

## STAFF INITIATED PASSES

These passes may be filled out by Staff Only. When a student leaves class, they must have their agenda. If a student doesn't have their agenda, they will be issued a pass to leave the classroom.

Each day I need to visit the nurse at \_\_\_\_\_ (Only students who have a medical condition that requires the nurse's attention on a daily basis may use this line.)

<u>Date</u>	<u>Destination</u>	<u>Time</u>	<u>Teacher</u>
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SSO- STUDENT SERVICE OFFICE OF- OFFICE CL- COUNSELING L- LIBRARY N- NURSE LK- LOCKER  
OT- OTHER

## IONIA MIDDLE SCHOOL PASSES

Your agenda is your pass for the year. Any time you are out of your class, your agenda must be with you, signed by your teacher. You're allowed a total of 5 passes each marking period at the student's' discretion. You must fill in the date, time, and circle where you are going, and have it signed by a teacher. You may not carry over any unused passes from one marking period to the next. Should you lose your agenda, you will lose your hall privileges until your agenda is replaced.

1st	Date	Destination	Time	Teacher
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		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
2nd	Date	Destination	Time	Teacher
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
3rd	Date	Destination	Time	Teacher
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
4th	Date	Destination	Time	Teacher
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		
		RR LK DF OF N OT		

RR – Restroom    LK – Locker    DF – Drinking Fountain    OF – Office    OT - Other

## A MESSAGE FROM THE PRINCIPAL

August 2018

The staff and administration at Ionia Middle School welcome you to another great year.

This student-parent handbook provides a wide range of information regarding the daily operations of our building, important events, policies, procedures, and regulations. It will be a helpful tool to assist you in organizing assignments and events throughout the school year.

We are committed to working in a collaborative manner with parents to provide a school environment which fosters individual success for each student. The handbook is intended to establish the parameters which will help make the attainment of individual goals possible. Please read this information and keep it as a valuable reference to use throughout the 2017-2018 school year.

We look forward to an exciting school year! The potential of our school's greatness will be defined by the actions and involvement of each of our students.

Sincerely,



Mr. Wayne Piercefield, Principal

## MISSION STATEMENT

The staff of Ionia Middle School believes that ALL students can learn basic skills regardless of their previous academic performance, family background, socioeconomic status, race, or gender. Our school family is committed to the motto: **"Hard Work Brings Success."**

We believe that our school's purpose is to educate ALL students to their maximum potential which includes social, emotional, and academic growth.

## ADMINISTRATORS & COUNSELORS

Mr. Piercefield	Principal
Mr. Matice	Assistant Principal
Mrs. Buxton	Counselor
Ms. Wilson	Social Worker
Mr. Gussin	Psychologist
Mrs. Hayden	Social Worker

## STAFF NAMES AND ROOM NUMBERS

MRS. ABADEER	RM.	140	MRS. MITCHELL	RM.	221
MR. AMELL	RM.	GYM	MS. NAPIERLSKI	RM.	106
MR. BEYER	RM.	BAND	MRS. NEVILLS	RM.	209
MR. BOWEN	RM.	205	MR. NEVINS	RM.	105
MR. BRIGHTON	RM.	123	MRS. NEVINS	RM.	212
MR. BRILL	RM.	BAND	MR. PETERSON	RM.	CHORUS
MRS. BROWN	RM.	223	MR. PIKE	RM.	120
MRS. BUXTON	RM.	101	MRS. PISCHEA	RM.	202
MRS. CAVAGNAUGH	RM.	112	MR. POWELL	RM.	220
MR. FIEBELKORN	RM.	130	MRS. POWELL	RM.	201
MS. FIELDS-WALMSLEY	RM.	145	MRS. PROCTOR	RM.	225
MRS. FITZPATRICK	RM.	110	MRS. RICCIUS	RM.	224
MS. FLETCHER	RM.	143	MRS. RUTHRUFF	RM.	125
7 <sup>TH</sup> GRADE ENGLISH	RM.	208	MRS. SCHUMACHER	RM.	222
MR. FROST	RM.	108	MRS. SMITH	RM.	211
MRS. GOODWIN	RM.	142	MS. SPITZLEY	RM.	203
MRS. GROVE	RM.	119	MS. TAKENS	RM.	103
MR. GURNEE	RM.	102	MRS. WANDELL	RM.	228
MRS. HAMMER	RM.	230	MRS. WALTER	RM.	204
MS. HAVENSTEIN	RM.	207	MR. WETHERWAX	RM.	104
MRS. HYDE	RM.	210	MRS. WILLIAMS	RM.	124
MRS. KRAATZ	RM.	114	MS. WILSON	RM.	101
MRS. LEMKE	RM.	118	MS. YAKES	RM.	144
MRS. MASENGALE	RM.	LIBRARY			

## Administrative Support Staff

Mrs. Farrell.....Main Office  
Mrs. Moore.....Student Services

## DAILY SCHEDULE

\* The transition time is for restroom breaks and getting classroom materials from the locker. Loitering will not be allowed.

	1 <sup>st</sup> Hour	7:40-8:35
	2 <sup>nd</sup> Hour	8:40-9:35
	3 <sup>rd</sup> Hour	9:40-10:35
	Achievement Hour	10:40-11:05
7 <sup>th</sup> Grade	6 <sup>th</sup> Grade	8 <sup>th</sup> Grade
11:05 - 11:35 (Lunch)	11:10 - 11:35 (Split 4 <sup>th</sup> Hour) 12:10 - 12:35	11:10 - 12:05 (4 <sup>th</sup> Hour)
11:40 - 12:35 (4 <sup>th</sup> hour)	11:35 - 12:05 (Lunch)	12:05 - 12:35 (Lunch)
	5 <sup>th</sup> Hour	12:40-1:35
	6 <sup>th</sup> Hour	1:40-2:35

Our school day begins at 7:40 a.m. and ends at 2:35 p.m. Students should not arrive at school before 7:15 a.m., as there will be no supervision before that time. Beginning at 7:15 a.m., students may enter the building and are expected to be in their classroom prior to 7:40 a.m. Each student will have six classes and Achievement hour every day with 5 minutes between each class, plus a 30-minute lunch period.

## GENERAL INFORMATION

The following rules and policies outlined in this handbook apply to any student who is on school property, who is in attendance at school or any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline, or general welfare of the school, students or staff.

