

Northview Highlands Middle School

2020-2021

Student Handbook

Highlands Motto

If there is a problem, we look for a solution

If there is a better way, we find it

If a teammate needs help, we give it

If we need help, we ask

Highlands Middle School has a number of on-line resources to keep you informed. Students will be given report cards to bring home at the end of the 1st semester; only year-end grades will be mailed home. Parents may always access ParentVue to monitor grades, assignments and attendance. All school information is available online; please read on.

1. **Keep Your Information Current:** All parents are required to complete and sign an updated registration form for their student(s) at the beginning of every school year. It is important that we have current contact information for you at all times - phones, email and address. *Please make sure any changes to your contact information are communicated to our office, including email addresses, so we can keep you informed.*
2. **ParentVue:** ParentVue is the parent communication portal to monitor grades, assignments, attendance and more; we *strongly* encourage parents to use this tool. Parents who are new to the district will receive their activation codes on Student Orientation Day, before the start of school. If a student enrolls mid-year, an activation code will be provided to parents. Otherwise, to request an activation code, please contact the school office; we will need your name and your student(s) name(s). Please allow up to 48 business hours to receive your activation code. (Note: students receive their own StudentVue accounts)
3. **Weekly Parent Email Blast:** – parents who provide an email address will automatically receive a Friday News email, providing information about current/upcoming events, fundraisers, etc.
4. **Highlands Website:**<http://nvps.net/highlands-middle-school/>
5. Our main website has a variety of helpful links including all the items on this page, a school calendar, and staff directory, just to name a few.
6. **Online Homework:** (see “Academics” tab, then “Classrooms” on <http://nvps.net/highlands-middle-school/> has weekly homework posted. Check here to stay current on your student’s class work and for homework assignments if he/she has missed school.
7. **Student Portal** (<http://student.nvps.net>) - students can get their school email, as well access tools and school work.
8. **InTouch Notification Service (by Edulink Systems):** Alerts parents to school delays and closings, and also provides authoritative updates when critical events occur. For assistance, please contact the school office.
9. **Deposits to Lunch Accounts:** may be brought in to the school or paid online for a small fee (go to the Northview District website, then to “Food Services” and then to “Pay for Meals Online”)
10. **Northview Public Schools Bylaws and Policies** – <http://neola.com/northview-mi/>

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NOTE: This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative 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 in June 2018. If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: www.nvps.net.

2020 - 2021
NORTHVIEW HIGHLANDS MIDDLE SCHOOL
4645 Chandy Drive NE
Grand Rapids, MI 49525
616.361.3440

Jamey Vermaat, Principal
Allison Dykhouse, Dean of Students
Erin Atkinson, Social Worker
Michelle Bakos, Building Administrative Assistant

M. Scott Korpak, Ph.D., Superintendent, Northview Public Schools: 616.363.6861

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 and to provide specific information about certain Board policies and procedures. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes 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 handbook and other written material on the same subjects.

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 guideline referenced herein is revised, the language in the most current policy or administrative guideline prevails.

VISION STATEMENT

Inspiring all students to achieve their individual best.

MISSION STATEMENT

Northview Public Schools and its community inspire and develop literate, creative problem-solvers, ready for continued learning and career success, while becoming respectful, productive members of society.

NORTHVIEW MOTTO

Preparing students for life's next step.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer listed below:

Liz Cotter, Deputy Superintendent
616.363.6861

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

The Board of Education recognizes and values parents and families as children's first teachers and decision-makers in education. The Board believes that student learning is more likely to occur when there is an effective partnership between the school and the student's parents and family. Such a partnership between the home and school and greater involvement of parents in the education of their children generally result in higher academic achievement, improved student behavior, and reduced absenteeism. See NVPS BOARD POLICY 2112.

The term "families" is used in order to include children's primary caregivers, who are not their biological parents, such as foster caregivers, grandparents, and other family members.

Through this policy, the Board directs the establishment of a Parental Involvement Plan by which a school-partnership can be established and provided to the parent of each child in the District. The plan must encompass parent participation, through meetings and other forms of communication. The Parental Involvement Plan shall reflect the Board's commitment to the following:

A.	Relationships with Families;
B.	Effective Communication;
C.	Volunteer Opportunities;
D.	Learning at Home;
E.	Involving Families in Decision-Making and Advocacy;
F.	Collaborating with the Community.

SCHOOL DAY

Doors Open at 8:50 a.m.
Bell Rings at 9:00 a.m.
Lunches are from 11:10 a.m. thru 1:05 p.m.
Dismissal for Parent Pick Up is at 2:50 p.m.
Dismissal for Bus Riders is at 3:00 p.m.

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. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the student's responsibility to deliver that information. If necessary, the mail or hand delivery may be used to ensure contact. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her 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 their school counselor or administrator.

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, s/he 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.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, 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 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.

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 or emotional disability.

Parents should contact the school administration regarding procedures for such instruction. Applications must be approved by the building administrator. 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, parent, student, or other caregiver. A physician must: certify the nature and existence of a medical condition; state the probable duration of the confinement; request such instruction; present evidence of the student's ability to participate in an educational program.

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.

- an original birth certificate
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency
- proof of current immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent 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.

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 suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

EARLY DISMISSAL

No student will be allowed to leave school prior to dismissal time without a parent/guardian phone call, 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) or an emergency contact on record, without a phone call from the parent/guardian.

TRANSFER OUT OF THE DISTRICT

Parents must notify the school office about plans to transfer their child to another school. If a student plans to transfer from Highlands Middle School, the parent must notify the school 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 school office at 361.3440 for specific details.

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

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents. See NVPS BOARD POLICY 5130.

IMMUNIZATIONS

In compliance with NVPS Board Policy 5320, all students must meet the immunization requirements set by the State for attendance at school in order to enroll or attend. Students who do not meet the immunization requirements on the opening day of school, and who have not properly waived or delayed the required immunization obligations, will not be admitted.

