee for long-term suspension or expulsion

Depending upon severity or repetition, a Level II violation may be reclassified as a Level III violation.

Level III Violations **Level III violations result in a referral to the office.

A. Fighting (Assault)

A student shall not engage in unauthorized physical contact (fight with, assault, or physically accost) with another student. A student shall not verbally abuse, or verbally threaten to commit assault or battery to, another student. Any student in grade 6 or above who commits a physical assault against another student which occurs on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event shall be expelled for 180 school days. Students who verbally abuse or threaten another student will be suspended for a period of time up to 10 days.

Any student in grade 6 or above who physically assaults a district employee or a person engaged as a volunteer or contractor of the district shall be permanently expelled. Furthermore, any student in grade 6 or above who commits a verbal or written threat of an assault against an employee, volunteer, or contractor of the district must be expelled for up to 180 school days.

B. Weapons

A student must not possess, handle, transmit, or use any instrument which may be considered or used as a weapon or which may be capable of inflicting bodily injury or used in a felonious assault. The instruments may include, but are not limited to: firearms, knives, brass knuckles, mace or chemical sprays, clubs, iron bar, any device that is primarily used for self-protection, or “look-alike” weapons. A student will not use a legitimate tool, instrument, or equipment as a weapon including, but not limited to, pens, pencils, compasses, or combs, with the intent to harm another.

Violation of Weapons Free School Act: If a student possesses a “dangerous weapon” in a Weapon-Free School Zone (school property or a vehicle used by a school to transport students to or from school property), that student shall be expelled for ten (10) days, with a recommendation made to the Board of Education for expulsion, as specified in the Act. “Dangerous Weapons” are defined as: a firearm, dagger, dirk, knife with a blade over three (3) inches in length, a knife opened by a mechanical device, iron bar, or brass knuckles.

A “firearm” is defined as any weapon, (including a starter gun) which will or is designed to, or may be readily converted to expel a projectile by action of an explosive, or any destructive device which includes any explosive, incendiary, or poison gas (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, or (v) mine.

C. Sexual Assault

A student will not sexually assault another person. If a student commits criminal sexual conduct in a school building, on school grounds or any other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1311(5). (MCL 380.1311[2])

“Criminal sexual conduct” means a violation as set forth in Chapter LXXVI of the Michigan Penal Code. (MCL 750.520b to MCL 750.520g)

D. Arson

A student will not intentionally, by means of starting a fire, cause harm to any property or person, or participate in the burning of any property or person. If a student commits arson in a school building, on school grounds or other school property, the school board or its designee shall expel the student from the school district permanently, subject to possible reinstatement, pursuant to MCL 380.1322(5). “Arson” means a felony violation as set forth in Chapter X of the Michigan Penal Code (MCL 750 to MCL 750.80).

E. False Fire Alarm/Bomb Threat; Tampering with Fire Alarm System or Equipment

Unless an emergency exists, a student will not intentionally sound a fire alarm or cause a fire alarm to be sounded, nor will a student falsely communicate or cause to be communicated that a bomb is located in a building, on school property, or at a school-related event. These acts are prohibited irrespective of the whereabouts of the student. A student will not destroy, damage, or otherwise tamper with the fire alarm system, fire equipment, or emergency medical equipment in a school building.

If a student in grade 6 or above makes a bomb threat or similar threat directed at a school building, other school property, or a school-related event, the school board or its designee shall suspend or expel the student from the school district for a period of time as determined at the discretion of the school board or its designee. (MCL 380.1311a[2]).

F. Explosive/Incendiary Materials

A student, while at school, will not possess, handle, transmit, conceal or use any item such as, but not limited to, lighters, matches, fireworks, or firecrackers.

G. Extortion

A student will not make another person do any act against his or her will, by force or threat of force, expressed or implied.

H. Substance Abuse

1. A student is prohibited from the manufacture, distribution, possession, use of, or being under the influence of the following substances:
 - Alcohol, or any alcoholic beverage, including “nonalcoholic malt beverages”
 - Illicit drugs
 - Any useable glue, aerosol or other chemical substance, including but not limited to petroleum distillates, lighter fluid, and reproduction fluid for inhalation
 - Any prescription or non-prescription drug, medicine, vitamin or chemical, including, but not limited to, aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, no-doze pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the school districts authorized “use of medication” procedures.
 - Steroids, human growth hormones, or other performance-enhancing drugs
 - Substances purported to be illegal, or performance enhancing (i.e. “look-alike” drugs).
 - It shall not be a violation of this policy for a student to possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for with permission to use in school has been granted pursuant to school district policy.
2. A student may not possess drug-related paraphernalia at any time during the school day or at a school-related activity, on or off campus.
3. A student may not possess or use tobacco in any form at any time during the school day or at a school-related activity, on or off campus, regardless of age.

I. Theft/Possession of Stolen Property

A student will not, without permission of the owner or custodian of the property, take property or have in his/her possession property which does not belong to the student.

Responses to Level III Violations

Any Level III violation results in any immediate referral to the office. School administrators and staff may use appropriate intervention strategies, including, but not limited to:

- Any school response to a Level I or II violation, listed above
- Recommendation to the Board of Education or its designee for long-term suspension or expulsion
- Law enforcement agencies will be notified as a response to all Level III violations

Note: In the event a student is expelled for possession of a dangerous weapon in a weapon-free school zone, arson in a school building or on school grounds, or criminal sexual conduct in a school building or on school grounds, the school board shall ensure that, within three days after the expulsion, an official of the school district refers the individual to the appropriate county department of the Family Independence Agency or county community mental health agency and notifies the individual’s parent or legal guardian, or if the individual is at least 18 or is an emancipated minor, notifies the individual of the referral. (MCL 380.1311[4])

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache
Pressure in the Head
Nausea/Vomiting
Dizziness

Balance Problems
Double Vision
Blurry Vision
Sensitive to Light

Sensitive to Noise
Sluggishness
Haziness
Fogginess
Grogginess

Poor Concentration
Memory Problems
Confusion
“Feeling Down”

Not “Feeling Right”
Feeling Irritable
Slow Reaction Time
Sleep Problems

WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.