### CLASS TIME

Parents must make every effort to arrange after school transportation with students before the day begins. Only for emergencies will class time be interrupted, and the administration will make that determination.

### SCHOOL CLOSING

Notice of school closing due to inclement weather or an emergency situation will be made at the earliest time possible. Please tune to TV-6, 8, 13, or local radio stations before calling school. Parents are encouraged to sign up for e-notify on the Ionia Public Schools website ([www.dawggle.net](http://www.dawggle.net)). This will allow you to receive school closing and event information via text message or email.

## **EMERGENCY CLOSINGS**

When we have an emergency closing, many of our students don't know what they should do or where to go. For us to provide our students with a safe departure in an emergency situation, it will be the responsibility of the parent or guardian to provide us with the following:

1. Every child must know in advance where he/she should go when we close early because of an emergency. Parents, please review special instructions with your child throughout the school year.
2. If the above information is different from his/her normal daily routine, the teacher must have the information, in writing, in advance.
3. Phone lines must be kept open for emergency instructions for bus arrivals and updated weather information. Also, there is always the possibility the phone lines could not be working.
4. Avoid calling the school offices to see if the information you hear on your radio or TV is true. If you have any doubt about weather conditions, listen to your radio which will have the correct information as soon as we do.
5. Remember, in case of an emergency early closing, your child will be sent to the place he/she goes on a normal school day unless the teacher has written notification giving other directions.

## **LUNCH**

Hot lunches are served daily to our students at a cost of \$2.55 (subject to change). A monthly menu is posted throughout the school to enable students to plan their hot lunches. Milk may be purchased for 40¢ and a variety of a la carte items are also available. All food and drink must be eaten in the cafeteria.

## **CLOSED CAMPUS**

We have a "closed campus," meaning that students are not allowed to leave designated areas. After eating lunch, students may go outside to the designated playground area, based upon availability. Students wishing to use the library may do so by obtaining a pass. All other areas are off limits. Furthermore, students are not allowed to leave school grounds at any time throughout the school day. Once a child arrives on school grounds, they must remain until the end of the day.. At that time, they are required to leave the area in a timely fashion. Walkers may not loiter, and students that ride busses must remain on school grounds until boarding time.

## **CONTAINERS**

No glass bottles are allowed in the middle school. Pop or juice brought for lunch should be in a can or plastic bottle and consumed only during lunch in the cafeteria. All pop or juice must remain sealed until that time. Spray containers are prohibited.

## **LOCKERS AND LOCKS**

All students will be assigned a locker and/or a lock. No personal locks are to be used and may be removed at the school's discretion. Lost locks will be replaced when restitution is made by the student. It is important that students do not tell others their combination or let other students use their locker. Lockers are the property of the school, not the students, and may be opened and searched by school officials for the purposes of safety and to avert illegal or prohibited behavior by students. School officials may utilize trained canine units for locker searches on a random basis.

## **MAIN OFFICE & STUDENT SERVICE CENTER**

The offices are available for student business throughout the day. During school hours, students will need a pass to be admitted to the offices. Acceptable reasons for office use during the school day will be the following: illness, injury, or disciplinary reasons. Students sent to the SSO for disciplinary reasons must remain quiet. Students needing to speak to a counselor should fill out an appointment request slip and drop it into their counselor's mailbox outside their door. A pass will be sent for appropriate requests.

## **USE OF PHONES**

Students may use the phone in the main office for sickness or school emergencies with permission from the office staff. Students wishing to use the phone during school hours must obtain a pass from a staff member.

In addition, staff voice mail is available to parents throughout the day. Parents may leave messages regarding questions of a specific nature for teachers. Students may use the phone after school for non-emergency reasons but will be charged 25 cents.

## **WIRELESS COMMUNICATION DEVICES**

Students may use wireless communication devices before and after school, during passing time, during their lunch break **IN** the cafeteria, during class with the teacher's permission and supervision, during after school and at school-related functions. Students may use their phone during passing time, with the exception of phone calls. All phone calls must be made in the Main Office or SSO office. Use of WCDs at any other time is prohibited and they must be silenced or powered completely off and stored out of sight.

Students are prohibited from using WCDs to capture, record, or transmit the words and/or images of any student, staff member or other person in the school, on school property or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted, unless authorized by the building principal. Students who violate this provision and/or use a WCD to violate the privacy rights of another person may have their WCD confiscated and can be held until the end of the school year.

"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved student, but can lead to unwanted exposure of the message and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege.

## **LOST AND FOUND**

Our "Lost and Found" is between the gym and cafeteria. Items may be turned in or claimed by students during normal school hours.

There are some things you can do to help avoid losing items:

1. Never bring valuable items or large sums of money to school.
2. Electronics such as; Cell phones, MP3 players, tablets and speaker boxes are not needed. We will not be responsible for loss or damage to these type of items.
3. Always make sure your locker is locked before leaving it.
4. Items not claimed within 30 days will be donated to charity.

## **DAILY ANNOUNCEMENTS**

The Teen Leadership class will read the daily announcements during 1st hour. It will contain announcements of interest to students. Bulletin announcements should be submitted the preceding day. Announcements/alerts are also on Facebook, Instagram and Twitter.

## **VISITORS**

All persons entering the building on business should first report to the principal's office. Students who wish to bring a guest for the day may do so providing:

1. That the guest be in the 6th, 7th, or 8th grade.
2. That they pick up a visitor's pass from the office and receive approval of all their teachers at least 1 day before the visit. All paperwork must be completed 1 day before the visit.
3. Any student wishing to bring a visitor to a dance must obtain and complete a pass prior to that day.
4. Any student wishing to bring a visitor must have had no ISR or OSR during the previous or current marking period in which the request is made.

No guest passes will be issued the day before Winter and Spring breaks or the last week of school.

The number of guest passes is limited to five visitors per day school wide.

## **BUILDING USE**

The Gymnasium is off limits to all students during the course of a normal day. The balcony and gym floor areas are not to be used for passing when a physical education class is in session. Seventh and Eighth grade students are not allowed on the second floor in the area of the Sixth Grade Classrooms unless going to the library or accompanied by an adult.

## **IMMUNIZATIONS**

Parents/guardians must furnish proof of proper immunizations in order for a student to be enrolled. The Student Service Office or school nurse will provide a list of the immunizations needed upon request.