EMERGENCY MEDICAL AUTHORIZATION

The District will distribute annually to parents or guardians of all students the Emergency Medical Authorization Form. In the event emergency medical treatment for a student is necessary, the District will adhere to the instructions on the authorization form. See NVPS BOARD POLICY 5341.

USE OF MEDICATIONS

The Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. Parents and/or physician/nurse must 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 who must also authorize any self-medication by his/her child. Medications will be administered by the District in accordance with the Superintendent's guidelines.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Parents, or students authorized in writing by their physician and parents, may administer medication or treatment.

Staff members are to administer medication or treatment only in the presence of another adult, except in the case of an emergency that threatens the life or health of the student. Staff licensed as professional registered nurses are exempt from this requirement.

All medication shall be kept in a locked storage case in the school office.

The Board shall permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

Students who may require administration of an emergency medication may have such medication in accord with the Superintendent's administrative guidelines.

Students may possess and self-administer a metered dose or dry powder inhaler for relief of asthma, or before exercise to prevent onset of asthma symptoms, while at school, on school-sponsored transportation, or at any school-sponsored activity in accord with the Superintendent's guidelines, if the following conditions are met:

- A. There is written approval from the student's physician or other health care provider and the student or parent/guardian (if student is under eighteen (18)) to possess and use the inhaler and

- B. The building administrator has received a copy of the written approvals from the physician and the parent/guardian, and

- C. There is on file at the student's school a written emergency care plan prepared by a licensed physician in collaboration with the student and his/her parent/legal guardian. The plan shall contain specific instructions on the student's needs including what to do in the event of an emergency.

Students who are prescribed epinephrine to treat anaphylaxis shall be allowed to self-possess and administer the medication if they meet the conditions stated above. See NVPS BOARD POLICY 5330.

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. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will only be for the contagious period as specified in the school's administrative guidelines.

LICE

School officials will immediately inform the parent/guardian if any student is found to have live lice or nits after confirmation from the school-designated personnel. Immediate treatment at home will be advised. Parents will be given education on appropriate treatment.

The student will be readmitted to school after treatment and if, upon examination, the school-designated personnel find no live lice on the child and/or nits farther than one quarter inch from the scalp, the child may re-enter the school.

If, upon examination, the school-designated personnel find live lice or nits closer than one quarter inch from the scalp on the student, the school nurse should be notified immediately. In this circumstance, the student may be sent home based on the school's discretion and more education and guidance will be given to the parents by the school nurse.

Operations should be notified by the school-designated personnel if live lice are found, and a thorough classroom cleaning will be requested.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable-diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex (condition), HIV (Human-immunodeficiency), HAV, HBV, HCV (Hepatitis A, B, C); and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INDIVIDUALS WITH DISABILITIES

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. 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 Director of Special Education at 616-361-3446 to inquire about evaluation procedures and programs.

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 information except as authorized by law (see AG 8350). Documents containing social security numbers shall be restricted to those employees who 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:

A.	a student's name;
B.	address;
C.	telephone number;
D.	participation in officially recognized activities and sports; weight, if a member of an athletic team;
E.	dates of attendance
F.	date of graduation
G.	awards received
H.	Honor roll
I.	Telephone numbers only for inclusion in school directory.

Parents and eligible students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District within ten (10) 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).

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. Cost for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Highlands main office. 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 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 a non-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- political affiliations or beliefs of the student or his/her parents;
- mental or psychological problems of the student or his/her family;

- sex behavior or attitudes;
- illegal, anti-social, self-incriminating or demeaning behavior;
- critical appraisals of other individuals with whom respondents have close family relationships
- legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- religious practices, affiliations, or beliefs of the student or his/her parents; or
- 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 selling that information or 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 I 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, SUPPLIES

Fees

The Board of Education may assess certain charges to students to cover the costs for extra-curricular and noncredit activities. Such charges might be made for expendable items such as magazines, workbook materials, paperback selections, and laboratory supplies and materials for clubs, independent study or special projects, and as well transportation costs and admission/participation fees for District-sponsored trips and activities.

No student, however, shall be deprived of participation in any mandatory school activity or required curriculum activity due to a lack of financial ability to pay and fees will not be charged for such activities. Extra-curricular activities for which fees will be charged may not be used in determining credit or grades in any course.

A fee shall not exceed the combined cost of the service(s) provided and/or materials used. An accurate accounting of all fees collected and all fees expended shall be provided to the Superintendent or his/her designee for each fee based activity at the conclusion of the activity, along with remission of any fees not expended.

Fines

When school property, equipment, technology, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine will be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred.

The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

In the event the above course of action does not result in the fee being collected, the Board authorizes the Superintendent to take the student and/or his/her parent/guardian to Small Claims Court for collection.

Any fees or fines collected by members of the staff are to be turned in to the business office within twenty-four (24) hours after collection.

Supplies

The District will provide all basic supplies needed by the student to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies, or desire to help conserve the limited resources for use by others. The teacher or appropriate administrator may recommend useful supplies for these purposes.

STUDENT FUNDRAISING

The Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools.

For purposes of this policy "student fundraising" shall include the solicitation and collection of money from students for any purpose and shall include the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities. "Student fundraising" also includes giving away goods or services, but suggesting a monetary donation.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

Fund raising by approved school organizations, whose funds are managed by the District, may be permitted in school by the principal. Such fund-raising that occurs off school grounds may be permitted by the Superintendent.

For any fundraisers, including those operated by student clubs and organizations, parent groups, or boosters clubs, that involve the sale of food items and/or beverages to students that will be consumed on the school campus (any area of property under the jurisdiction of the school that is accessible to students during the school day) during the school day (the period from the midnight before, to thirty (30) minutes after the end of the official school day), the food items and/or beverages to be sold shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in Schools nutrition standards, and also be consistent with requirements set forth in Policy- Food Services. Further, there shall be no exemptions from the standards for competitive foods in any of the District's schools.

Use of the name, logo, or any assets of the District, including, but not limited to facilities, technology, or communication networks, is prohibited without the specific permission of the Superintendent.