## **SCHOOL NURSE AND MEDICATIONS POLICY**

Only medication in its original container, labeled with the date, the student's name, and exact dosage will be administered. Please remember that all medications require a signed parent permission slip on file with the Main Office. All medications should be given to the Main Office, and NOT sent with the students. Students may not possess prescription or nonprescription medication while on school grounds. Violating this policy may result in long term suspension up to expulsion.



## COMMUNICABLE DISEASE

Communicable disease control is an integral part of school health service. The school follows current public health practices, rules, and regulations governing the control and prevention of communicable disease that are set up by the state and county health departments.

We suggest that you follow the directions listed below when returning your child to school after an illness:

Disease	May Return	Approximate Time
Allergies		Depending on condition
Fifth's Disease	No temperature above 99.6	24 hours
"Cold" symptoms	Reduction of cough, clear runny nose, and no temperature above 99.6	24 hours
Chicken Pox	No NEW eruptions or fever, may have old dry scabs	1 week
Hepatitis	Doctor's permission only	
Impetigo	24 hours on medication	
Measles, Rubella, Three Day	No rash or fever, red eyes, or runny nose	7-10 days
Mononucleosis	Absence of all symptoms, doctor's permission	Depending on condition
Mumps	No swelling or fever	1-2 weeks
Head lice	No live bugs or nits	1-3 days
Pink Eye	If green (purulent) drainage, after 24 hr. on antibiotic. May stay in school with School Nurse's permission.	
Strep Infection (Scarlet Fever, Strep Throat, Scarlatina)	Doctor's permission	Depends on condition

Students should be fever free for 24 hours before returning to school.

## HEAD LICE POLICY

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not admitted until the parent completes Form 8450A F3 and it is confirmed that the child is free of any nits.

The necessary treatment is contained in Form 8450A F1 which is to be sent to the parent along with the cover letter (Form 8450A F2).

The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by the school nurse, or the classroom teacher, or the school secretary, or the school principal.

## TREATMENT OF HEAD LICE

Parents should use any one of a variety of specialized head lice shampoos designed to treat and remove head lice and nits. Each school has specific instructions available on how to treat head lice.

## LEAVING SCHOOL FOR APPOINTMENTS

A student who is leaving school for an appointment must present a note to the office confirming the appointment. The student will then receive a pass to sign out and leave school grounds.

A student who is ill should go to the Main Office. When home contact has been made, and transportation arranged, the student will be allowed to sign out.

## MAKE-UP WORK

It is the responsibility of the student to request make-up work upon return to school after an excused absence. The make-up work will be arranged between the student and teacher with one day of time to be allowed for each day absent. Any extension of time will be at the discretion of the teacher. Make-up work not completed will result in a lowering of the grade.

In the event a student will be out of school for two or more days, a parent should contact the office before 12:00 noon to request make-up work to be picked up the following day.

A prearranged absence may be given. The student should pick up a request form in the main office so that make-up work can be obtained before the absence.

## SCHOOL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask IPS to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant, or therapist), or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the IPS discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

#### *IPS Designation of "Directory" Information under FERPA*

Generally, school officials must have written permission from the parent/guardian or from an eligible student (that is, a student who is 18 or older or who is otherwise legally emancipated) before releasing any information from a student's record. However, the FERPA allows school districts to disclose, without consent, "directory" type information. The Board of Education of the IPS has designated the following personally identifiable information contained in a student's education record as "directory information":

- A. Student name, address, phone listing.
- B. Parent/Guardian name, address, phone listing.
- C. Date and place of birth.
- D. Participation in officially recognized activities and sports.
- E. Weight and height of members of athletic teams.
- F. Dates of attendance, honors, degrees, and awards received, grade placement.
- G. Most recent school attended.
- H. Photographic, video, or electronic images of students.
- I. Information generally found in yearbooks.

Unless you advise IPS that you do not want any or all of this information released, school officials may release personally identifiable information which has been designated above as "directory information." Upon receiving written notice from parents, guardians, or eligible students objecting to disclosure, this information will not be released without the prior consent of the parent/guardian or eligible student.

## **GRADES**

The honor roll at Ionia Middle School is determined by a 4.0 scale for 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades. To obtain a student's G.P.A. (Grade Point Average), you must divide the number of points earned by the number of classes taken. The following scale would apply:

3.7 - 4.0	"A" Honor Roll
3.0 - 3.69	"B" Honor Roll

A "D" or "F" will keep a student off the honor roll despite total points.

## **REPORT CARDS**

In order to keep parents informed and up-to-date on their child's progress, a report card is issued at the end of each marking period.

## **PROGRESS REPORTS**

In addition to report cards, interim reports will be sent home to parents every two weeks during the semester. Parents are urged to contact the school (527-0040) if there is any question about the progress of their child. Teachers have a scheduled conference period daily and are available to meet with parents at that time, or any other time that is

convenient for both the teacher and parent.

### SKYWARD FAMILY ACCESS

Parents can track their child's progress by logging onto [www.dawgggle.net](http://www.dawgggle.net), clicking on the Parent Resources tab, and then going to the Family Student Access. Student numbers and passwords are assigned to each student. For more information on these numbers, contact Brandon Richmond, Systems Administrator, at IMS.

## AWARDS/REWARDS

1. **Neil Smejkal Award** - awarded to one student (8<sup>th</sup> grade) for showing "courage" throughout the school year. The courageous effort may take place in the classroom, on the athletic field, or during a social activity for any middle school student.
2. **Band** - band participation in solo and group activities at Regional and State levels. Medals are awarded for high achievement.
3. **Honor Certificates** - these are awarded each marking period for making the A or B honor roll.
4. **Attendance Certificate** - awarded for perfect attendance each marking period.
5. **Sports and Activity Awards** - students who complete each sport/activity are awarded a certificate signifying their participation in a particular sport or activity.
6. **Wall of Fame** - the wall will be used to recognize exemplary efforts in all areas, i.e., academic, sports, community service, etc. A picture of an outstanding group or individual will be placed on the wall for permanent display.
7. **Student of the Month** - presented to students of the 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup> grades that display outstanding scholarship, citizenship, and school involvement.
8. **Citizen of the Month** - awarded to a student that displays outstanding citizenship and leadership.
9. **Most Improved Student** - awarded monthly to one student that has shown great improvement in the area(s) of citizenship, leadership, and/or scholarship.
10. **Fun Nights** - students who are in good standing academically and socially are allowed to attend Fun Nights and dances.
11. **Dignity and Respect Award** – this award is sponsored by Meijer and students are nominated by the professional staff.
12. **W.E.B. Leader of the Month** - awarded to a student that displays outstanding leadership skills.