Crowdfunding activities aimed at raising funds for a specific classroom or school activity, including extracurricular activity, or to obtain supplemental resources (e.g., supplies or equipment) that are not required to provide a free appropriate public education to any students in the classroom may be permitted, but only with the specific approval of the Superintendent.

Fund raising by students on behalf of those school-related organizations and District support organizations, whose funds are not managed by the District may be permitted on or off school grounds by the Superintendent.

The Superintendent shall establish administrative guidelines for the solicitation of funds that shall:

- A. specify the times and places in which funds may be collected;
- B. describe permitted methods of solicitation which do not place undue pressure on students;

- C. limit the kind and amount of advertising for solicitation;
- D. require that the Board approve the distribution or liquidation of monies remaining in a student activity account when the organization is defunct or disbanded; and
- E. limit the number of fundraising events.

Advisors for approved school organizations shall not accept any form of compensation from vendors that might influence their selection on a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser. Furthermore, advisors for approved school organizations shall not accept any compensation from a vendor after a decision has been made regarding a fund-raising activity or a product that will be sold as a fundraiser. In addition, advisors for approved school organizations who make the selection of a vendor that will provide a fund-raising activity or a product that will be sold as a fund-raiser shall not enter into a contractual arrangement whereby an advisor receives compensation in any form from the vendor that provides a fund-raising activity or a product that will be sold as a fund-raiser.

Such compensation includes, but is not limited to, cash, checks, stocks, or any other form of securities, and gifts such as televisions, microwave ovens, computers, discount certificates, travel vouchers, tickets, passes, and other such things of value. In the event that an advisor of an approved school organization receives such compensation, albeit unsolicited, from a vendor, the individual shall notify the Fiscal Officer, in writing, that s/he received such compensation and shall thereafter properly transmit said compensation to the Fiscal Officer at his/her earliest opportunity.

The Superintendent shall distribute this policy and the guidelines which implement it to each organization granted permission to solicit funds.

STUDENT VALUABLES

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. Northview Public Schools cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

LOCKERS

A locker with a combination lock is issued to all students at the beginning of the school year. These lockers are the property of Northview Public Schools. Two students share a locker. Students are expected to keep the combination private. Lockers are to be kept clean by both parties and are never to be abused in any way. Switching lockers without permission from the office or abuse to the locker can result in the loss of locker privileges. Band instruments are not to be stored in lockers, a band storage room is provided for instruments.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments. They also may observe instruction in any class, particularly those dealing with instruction in health and sex education. Any parent who wishes to review materials or observe instruction 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.

FOOD SERVICE

The Board believes the development of healthy behaviors and habits with regard to eating cannot be accomplished by the District alone. It will be necessary for the school staff, in addition to parents and the public at large, to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. Parents interested in being involved In the District Wellness Committee should contact the Food Service Director at 616-361-3473

The school participates in the National School Lunch Program and makes lunches available to students for a fee of \$2.25 for lunch and .50 for milk or juice. Students may also bring their own lunch to school to be eaten in the school's cafeteria.

Applications for the school's Free and Reduced-Priced Meal program are available online at www.lunchapp.com or a paper version is available in the school office. If you believe you will qualify and do not have access to a computer, contact the Food Service person at your building or contact the school administrative assistant for information.

ACCESS TO MEAL ACCOUNT

All students are assigned a meal account when they enroll in the school district. This account stays the same for the duration of their school years. Students may access their account by using the finger scanners (K-4 elementary breakfast and 5-12 all meal periods) or using their Student ID card for ordering lunch in K-4.

All students K-12 are given a Student ID card. If the card is lost or stolen, and you need a new card, you may purchase from the Food Service office for a fee of \$5.00.

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. The alarm signal for tornadoes is different from the alarm signal for fires and lock-down drills and consists of an announcement.

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. The alarm system for a school lock-down is different from the alarm system for fires and tornadoes and consists of a lock-down announcement.

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local radio and television stations. Parents/Guardians will also be contacted via our Intouch Notification Service (EduLink Systems). Parents and students are responsible for knowing about emergency closings and delays.

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** and asbestos management plan will be made available for inspection at the Board offices upon request.

VISITORS

The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to establish visitor guidelines.

The Superintendent or the principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

Parents/Guardians, who are registered sex offenders and wish to participate in their child's school activities, may be allowed on campus at the discretion and under the direction of the Superintendent. Conditions may be imposed, including but not limited to the following: must have prior permission, must check in, must have approved escort in building or at an event, must leave the premises immediately upon conclusion of business, and may not visit while school is in session.

Non-staff access to students and classes must be limited and only in accordance with a schedule which has been determined by the principal after consultation with the teacher whose classroom is being visited. Classroom visitations must be non-obtrusive to the educational process and learning environment and should not occur on an excessive basis.

Parent concerns about any aspect of his/her child's educational program should be presented through the procedure set forth in Board Policy 9130 - Public Complaints, a copy of which is available at the Board office and at each school.

VISITOR'S PASS

Students planning on having a guest visit the school should make arrangements with the school office at least **three** days prior to the day of the visit. A visitor's pass may be obtained at that time. The number of visitors may be limited at the discretion of the principal. The student must clear the visit with all of his/her teacher's three days prior to the visit. There is a limit of one guest per student. Visitors will not be allowed during days before vacation or on other special days determined by the principal.

LOST AND FOUND

The lost and found area is accessible to students. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

STUDENT SALES

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

USE OF PERSONAL COMMUNICATION DEVICES

Cell Phone Policy

In today's society, cell phones are an integral part of our daily lives. Highlands Middle School recognizes the important role of these devices. However, for many students the device has become an unnecessary distraction to the learning process. The research is clear on the negative impact of cell phones on the learning process.

<https://www.cnn.com/2017/12/22/opinions/smartphones-middle-school-opinion-ruston/index.html>

<https://www.cbsnews.com/video/new-study-links-phone-use-and-mental-health-issues-in-teens/>

Expectations for Storage of Devices in School:

- Devices are REQUIRED to be stored in your locker.
- Highlands Middle School is not responsible for lost, damaged, stolen devices.
- Students are NOT allowed to carry their cell phone on them during the school day.

Expectations and Rules for Usage at Highlands:

- The device may be used before and after school.
- The device may be checked at your locker during passing time. It is required to stay in your locker.
- The device is not allowed in any locker room, cafeteria, media center, or classroom during the day.
- Devices will be used responsibly and appropriately.
- Use of a cell phone to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy.
- All devices must be used in accordance with District Acceptable Use Policies, including Policy [5136](#).

Cafeteria and IMC:

- Cell Phones are not allowed in the cafeteria or IMC.

Consequences for Misuse of Cell Phones:

1st Offense: Staff member secures the device and turns into the office. The student may pick up the device at the end of the school day.

2nd Offense: Staff member secures the device and turns into the office. The student will serve a lunch detention and may pick up the device at the end of the school day.

3rd Offense: Staff member secures the device and turns into the office. The student will receive two lunch detentions. A parent/guardian will be required to pick up the device from the office.

Additional offenses may result in the loss of privilege of bringing a phone to school, additional school level consequences such as but not limited to detentions, and a parent/guardian meeting.

Personal Communication Devices (PCD)/Cell Phones

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day and/or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office. Students may use school phones to contact parents/guardians during the school day.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will try to respond to requests for approval within twenty-four (24) hours of their receipt. See NVPS BOARD POLICY 9700.01.

SECTION II - ACADEMICS

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 apply to all field trips.

REPORT CARDS

Report cards are issued at the end of each 9 week marking period. Report cards are given to the students to be taken home and shared at the end of each 9 week marking period. Parents can access their child's grades at any time with ParentVue. Parents/guardians should regularly review grades and progress with their son/daughter. If your child is having difficulties, please feel free to contact the individual teachers. When a student appears to be at risk of failure, notification will be provided to the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each. A student will be promoted to the succeeding grade level when s/he has:

1. completed the course requirements at the presently assigned grade;
2. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
3. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
4. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade
5. determine placement cooperatively with parent

HOMEWORK

The Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or while in attendance at school.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs

of the student.

- E. As a valid educational tool, homework should be assigned with clear direction and appropriate evaluation.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

COMPUTERS, TECHNOLOGY, AND NETWORK

Students' use of District Technology Resources (see definitions in Bylaw 0100) is a privilege, not a right. Students and their parents must sign and submit a *Student Technology Acceptable Use and Safety form annually*. (See also, Policy 7540.03)

This policy, along with the Student and Staff Technology Acceptable Use and Safety policies, and the Student Code of Conduct, further govern students' and staff members' use of their personal communication devices (see NVPS NEOLA Policy 5136 and Policy 7530.02). Users have no right or expectation of privacy when using District technology resources (including, but not **limited** to, privacy in the content of their personal files, e-mails and records of their online activity when using the District's computer network and/or Internet connection).

LIMITED ENGLISH PROFICIENCY

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is therefore the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District. Parents should contact the building principal to inquire about evaluation procedures and programs offered by the District.

SECTION III- STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Northview Public Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes many student groups that are sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like. Students who are interested in starting an extra-curricular school sponsored club are required to get approval from the building administrator and have a sponsoring staff member.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

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 application for permission can be obtained from the NVPS Community Education Office. 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 non-school 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 prescribed by law is not permitted. The Superintendent may exclude non-students from directing, controlling, or attending such meetings. 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.

SECTION III - STUDENT CONDUCT

ATTENDANCE POLICY

ATTENDANCE PHILOSOPHY

The Board of Education as an agency of the State is required to enforce the regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. (NEOLA-5200)

Regular student attendance represents an essential cornerstone for learning and is based upon a partnership between home and school that promotes responsible attendance habits. The student, the parent/guardian, and the school share the responsibility for student attendance. Students are expected to attend class regularly and be on time. Continuity in the learning process is seriously disrupted by excessive absences. Regular attendance, punctuality, self-discipline, and responsibility are important educational goals that are directly related to employability and success in future educational pursuits. Regular attendance enables students to hear, participate in and react to classroom experiences. Students who have good attendance generally achieve higher grades and enjoy school.

Under Michigan law, students who are habitually absent and/or tardy must be reported to the Kent ISD office of Attendance and Truancy.

ABSENCE LIMIT

A student may not be absent from school more than ten (10) days / 10 percent of scheduled educational hours to date, during the calendar school year.

ABSENCE REPORTING PROCEDURE

Parents/guardians should call the school within 24 hours of the student's absence. If no call is received by that time, the absence will be recorded as unexcused. Since parent/guardian contact is an important part in helping students to develop good attendance habits, all communications must be made by phone.

SIGN IN/SIGN OUT PROCEDURES

Students who enter the building after the scheduled start time must report to the Main Office. Students who need to leave the building before the scheduled dismissal time must sign out at the Main Office. Students may leave the building only with permission from both a parent/guardian and the Main Office. Failure to sign out or get proper permissions first will result in an unexcused absence.

ABSENCE DEFINITIONS - the school reserves the right to determine how an absence will be classified, however, the following descriptions are used to assist in determining absence classification.

Excused Absence / Tardy is an absence or tardy, which is excused by BOTH the parent/guardian and the building administrator.

Any excused absence entitles the student to make up the work missed and receive full credit upon completion. Excused Absences are NOT counted for attendance intervention & truancy action:

- Snow days
- Suspensions & expulsion
- Medical absences with doctor's note. Notes must include a start and end date.
- Immediate family member's death.
- Required court appearances with court documentation
- Pre-planned absences that do not negatively affect student's learning and educational performance. Approved by teacher and principal, assignments completed before and/or during absence.
- School trips and activities
- Religious observances and celebrations

Unexcused Absence / Tardy -Unexcused absences and tardiness combine to count toward the truancy/chronic absenteeism definition of more than ten (10) days / 10 percent of scheduled educational hours to date, during the calendar school year. Examples of unexcused absences / tardiness include but are not limited to:

- Unexcused absences

- “Parent excused” absences without meeting above criteria
- Proportional lost learning time absences. For example, tardiness, unexcused appointments during the school day, leaving early, or skipping

Chronic absenteeism- attendance is 90 percent or less of scheduled days to date.