## EXTRA-CURRICULAR ACTIVITIES

Students must attend school for the entire day of a game, dance, or other activity in order to participate in the activity. Any exceptions to this rule must be cleared in advance with the principal.

Students must comply with MHSAA regulations in order to participate in any activity. 8<sup>th</sup> graders who turn 15 before Sept. 1 and 7<sup>th</sup> graders who turn 14 before Sept. 1 of the current school year are ineligible to participate in extracurricular athletics. Also, student athletes must be passing 4 out of 6 classes. Their grades will be reviewed on Friday of each week and eligibility will be determined for the week (Sunday – Sunday). Students must also comply

with the school's Discipline Policy as outlined in the "Exclusion From Activity" section. An academic plan of action may be required prior to regaining eligibility status.

Students will be notified when it is time to register for the sport or activity in which they wish to participate. All students must have a physical, signed by a doctor, on file with the school, to participate in athletics.

### **ACTIVITIES/ATHLETICS**

Art Club	Open Gym	W.E.B Leaders
Basketball (Boys & Girls 7 <sup>th</sup> and 8 <sup>th</sup> Grade)	Science Olympiad	Wrestling
Cheerleading	Swim Club	Yearbook
Cross Country (Boys & Girls 7 <sup>th</sup> /8 <sup>th</sup> Grade)	Tae Kwon Do Club	
Destination Imagination	Top Dawg	
Hunting Club	Track (Boys & Girls 7 <sup>th</sup> /8 <sup>th</sup> Grade)	
Jazz Band	Volleyball (Girls 7 <sup>th</sup> /8 <sup>th</sup> Grade)	

## **ATHLETIC CODE**

### **PURPOSE AND AUTHORITY**

The Ionia Middle School Athletic Code is established under the authority of the Ionia Board of Education. The purpose of the Athletic Code is to establish standards of behavior for students involved in inter-scholastic athletic programs and the penalties for failure to meet the standards. The privilege of being permitted to participate in the Ionia Middle School athletic program is subject to compliance with these standards.

Ionia Middle School inter-scholastic athletic programs are affiliated with the Michigan High School Athletic Association (M.H.S.A.A.); the standards of this code meet or exceed the standards of the M.H.S.A.A. Reference: "Handbook of the Michigan High School Athletic Association for Junior/ Middle Schools and Senior High School."

### **CUT POLICY**

It may be necessary at times to cut students from athletic teams. Because we feel that participation in athletic activities benefits most students, we will make every effort to offer an intramural activity to those students who are unable to play on the inter-scholastic teams. Playing time will be determined by the coaches' evaluation of practice, performance, and sportsmanship. Not all student athletes will participate equal amounts during contests.

### **ATHLETE DEFINED**

1. Those students who have expressed an interest in being on an inter-scholastic team or who are trying out for an inter-scholastic team
2. Members of any athletic team or intramural team

### **DURATION**

The athlete is subject to all provisions of the code effective his/her initial enrollment date in middle school or when trying out for an inter-scholastic team, whichever comes first. The athlete is subject to the code at all times and places whether school is in session or not.

## DISCIPLINE

Those student athletes who earn after school detentions will not be able to participate in the next scheduled contest. The student is still required to practice and attend the contest, but will not be allowed to participate.

Those students who earn an in-school restriction (immediate placement or multiple period assignments) will be ineligible to participate in contests for one calendar week. The student must still attend practice.

Those students who earn an out-of-school restriction will not participate in practice or games for the days in which they are suspended. Upon return, the student will be required to attend practice, but will not be eligible to participate in contests for seven calendar days, starting the day of return from the suspension.

## GENERAL RULES, REGULATIONS, AND PENALTIES

The rules governing inter-scholastic athletes are set forth below. The rules are in addition to the rules established in the Student Code of Conduct. A student may be disciplined for violations of the Student Code of Conduct and the Athletic Code arising out of the same incident.

### A. Specific Offenses / Penalties

1. Use of and/or possession of tobacco in any form at any time.

- a. First Offense: Consecutive suspension from  $\frac{1}{2}$  of season contests;
- b. Second Offense: Suspension for six consecutive calendar months;
- c. Third Offense: Suspension for twelve consecutive calendar months.

\*First offense penalties may be reduced to  $\frac{1}{4}$  season contests if the student offender enrolls in and completes a counseling/ treatment program.

2. Consumption, possession, or under the influence of alcoholic beverages at any time.

- a. First Offense: Consecutive suspension from  $\frac{1}{2}$  of season contests;
- b. Second Offense: Suspension for six consecutive school calendar months;
- c. Third Offense: Suspension for twelve consecutive calendar months.

\*First offense penalties may be reduced to  $\frac{1}{4}$  season contests if the student offender enrolls in and completes a counseling/treatment program.

3. Use, possession, or sale of illegal, controlled, or behavior-altering non-prescription drugs or substances (including substances purported to be hallucinogenic or illegal drugs or to have the effects of such drugs, i.e., 'look-alikes') at any time.

- a. First Offense: Consecutive suspension from  $\frac{1}{2}$  of season contests;
- b. Second Offense: Suspension for six consecutive school calendar months;
- c. Third Offense: Suspension for twelve consecutive calendar months.

\*First offense penalties may be reduced to  $\frac{1}{4}$  season contests if the student offender enrolls in and completes a counseling/ treatment program.

4. Conviction of misdemeanor or felony offenses; stealing or acting as an accomplice to an act of stealing any articles; destroying, damaging, or defacing school property or equipment in connection with any athletic

practice; or other conduct discrediting to Ionia Public Schools in Ionia schools or other schools.

- a. First Offense: Consecutive suspension from  $\frac{1}{4}$  of season contests;
  - b. Second Offense: Consecutive suspension from  $\frac{1}{2}$  of season contests;
  - c. Third Offense: Suspension for twelve consecutive calendar months.
5. Failure to attend all classes the day of the contest. An athlete shall be in attendance in every class the date of the contest except as excused by the Principal or Athletic Director.
- a. First Offense: Suspension from the scheduled athletic contest, when eligible;
  - b. Second Offense: Suspension from two consecutive athletic contests, when eligible; consecutive suspension from  $\frac{1}{4}$  of season contests;
  - c. Third Offense: Suspension from the team for the remainder of the season.