This definition includes all counted absences even if sanctioned by a parent/guardian. Chronic absenteeism can be measured at any point in the school year, such as fall count day, semester or trimester end, or when an attendance problem is identified. This category of absenteeism, if all interventions are unsuccessful, may often result in charges for the parent/guardian.

Truancy- ten unexcused absences in a school year.

This definition focuses on unexcused absences and tardies may result in charges for the student or parent/guardian if other interventions prove unsuccessful. For more information about truancy see MCL.380.1561 and MCL.712A2(a)(4).

APPOINTMENT DOCUMENTATION

Medical/dental, court and other appointments should preferably be scheduled during non-school hours, however, this may not always be possible. A medical, dental, counseling or court appointment will not be counted in the 10 day /10 percent of scheduled educational hours to date absence limit if proper documentation is provided. Proper documentation must be on official letterhead and include the student’s name, the specific date or date(s) of the absence and reason for absence. Notice of court hearing or comparable document is sufficient for court appointments.

NOTIFICATION TO PARENT/GUARDIAN

Parents will receive daily notification for unexcused absences/tardies if a call is not received. The notification is to alert parents of the need to notify the school for the reason of the absence/tardy. If the absences/tardies become excessive, school based interventions will be implemented to address issues impeding attendance and encourage consistent attendance.

If school based interventions are ineffective, the school will make a referral to the Kent ISD Office of Attendance and Truancy.

SUSPENSION FROM SCHOOL

Absence from school due to suspension shall be considered an authorized absence, neither excused or unexcused. A suspended student will be responsible for making up school work lost due to suspension. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return from school. Assignments may be obtained on the school website beginning with the first day of a suspension. Make up of missed tests may be scheduled when the student returns to school. The student will be given credit for properly completed assignments and a grade on any made-up tests. Students are not allowed to attend any school related functions during a suspension.

MAKE-UP OF TESTS AND OTHER SCHOOL WORK

Students who have an excused absence from school, or who have been suspended, shall be given the opportunity to make-up work that has been missed. The student should contact the school website to obtain missing assignments. Students will be given the number of days of excused absence within which to make-up work. If a student misses a teacher’s test due to an excused absence, s/he may make arrangements with the teacher to take the test. If s/he misses a State mandated test or other standardized test, the student should consult with the Guidance Office to arrange for taking the test.

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 non-participants are properly safeguarded, 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.

CODE OF CONDUCT

Respect for the law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty should be maintained in the schools of this District.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on school vehicles, and at school-related events.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

STUDENT DRESS CODE

We appreciate student individuality. However, we find some clothing to be disruptive to the learning environment. Clothing that advertises or displays violence, foul language, illegal substances, blood, guns, knives, nudity, etc. is unacceptable. For safety reasons, chains and spiked or studded jewelry are not allowed. **Sagging of pants and shorts, bare midriff tops, spaghetti strap tops; low-cut shirts, slippers and pajamas are not allowed. Shirt sleeves must pass the "3-finger width rule" – must be as wide as a student's 3 fingers. Shorts must pass the "rule of thumb," the hem must touch the student's thumb when arms are straight at the side.** It is a courtesy to remove hats when in a building. **Hats (hoods, bandanas, etc.) and coats are not to be worn in school. The Dean of Students or Principal will review questionable attire. If a student is determined to be inappropriately dressed, he/she will be asked to change into appropriate clothing. 1st offense - warning; 2nd offense - lunch detention; 3rd offense – two lunch detentions; 4th offense – suspension**

BACKPACKS/HANDBAGS

Each student is provided a locker to keep their items. Therefore, students are not allowed to carry a backpack, handbag, fanny pack, strap bag or any other bag during the school day. Reasonable accommodations will be made for any student who demonstrates a need to carry their items. Please make an appointment with the Principal or Dean of Students if a need to carry a bag arises.

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. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. 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 his/her 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.

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 and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation.

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

POSSESSION AND USE OF ALCOHOL, MARIJUANA, NARCOTICS, AND/OR ILLICIT DRUGS OR FACSIMILES

A student's use or sale of a performance-enhancing substance is a violation that will affect the student's athletic eligibility and extracurricular participation.

The Department of Community Health periodically distributes to the District the list of banned drugs based on bylaw 31.2.3.1 of the National Collegiate Athletic Association. Use of any drugs or substances appearing on this list will affect the student's athletic and extracurricular participation.

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.

The sale, distribution, possession, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs that has a negative effect on the school environment is prohibited. Attempted sale or distribution is also prohibited. This includes non-alcoholic beers and wines, and the like. Many drug abuse offenses are also felonies. Sale also includes the possession or sale of over-the-counter medication to another student.

First violation - Immediate referral to police, parent/legal guardian, and at-home suspension from school up to five (5) days. Also considered, will be a possible placement in an appropriate alternative program or recommendation to the Board of Education for expulsion. A satisfactory conference is necessary in order to return to school.

Second violation - Immediate referral to police, parent/guardian, and at-home suspension from school up to ten (10) days. Also considered, will be a possible placement in an appropriate alternative program or recommendation to the Board of Education for expulsion.

SALE OR TRANSFER OF ALCOHOL, MARIJUANA, NARCOTICS, AND/OR ILLICIT DRUGS OR FACSIMILES

Students shall not sell or transfer alcohol, marijuana, narcotics, prescription drugs, inhalants or illicit drugs or their facsimiles on school premises or at any school activity.

First violation - Immediate referral to police, parent/legal guardian, and at-home suspension from school up to ten (10) days. Also considered, will be a possible placement in an appropriate alternative program or recommendation to the Board of Education for expulsion. A satisfactory conference is necessary in order to return to school.