## **PARENT/GUARDIAN - COACH COMMUNICATION**

### **Parent/Guardian - Coach Relationship:**

Parenting and coaching are both difficult vocations. By developing an understanding of each position one is better able to accept the actions of the other and provide a better experience for the student athletes. Parents have a right to understand what is expected from their student as a member of a school sports team. This begins with clear communication from the coach of the student's program.

### **Expectations of Coaches:**

- Coaching philosophy
- Expectations of team members, team rules, etc.
- Locations and times of all practices and contests
- Sport specific requirements, i.e. fees, special equipment, off-season conditioning
- Injury procedures, should the student be injured during participation
- Consequences if team rules or procedures are violated

### **Expectations of Parents / Guardians:**

- Questions and concerns regarding the student should be expressed directly to the coach
- Notification of any scheduling conflicts should be made as soon as possible
- An understanding that coaches are thinking in terms of team and team building

As the student becomes involved in the athletic program of Ionia Middle School he/she will experience some of the most rewarding experiences of his/her life. They will have some disappointing moments as well. At these times, parents are encouraged to have a discussion with the coach.

### **Concerns Appropriate for Discussion with Coaches:**

- The mental or physical treatment of the student
- Ways to help the student improve
- Concerns about the student's behavior

It is difficult to accept that an athlete may not be playing as much as the parents and the student may hope. Remember, coaches are professionals. They make decisions based on what they believe to be the best for the entire team. As shown in the list above, certain concerns can and should be discussed with the student's coach. Additional concerns must be left to the discretion of the coach.

### **Inappropriate Issues to Discuss with Coaches:**

- Playing time
- Team strategy
- Play calling
- Other student / athletes

There are situations that may require a conference between parents and the coach. It is important that both parties have a clear understanding of the other's position. When these conferences become necessary, the following procedure should be followed to help promote a resolution.

### **Procedure for Setting Up a Meeting:**

- Call to make an appointment. The middle school is 527-0040.
- If the coach cannot be reached, call the Athletic Director at 527-0400 and he/she will set up the meeting for the parties concerned.
- Please do not confront a coach before or after a contest or practice. Confrontation of this nature can be very emotional for both the parent and coach. Meetings of this nature do not promote positive results.

### **The Next Step:**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call the Athletic Director to discuss the situation.
- At this meeting the Athletic Director will work with the coach and parent to come to an agreement.

Research indicates that students who participate in extra-curricular activities have a greater chance of success during adulthood. That is why Ionia Public Schools has made these activities a vital part of program offered to the students. It is the hope that the information offered will enhance the experiences students have at Ionia Middle School.

## **EXCLUSION FROM ACTIVITY**

Only middle school students (grades 6-8) may attend Fun Nights, dances, and any other events that are focused on middle school students. Students who have served an In or Out of school suspension the month preceding any Fun Night will not be permitted to attend. Students that have, or are scheduled to serve, an after school detention the week of a scheduled Fun Night will be excluded from attending.

Students that attend Fun Nights or dances are expected to attend for the entire time. Students may only leave the event early with administrator approval. Students must arrange for a ride home 15 minutes after the conclusion of the event. If a student has not been picked up within 15 minutes they will not be able to attend the next scheduled activity.

**End of the Year Activities:** In order to participate in any "End of Year Activities", students must meet criteria (Disciplinary, Academic, Attendance, Book fines, etc.) that will be explained during a class meeting at the beginning of the year and at a 2nd semester class meeting.



## **CONFLICT WITH SCHOOL SPONSORED ACTIVITIES**

In the event a student is obligated to participate in two or more activities scheduled for the same time, it is the student's responsibility to notify the director or coach at least 10 school days in advance of the one in which the student wishes to participate. No penalty may be imposed by any director or coach of the excluded activity. It is recognized that for reasons beyond the control of the student or the school, a 10-day notice may not be possible. Under these circumstances, the principal will make a recommendation to the student and parents, but the final choice will be made by the student and parents.

## **CHAPERONE REQUIREMENTS FOR FIELD TRIPS**

All parent chaperones are required to have a background check and a chaperone form on file before attending the scheduled trip.

1. Chaperones are expected to be at the Middle School at least 15 minutes prior to departure of the scheduled field trip, and should report to the supervising teacher/administrator for particular instructions.
2. Please notify the Middle School as soon as possible if you are unable to chaperone. Please call 527-0040, no later than 7:00 a.m., the day of the scheduled trip.
3. Chaperones are expected to dress appropriately.
4. Do not use profanity or "bad" language.
5. No smoking or alcohol consumption.
6. In case of student discipline problems, contact school personnel immediately. Do not use physical means of discipline at any time.
7. Try to maintain a positive attitude at all times. Students tend to behave even better while on a field trip than they do in school. We want to leave the impression that IMS represents "the best" in terms of school excellence.

## **STUDENT EXPECTATIONS/CONDUCT**

### **ATTENDANCE**

All students are expected to be in school on time every day school's in session. School starts at 7:40 a.m.. Students who arrive late to school must report to the main office before going to class. Habitual tardiness to school is not excused except for extenuating circumstances. Students with perfect attendance are recognized and rewarded.

Excused absences are given for:

1. Personal illness
2. Death in the family
3. Necessary doctor and dental appointments
4. Other good reasons -- these should be cleared with the principal prior to the absence

**On the day the student is absent, we expect parents to call the school attendance line (527-8044), before noon to, report the absence. This is a 24 Hr. line.**

If the school has not been contacted during the student's absence, the student will be considered unexcused and will

need to bring a written excuse within two days, signed and dated by the parent or guardian, explaining the reason for being absent and the number of days missed. The returning student must bring the written excuse to the principal's office. The office will make a daily check on attendance. If a student is absent three or more days during a week, or if the absence is unexcused or excessive (as determined by the principal), the following progression of steps will be followed:

1. Contact by the school.
2. Meeting with the Assistant Principal
3. Youth Service Bureau referral.
4. Referral to Central Office.
5. Principal (or Assistant Principal) and Central Office submit a petition to the county prosecutor's office.