Second violation - Immediate referral to police, parent/legal guardian and recommendation to the Board of Education for expulsion or a placement in an appropriate alternative program.

USE OF BREATH-TEST INSTRUMENTS

The principal may arrange for a breath test for blood-alcohol to be conducted on a student whenever s/he has individualized reasonable suspicion to believe that a student has consumed an alcoholic beverage.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

The purpose of the test is to determine whether or not the student has consumed an alcoholic beverage. The amount of consumption is not relevant, except where the student may need medical attention.

If the result indicates a violation of school rules as described in this handbook, the student will be disciplined in accordance with disciplinary procedures described in this handbook. If a student refuses to take the test, s/he will be advised that such denial will be considered an admission of alcohol use with the consequent discipline invoked. The student will then be given a second opportunity to take the test.

POSSESSION AND USE OF TOBACCO OR ELECTRONIC CIGARETTES

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 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, electronic cigarettes, pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. Vaping of any substance is a violation of school policy. The display of unlighted cigars, cigarettes, pipes, other "smoking" paraphernalia or tobacco products on one's person is also prohibited by this policy.

First Violation - Up to three (3) days at home suspension from school and possible referral to law enforcement.

Second Violation - Up to five (5) days at home suspension from school and possible referral to law enforcement.

Third Violation - Up to ten (10) days at home suspension from school and possible referral to law enforcement.

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, s/he 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.

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 his/her 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 s/he brings onto or has in his/her 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.)

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 verbal or written warning, RJR, suspension or expulsion.

KNOWLEDGE OF DANGEROUS WEAPONS OR THREATS OF VIOLENCE

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.

PURPOSELY SETTING A FIRE

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

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 verbal or written warning, RJR, suspension or expulsion. Physical assault is defined as "intentionally causing or attempting to cause physical harm to another through force or violence."

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 verbal or written

warning, RJR, suspension or 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.

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 may result in verbal or written warning, RJR, suspension or expulsion.

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 verbal or written warning, RJR, suspension or expulsion.

PLAGIARISM

Plagiarism is the act of presenting someone else's expressions or ideas as your own. It has three forms:

1. **Improper Assistance** – this occurs when another person (for example, a friend, parent or professional) writes all or part of your paper, or when you write someone else's paper. If someone else turns in your work as his/her own, both students are guilty of plagiarism, regardless of intent.
2. **Failure to Mark a Direct Quotation** – this occurs in two instances. The first is when you do not notify your reader that you have directly (i.e., exactly) quoted another person's expressions. Brief quotations must be surrounded by quotation marks; longer quotations (more than forty words) must be written in block form. Secondly, instead of quoting, you may wish to express someone's ideas in your own words (paraphrase or summarize). In this instance, the statement must be in *your own words*, not a mere rearrangement of the phrases and clauses found in the original passage. Paraphrases and summaries however, must still be cited.
3. **Failure to Cite Your Source** – this occurs when, as described above, you quote another person's expressions, or paraphrase his/her ideas, and do not cite / name them as a source. If people directly quote an author by name, or paraphrase his/her ideas, they do not need to cite the source.

Students found plagiarizing work will be subject to discipline at the teacher's discretion. This may include assignment to RJR or Saturday school, or referral to the office for determination of suspension.

FALSE ALARMS, FALSE REPORTS, AND BOMB THREATS

A false emergency alarm, false 911 phone call, 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 and possible referral to law enforcement.

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 verbal or written warning, RJR, suspension or expulsion.

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 RJR, suspension or expulsion.

THEFT

When a student is caught stealing school or someone's property, s/he may be disciplined and could be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from school administration. The school is not responsible for personal property. Theft may result in RJR, suspension, or expulsion.

First violation - Possible referral to police, parent/legal guardian, and at-home suspension from school up to five (5) days. Full restitution may be required. A satisfactory conference may be necessary in order to return to school.

Second violation - Possible referral to police, parent/guardian, and at-home suspension from school up to ten (10) days. Full restitution may be required. A satisfactory conference may be necessary in order to return to school.

LACK OF COOPERATION/INSUBORDINATION

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. A student must cooperate with and give respect to the staff at all times. A student must identify himself/herself when asked to do so by a staff member. A student must report to the office or accompany a school employee to meet with an administrator when asked to do so.

First Violation - Referral to parent/legal guardian and possible placement into RJR or at-home suspension from school.

Additional Violations - RJR or at-home suspension from school with the possible placement in an appropriate alternative program in certain circumstances. In severe cases, a student may be recommended for expulsion to the Board of Education.

DAMAGING PROPERTY

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

First Violation - Possible referral to police and parent/legal guardian and at-home suspension from school up to ten (10) days. Full restitution may be required. A satisfactory conference may be necessary in order to return to school.

Additional Violations - Possible referral to police and parent/legal guardian. Full restitution may be required. A satisfactory conference may be necessary in order to return to school with possible recommendation to the Board of Education for expulsion or placement in an appropriate alternative program.

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 may be subject to disciplinary action. This includes use of the internet and communication networks in a manner not sanctioned by policy and administrative guideline. Violations of this rule could result in verbal or written warning, RJR, suspension or expulsion.

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 could result in a sterner action such as suspension or expulsion.

AIDING OR ABETTING VIOLATION OF SCHOOL RULES

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

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 verbal or written warning, RJR, suspension from school or possibly expulsion.

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 verbal or written warning, RJR, suspension or expulsion.

VIOLATION OF BUS RULES

Please refer to the Transportation System Rules, Guidelines and Procedures for expectations regarding Northview Transportation: <http://nvps.net/transportation/>

DISRUPTION OF THE EDUCATIONAL PROCESS

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

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.

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.

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.

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 handheld device), may be subject to District disciplinary procedures. Such behavior is considered harassment whether it takes place on or off school property, at any school-sponsored function, or in a school vehicle if it is considered to have a negative impact on the school environment.