**Excessive absences (10 or more), excused or unexcused, may result in consideration for retention. It is imperative that all work is completed when a student is absent.**

### **TARDIES (ACCUMULATED PER MARKING PERIOD)**

1. 1st tardy is a warning.
2. 2nd tardy is a warning.
3. 3rd-4th tardy will result in lunch detention or discussion with staff.
4. 5th and all subsequent tardiness will result in an after-school detention. The teacher will contact the assistant principal who will have the detention delivered.

### **INCOMPLETES**

Incompletes are given in place of grades when make-up work or tests cannot be made up before the end of a marking period. All incompletes should be changed to grades before the start of the 2nd week of the following marking period or when report cards are issued. If the work is not completed by the student within the time limit, the work not made up will receive a grade of F and be averaged with other work from that marking period to determine a final grade.

### **DUE PROCESS**

All students are entitled to due process. This means that a student will receive a hearing to present his/her side of an issue before disciplinary action is taken or not taken. There are also procedures which students must follow if they do not agree with the school's actions.

### **APPEALS PROCESS**

1. Meet with staff issuing discipline.
2. Meet with Assistant Principal.
3. Meet with Principal.
4. Meet with Central Office personnel.
5. Public comment at board meeting.

## DRESSING AND GROOMING

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

1. Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
3. Hoods, small strapped tank tops, coats, bandanas, sweatbands, and sunglasses may not be worn in the building during the school day. Hats may not be worn during school hours.
4. Hair styles, dress, and accessories that pose a safety hazard are not permitted in the school.
5. Clothing with excessive holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school. (e.g. sagging pants, pajama pants)
6. The length of shorts or skirts must be appropriate for the school environment. Shorts must have a defined pant leg with an inseam of at least 3 inches.
7. Appropriate footwear must be worn at all times.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

**Students are discouraged from bringing the following items to school:**

1. Electronics such as but not limited to; iPod, phones, MP3 players, etc...
2. Toys/Cards

**Students are prohibited from bringing the following items to school:**

1. Skateboards.
2. Laser pointers
3. Fidget Spinners
4. Speaker boxes
5. Energy Drinks
6. Blankets

Headphones/earbuds are not permitted before school, after school or during passing time. Students are permitted to use headphones in the cafeteria before school or during lunch. **We will not be responsible for loss or damage to these items.** Items may not be traded or sold while at school. An item may be confiscated and kept until a parent claims it. Items not retrieved by the last day of school may be donated or discarded.

## **BACKPACKS/PURSES**

Backpacks will not be allowed in classrooms and hallways during school hours. This includes backpacks, sport bags and purses. These items can be brought to school, but must be stored in the student's locker during the school day. At IMS, all backpacks, handbags and purses are required to be stored in student lockers during the school day (7:40 – 2:35).

## **STUDENT CONDUCT**

We at the Middle School are striving to teach our children to be responsible for their actions, so the following policy was developed by the Ionia Middle School staff. It separates in-class offenses into categories: academic (homework), tardiness, and behavior (up to point of removal from class). Lunch Detentions are determined by individual teachers or staff, so parents are encouraged to contact the detention issuer regarding any concerns. All behavior policies will be enforced from the time students leave their homes for school until they return home from school. This includes field trips and after school activities as well. An accurate phone number should be on file with the Student Service Office as every effort will be made to contact parents regarding the issuance of any major disciplinary action.

## **DISPLAY OF AFFECTION**

Demonstration of one's affection toward another person has an appropriate time and place. However, public displays of affection and/or physical contact is not considered acceptable behavior at Ionia Middle School.

## **GANG RELATED ACTIVITY**

Activity related to gangs including, but not limited to, the demonstration or use of hand signs, display of colors, pins, graffiti, or recruitment of other students is strictly prohibited. Violence related to gang activity may be grounds for referral to an expulsion hearing.

## **ZERO TOLERANCE POLICY**

The Ionia School Board has approved a Zero Tolerance Policy for our district. It prohibits any group's activities anywhere on school district property that do not have administrative approval. This means that youth gang activity, including the "flashing of signs", special handshakes, dressing practice, intimidation, graffiti, violence, special gang lingo, and other intentional displays of gang affiliation are forbidden. Indeed, zero tolerance will be given this type of activity and will result in severe penalties.

## **HARASSMENT**

It is a violation of law and school rules for any student or staff member to take any of the following actions toward another student or a staff member, or any person associated with the school district, while on District property or at any school-related event on or off District property.

## **SEXUAL HARASSMENT**

### **1. Verbal:**

Written or spoken sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.

**2. Non-verbal:**

Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like. Exposing body parts to others.

**3. Physical Contact:**

Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, or pushing the body.

**GENDER/ETHNIC/RELIGIOUS/DISABILITY/HEIGHT/WEIGHT/HARASSMENT**

**1. Verbal:**

A. Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, or religion.

B. Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any formal interaction with the person.

**2. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting gestures, or threatening gestures to others.

If a student is the victim of any unwanted sexual actions or comments, or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the Assistant Principal. All reports shall be kept confidential and will be investigated as soon as possible.

**BULLYING**

"Bullying" is defined as any gesture or written, verbal, graphic, or physical act and/or including cyberbullying (Cyberbullying is defined, but not limited to, the process of using Internet, cell phones or other devices to send or post text or images intended to hurt or embarrass another person.) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly. Bullying can be physical, verbal, psychological or a combination of all three.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying, hazing, harassment or other aggressive behavior, regardless of whether it fits a particular definition, she/he should report it immediately to an administrator, teacher or counselor and allow the administration to determine the appropriate course of action.

"Aggressive behavior" is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. Such behavior includes, for example, bullying, hazing, stalking, intimidation, menacing, coercion, name-calling, taunting, making threats, and hitting/pushing/shoving.

"At school" is defined as in a classroom, elsewhere on school premises, on a school bus or other school related vehicle, or at a school-sponsored activity or event whether or not it is held on school premises. It also includes conduct using a telecommunications access device or telecommunications service provider that occurs off school premises if either owned or under the control of the District.

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

This policy is not intended to and should not be interpreted to interfere with legitimate free speech rights of any individual. However, the District reserves the right and responsibility to maintain a safe environment for students, conducive to learning and other legitimate objectives of the school program.

During school hours bullying can be reported to a staff member, Principal, Assistant Principal or Bullying forms can be filled out and left in the Hero Boxes located outside the Cafeteria, Library and Mrs. Williams room 124.

Bullying reports can also be made at any time to:

**Call: 8-555-OK2SAY (855-565-2729)**

**Text: 652729 (OK2SAY)**

**Email: [OK2SAY@mi.gov](mailto:OK2SAY@mi.gov)**

[IMS\\_safety@ioniaschools.org](mailto:IMS_safety@ioniaschools.org) or call 522 - 9605

## SAFE SCHOOL LAWS

1. PA 104 requires the permanent expulsion of students in grades six and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer, or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades six or above for verbal threats, bomb threats, or similar threats.
2. PA 103 allows a teacher to suspend any age student from his/her class, subject, or activity for up to one day if the teacher "has good reason" to believe the pupil's conduct would merit suspension under the local board student code of conduct. Ionia Public Schools Board's policy reads: "Under Public Act 103, a teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn."
3. PA 102 requires school districts to expel a student in grades six or above for up to 180 days for student on student assault. Assault is defined as: Intentional, unauthorized physical contact or threatening words with another person which causes physical injury or would reasonably be expected to cause physical injury.

## MANDATORY EXPULSION LAWS

Since January 1, 1995, state and federal laws have required school boards and school administrators to impose expulsion as the penalty when students possess dangerous weapons in a weapon-free school zone or commit arson or rape in a school building or on school grounds. A weapon-free school zone exists at every public and private K-12 school in Michigan and includes school grounds and district vehicles which transport students.

A student found in possession of a dangerous weapon in a weapon-free school zone will be permanently expelled from Ionia Public Schools and all other public schools in Michigan, with the possibility of reinstatement only after specified

time periods. In addition, within 3 days after a student is expelled for having a dangerous weapon, or for committing arson or rape, the school district must refer that student to the appropriate Department of Social Services or community mental health agency. Notification of that referral shall be given to the parents or legal guardians or to the student if he/she is emancipated or at least 18 years of age.

State and federal laws define dangerous weapons as a gun, dagger, dirk, stiletto, a knife with a blade over three inches (3") in length, a pocket knife opened by a mechanical device, an iron bar, or brass knuckles. Any Ionia Public School student who has any one of these weapons in his/her possession at school, on school grounds, or in district vehicles shall be permanently expelled from Ionia Public Schools and all other public schools in Michigan. We also will notify the police as is required by state law.

Students are expected to know what objects are considered dangerous weapons and are required to avoid bringing them to school or onto school grounds. Any student or parent who has a question about whether an object is a dangerous weapon should contact the building principal.

## **ACADEMIC CONDUCT**

All students at Ionia Middle School are expected to practice and uphold standards of academic integrity and honesty. Students must assume that individual work on exams, reports, and documentation of sources is expected unless the teacher specifically says that it is not necessary. Academic integrity means representing oneself and one's work honestly. Misrepresentation is considered cheating as a student is claiming credit for another's ideas or works and is trying to receive a grade not actually earned. The following are examples of academic dishonesty:

1. Cheating on tests:
  - a. by using materials such as books and/or notes when not authorized by the teacher.
  - b. by copying from someone else's paper.
  - c. by helping someone else copy work.
2. Plagiarizing another's work (using someone else's work or ideas without giving the other person credit).
3. Cheating on lab reports by:
  - a. falsifying data.
  - b. submitting data not based on the student's work.
4. Possessing or altering teacher documents or materials such as tests or computer files.

Academic dishonesty, whether in tests or daily work, needs no repetition to be considered a serious offense. The first offense may result in failure for the marking period and/or possible loss of course credit. Students are well advised to avoid the appearance of cheating.

## **DISCIPLINARY GUIDELINES**

	<b>First Infraction</b>		<b>Repeated Infraction</b>	
	<b>Minimum</b>	<b>Maximum</b>	<b>Minimum</b>	<b>Maximum</b>
Alcohol and Drugs	Short/Long suspension/Police contact	Expulsion	Long Suspension	Expulsion
Arson	Long suspension/Police contact	Expulsion	Expulsion	
Assault	Long suspension pending Hearing/Police			
Bullying	Cease and Desist	Detention	Short suspension	Long suspension
Cheating/Plagiarism	Parent contact	Detention	Detention	Short suspension
Disruptive Classroom Behavior	After school	Short Suspension	After School	Long suspension
Electronic Cigarettes	Short suspension/Police contact	Long suspension	Short suspension/Police contact	Long suspension
Explosive Devices	Short suspension	Long suspension	Long suspension	Expulsion
Failure to Report	Detention reassignment	Short suspension	Short suspension	Long suspension
Failure to Turn in Homework	Parent contact	Detention	Parent contact	Short suspension
False Witnessing	Informal talk	Short suspension	Parent conference	Long suspension
Fighting	Short suspension	Long suspension	Long suspension	Expulsion
Gambling	Informal talk	Short suspension	Parent contact	Long suspension
Gross Misbehavior	Short Suspension	Long Suspension	Long Suspension	Expulsion
Harassment	Cease and Desist	Long suspension	Short suspension	Expulsion
Inappropriate Behavior	Conference	Short suspension	Parent contact	Expulsion
Insubordination	Conference	Short Suspension	Short Suspension	Suspension/Expulsion
Littering	Informal talk/Cleaning duty	Detention	Detention	Short suspension
Persistent Disobedience	Short Suspension	Long Suspension	Long Suspension	Expulsion



Physical Aggression	Detention	Long suspension	Long suspension	Expulsion
Prescription Drugs	Long suspension	Expulsion	Expulsion	
Profanity	Informal talk	Detention	Detention/Parent Contact	Short suspension
Reckless Endangering	Conference	Short suspension	Parent contact	Expulsion
Recording (Fight, invasion of student privacy)	Long suspension/Police contact	Expulsion	Expulsion	
Theft	Parent contact	Police referral	Police Referral	Expulsion
Tobacco/Nicotine, paraphernalia	Short suspension/Police contact	Long suspension	Short suspension/Police contact	Long suspension
Truancy	Parent contact	Detention	Detention	Court Referral
Vandalism	Parent contact/Restitution	Suspension/Restitution	Parent contact/Restitution	Expulsion/Police Referral
Verbal Fighting	Detention	Short Suspension	Short Suspension	Long Suspension
Weapons	Expulsion			

This Disciplinary Guideline is intended to help the administrator assign appropriate reprimands and provide the students the opportunity to know possible consequences for rule infractions. Students are individuals and will be dealt with as such; reprimands may vary and consideration may be taken into account (i.e., severity, past record, honesty, etc.). Parental support in dealing with disciplinary situations is greatly appreciated as we try to make Ionia Public Schools the safe and orderly learning environment we all expect.