Any student that believes s/he has been/or is the victim of harassment should immediately report the situation to the teacher, the principal or assistant principal. Complaints will be investigated in accordance with NVPS Board Policy 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 a 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, s/he should report it and allow the administration to determine the appropriate course of action.

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property; or
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Violations - The administrator or designee will take appropriate corrective action when violations of this policy occur. This corrective action may include verbal or written warning, RJR, suspension or expulsion.

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.

[Any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law. M.C.L. 722.621 et. seq.]

Violations - The administrator or designee will take appropriate corrective action when violations of this policy occur. This corrective action may include verbal or written warning, RJR, suspension or expulsion.

HAZING

The Board of Education believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored event.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Hazing – any type of initiation procedure for any school related activity, which involves conduct such as but not limited to:

- A. illegal activity, such as drinking or drugs;
- B. physical punishment or infliction of pain
- C. intentional humiliation or embarrassment;
- D. dangerous activity;
- E. activity likely to cause mental or psychological stress;
- F. forced detention or kidnapping;
- G. undressing or otherwise exposing initiates.

Violations - The administrator or designee will take appropriate corrective action when violations of this policy occur. This corrective action may include verbal or written warning, RJR, suspension or expulsion.

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.

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.

"Bullying" is defined as any written, verbal, or physical acts, including cyber bullying (i.e. any electronic communication, including, but not limited to electronically transmitted acts, such as internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

- A. substantially interfering with educational opportunities, benefits, or programs of one (1) or more students;
- B. adversely affecting the ability of a student to participate in or benefit from the school district's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- C. having an actual and substantial detrimental effect on a student's physical or mental health; and/or
- D. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Bullying can be physical, verbal, psychological, or a combination of all three. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling; taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation. This may occur in a number of different ways, including but not limited to notes, emails, social media postings, and graffiti.

Violations - The administrator or designee will take appropriate corrective action when violations of this policy occur. This corrective action may include verbal or written warning, RJR, suspension or expulsion.

AGGRESSIVE BEHAVIOR

No student shall engage in an aggressive physical action upon another individual or individuals during the school day, at school functions or activities. Aggressive behavior includes but is not limited to, any unwanted and unwelcome teasing, name calling, swearing, written or verbal threat, verbal assault, bullying or physical contact, choking game or placing harmful objects in food.

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|----------------------|---|
| 1. First Violation | At-home suspension up to ten (10) days from school and placement into RJR with readmission only following satisfactory conference with parent/legal guardian. |
| 2. Second Violation: | At-home suspension from school and placement into RJR with the possible placement in an appropriate alternative program for chronic offenders. In severe cases, the student may be recommended to the Board of Education for expulsion. |

Aggressive Behavior Rubric:

Behavior	First Time	Second Time	Third Time	Fourth Time
Horseplay “Goofing Around” or “playing” that may include pushing, shoving, grabbing, tripping, or name calling in which there is no imbalance of power .	1. 15 second teacher intervention 2. Documentation	1. Student calls parent 2. 1 lunch detention 3. Documentation	1. Student calls parent 2. 2 lunch detentions 3. Documentation	1. Student calls parent 2. Saturday school 3. Documentation
Teasing Name calling, insulting remarks, spreading rumors, cyber-bullying, poking, rude gestures, mean notes, playing a mean trick, or other behavior that would hurt others’ feelings or make them feel bad about themselves.	1. Student calls parent 2. 1 lunch detention 3. Documentation	1. Student calls parent 2. 2 lunch detentions 4. Documentation	1. Student calls parent 2. Saturday school 3. Written letter of apology 4. Documentation	1. Student calls parent 2. 1 day suspension 3. Written letter of apology 4. Parent meeting required 5. Documentation
Non-directed Inappropriate Language Includes but is not limited to profanity and vulgar language	1. 15 second teacher intervention 2. Documentation	1. Student calls parent 2. 2 lunch detentions 4. Documentation	1. Student calls parent 2. 2 lunch detentions 3. Documentation	1. Student calls parent 2. Saturday school 3. Documentation
Moderate Physical Contact Hitting, pushing, shoving, grabbing, tripping, slapping, etc.	1. Student calls parent 2. 2 lunch detentions 3. Documentation	1. Student calls parent 2. 1 day at-home suspension 3. Documentation	1. Student calls parent 2. 2 days at-home suspension 3. Documentation	1. Student calls parent 2. 4 days at-home suspension 3. Parent meeting required upon return 4. Documentation
Moderate Intimidation Threats of emotional or physical violence, intimidation, exclusion, directed profanity.	1. Student calls parent 2. 2 lunch detentions 3. Documentation	1. Student calls parent 2. 1 day at-home suspension 3. Documentation	1. Student calls parent 2. 2 days at-home suspension 3. Documentation	1. Student calls parent 2. 4 days at-home suspension 3. Parent meeting required upon return 4. Documentation
More Severe Physical Contact Punching, kicking, fighting, spitting, “gleeking” and similar behavior that might injure others	1. See Aggressive Behavior Above More Severe Physical Contact Note: Consequences may be more severe in this category than those listed here			
More Severe intimidation & Harassment Racial, ethnic, sexual, religious, or other forms of severe harassment or intimidation (includes gossip of a more serious nature)	1. See Aggressive Behavior Above			
Possession of Weapons, Fireworks, Explosives, Gang Activity, Vandalism, Stealing, Possession, sale or transfer of alcohol, marijuana, narcotics, and/or illicit drugs or their facsimiles, Tobacco	1. See Student Handbook			

After the fourth time a student repeats a behavior in a year, school staff designs an individual behavior plan.

Restored Justice Room (RJR) INTERVENTION

Restored Justice Room (RJR) is a 5-6 grade program that offers a way to address high-risk behaviors in youth, which interfere with their academic performance and/or social development. The program is based on three underlying ideas: There is a need for schools and health care organizations to work together to bring about positive changes in young people. Combining the expertise of both groups is very valuable when trying to confront the complex problems facing youth today. Early intervention into the lives of troubled youth increases the probability of positive changes. If students do not receive appropriate attention, their problems may worsen. The RJR Intervention Team must support the mission and goals of the educational community. The importance of the RJR is not only in helping youth, but in helping schools to continue providing quality education.

RESTORED JUSTICE ROOM (RJR)

EXPECTATIONS OF THE RJR

- Stay in your assigned seat.

- Sit quietly.
- You may work on academic studies.
- You may write a plan for re-entering the classroom.
- You may read or draw.
- You may put your head on your desk.

A parent will be contacted by the teacher and student within 24 hours of assignment to the RJR room.

Failure to follow the rules of the RJR may result in at-home suspension or RJR Saturday School. After five RJR visits, a student will be assigned a Saturday School.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures.

To better ensure appropriate due-process is provided a student, the Board establishes the following guidelines:

A. Students subject to short-term suspension:

Except when emergency removal is warranted, a student must be given oral or written notice of the charges against him/her and the opportunity to respond prior to the implementation of a suspension. When emergency removal has been implemented, notice and opportunity to respond shall occur as soon as reasonably possible. The principal or other designated administrator shall provide the opportunity to be heard and shall be responsible for making the suspension decision. An appeal may be addressed to the Superintendent or designee, whose decision is final.

B. Students subject to long-term suspension and expulsion:

A student and his/her parent or guardian must be given written notice of the intention to suspend or expel and the reasons therefore, and an opportunity to appear with a representative before the Board to answer the charges. The student and/or his/her guardian must also be provided a brief description of the student's rights and of the hearing procedure, a list of the witnesses who will provide testimony to the Board, and a summary of the facts to which the witnesses will testify. At the student's request, the hearing may be private, but the Board (Superintendent) must act publicly. The Board shall act on any appeal, which must be submitted in writing, to an expulsion (Policy 5610 and/or Policy 5610.01), to a request for reinstatement (Policy 5610.01), or to a request for admission after being permanently expelled from another district (Policy 5610.01).

The Superintendent shall establish procedures so that all members of the staff use the above guidelines when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

MANDATORY EXPULSION

District students who possess a dangerous weapon, or who commit arson or rape in a public school or on public school grounds, shall be permanently expelled from this District and all Michigan public schools in accordance with applicable law.

This policy supersedes any prior policies and/or practices with respect to student discipline for the student behaviors described in this policy. A dangerous weapon is any object defined as a dangerous weapon by state or federal law: a gun, revolver, pistol, dagger, stiletto, and knife with a blade over 3 inches in length, pocket knife by a mechanical device, iron bar, or brass knuckles. In addition, a firearm, as defined by federal law, is prohibited. A weapon free school zone includes all public and private K-12 school buildings, school grounds and school vehicles used to transport K-12 students. Arson and rape are also defined in the Michigan criminal codes.

Students expelled under this policy may not attend a regular Northview program and are expelled from all public schools in the State of Michigan. However, such students may be enrolled in an appropriate program at the discretion of the district, which operates or participates in the program. Such a program must be operated in facilities and at times separate from the general student population. The district is not obligated to provide an alternative program.

Students who are in grades 6 or above at the time of expulsion may petition for reinstatement anytime after 150 school days of expulsion, but

may not be reinstated until after 180 school days of expulsion. Expulsion of special education students will follow the Michigan Department of Education policy and the Northview Board of Education policy. This policy is posted in various areas of the building and is available upon request. The District will comply with all reporting and other requirements of the Federal Gun-Free Schools Act and Michigan Public Act 328.

SEARCH AND SEIZURE

The Board of Education has charged administration with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, administration may search school property such as lockers used by students or the person or property, including vehicles on District property, of a student, in accordance with the following policy.

School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Where locks are provided for such places, students may lock them against incursion by other students, but in no such places shall students have an expectation of privacy as to prevent examination by an administrator. The Board directs the school principals to conduct a routine inspection at least annually of all such storage places. In the course of any search, student's privacy rights will be respected regarding any items that are not illegal or against Board policy.

The Board also authorizes the use of canines, trained in detecting the presence of drugs or devices, when the Superintendent has reasonable suspicion that illegal drugs or devices may be present in a school or on District property. This means of detection shall be used only to determine the presence of drugs in locker areas and other places in the school or on District property where such substances could be concealed. Canine detection must be conducted in collaboration with law enforcement authorities or other certified organizations and is not to be used to search students unless either a warrant or parental permission has been obtained prior to the search.

Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion or in an unreasonable manner. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.

This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. Reasonable suspicion that a communication device has been used to violate District policies or administrative guidelines shall be subject to disciplinary action and may result in the communication device being confiscated.

Administrators are authorized to arrange for a breath-test instrument, according to the Superintendent's guidelines, for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered consent of the student to the inspection; however, provided there is reasonable suspicion, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a District employee other than the principal. A search prompted by the reasonable belief that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of a District employee of the same gender, and only in exceptional circumstances when the health or safety of the student or of others is immediately threatened.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The Superintendent shall prepare administrative guidelines to implement this policy.

STUDENTS 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:

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,
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 who are unsure whether or not materials they wish to display meet school guidelines may present them to the building administrator twenty-four (24) hours prior to display.

STUDENT CONCERNS, SUGGESTIONS AND GRIEVANCES

The school is here for the benefit of the students. The staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the principal or to the student government.

When concerns or grievances arise, the best way to resolve the issue is through communication. No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. Any suggestions, concerns, and grievances may be directed to the principal or to the student government.

A student may have the right to a hearing if the student believes s/he has been improperly denied participation in a school activity or has been subjected to an illegal rule or standard. A student may not petition to have a change in grade.

SECTION V- TRANSPORTATION

Students who are assigned to a school bus may only ride designated 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, except as approved by the Director of Transportation or designee.

The Director of Transportation or designee may approve a change in a student's regular assigned bus stop to address a special need, upon the approval of a note from parent/guardian stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. Please refer to the Transportation System Rules, Guidelines and Procedures for expectations regarding Northview Transportation: <http://nvps.net/transportation/>