## EXPLANATION OF DETENTIONS & RESTRICTIONS

### DETENTIONS

**Lunch Detention** will be held during each lunch period. It will last throughout the 30-minute period. Students must report on time and follow these rules:

1. Remain seated and separated.
2. No talking.
3. Lunch may either be brought from home or an approved sack lunch may be purchased in lieu of the school hot lunch.
4. Bring class work to do after you are done eating.
5. NO PASSES.

Failure to report, or follow lunch detention rules, will result in the assignment of an after-school detention or a doubling of the detention.

**After-School Detentions** will be held from 2:40-3:40 or 4:00 daily. The rules for after-school detention are as follows:

1. Remain seated and separated.
2. No talking.
3. Must be working or reading throughout the time period.
4. NO PASSES.
5. A behavior packet may be required.

Failure to report, or follow after-school detention rules, will result in an after-school detention until 4:00. Repeatedly missing may result in an In/Out-of-school restriction. **Whenever school is closed due to weather, all detentions (ISR and OSR) will be reassigned to the next day school is in session.**

### **IN-SCHOOL RESTRICTION**

In-school restriction occurs when a student's behavior warrants removal from classes for a period of time, but restriction from school is not recommended. It is an alternative and an effort to help the student remain in the learning environment in the RTC room. A student may remain in RTC (Responsible Thinking Center) until he or she meets the following conditions:

1. Completes time assigned by administration.
2. Completes all assignments prescribed by his or her teachers.
3. Makes a commitment to correct the inappropriate behavior.
4. Has a satisfactory conference that may include student, parent, and school staff.

### **RESTRICTION RULES**

1. Student must report for restriction at 7:40.
2. Student must bring all materials necessary for study.
3. Student must stay in designated area. Restroom privileges will be granted only during class time.
4. Students may not talk with other students unless granted permission.
5. Students will eat lunch in the restriction area.
6. Students will not be allowed to participate in, or attend, any extra-curricular activities on the day of in-school restriction.
7. Students may be expected to work in group guidance sessions during the period of in-school restriction.
8. Students may not have their phones.

Failure to comply with these rules of RTC will result in restriction from school pending a parent meeting.

### **OUT-OF-SCHOOL RESTRICTION**

All out-of-school restrictions require that the student not be on Ionia Public Schools property or at an Ionia Public Schools event during the suspension time period. Infractions of this policy may result in contacting public safety.

## SUSPENSION AND EXPULSION

For an offense constituting persistent disobedience or gross misconduct, the following factors will be considered prior to suspending or expelling a student:

1. The student's age
2. The student's disciplinary history
3. Whether the student has a disability
4. The seriousness of the violation or behavior
5. Whether the violation or behavior committed by the student threatened the safety of any student or staff member.
6. Whether restorative practices will be used to address the violation or behavior
7. Whether a lesser intervention would properly address the violation or behavior

## SOCIAL PROBATION

Social Probation is held in the same room as the In-School Restrictions (RTC room) and will follow the same guidelines and rules. Social Probation is an alternative consequence that restricts student's social times before, during lunch and after school.

**Before School Social Probation (Morning Detention)** - Students report to the RTC room (or other designated area) as soon as they enter onto school property and are in attendance until 7:35. If the student needs breakfast, a pass will be given to eat breakfast and return to class to 1st hour.

**Lunch Social Probation** - Students will immediately sit in the designated area on the outside walls of the cafeteria. When the lunch line is empty, students may get their lunch and return to their assigned seat. Students are expected to stay seated until lunch is ended.

**After School Social Probation** - Students who walk home are required to leave school immediately, unless they are in a teacher's classroom getting help. Students who ride the bus are required to sit in the SSO office until their bus pulls into the driveway.

## ACADEMIC

Students are expected to complete all classroom assignments in a timely manner. Students that do not complete assignments in the allotted time will be assigned to the after school "Zap" program.

## ZAP

Students with missing classroom assignments will be assigned a ZAP after school.

- 1) If students have any missing assignments for the week they will be given a "Zap Sheet".
- 2) Students have all weekend to complete the work and have the assigning teacher sign off that they have completed the work.
- 3) Students will be assigned to the Zap room after school on Tuesday, Wednesday and Thursdays of the following week from 2:45-4:00pm, until all assignments are complete. There will be a late bus to provide transportation home.

By teaming together, we will ensure that our students understand the importance of being prepared. Please, ask your child if they got Zapped each Friday and ensure that they attend the Zap room on Tuesdays if they did not get the work completed.

## SCHEDULES

Schedule changes can be made prior to the beginning or within the first 3 days of a new class.

## DAMAGE CHARGES FOR BOOKS AND SCHOOL PROPERTY

Students should not mark on school furniture, walls, ceilings, floors, or equipment with pen, pencil, paint, or any other instrument. Anyone who willfully destroys school property through vandalism, arson, or larceny or who creates a hazard to the safety of our students or staff will be subject to disciplinary consequences and will be referred to the proper law enforcement agency. Fines are assessed if textbooks or other materials are damaged or lost. If a textbook is lost, it is to be paid for according to the following schedule:

a new book	100% of cost
a 1 yr. old book	75 % of cost
a 2 yr. old book	50 % of cost
a 3 yr. or older book	25% of cost
rebinding	\$ 12.00

## TRANSPORTATION

Ionía Public Schools operates school buses for the convenience of students living in areas surrounding the school and designated as "transportation areas." The bus drivers are required to follow a strict schedule. This schedule may be disrupted by mechanical difficulties or bad weather conditions.

1. Your conduct on the buses should be governed by your common sense and good judgment. The driver is in complete control, has the same authority as a teacher in the classroom, and expects the cooperation of all students riding the bus.
2. For the sake of safety, bus riders must not ride with arms or hands out of the windows nor move from one seat to another while the bus is in motion. Upon approaching a railroad, riders should remain quiet.
3. When leaving the bus, if a student must cross the road, he should cross in front of the bus on the driver's signal.
4. Bus riders on both regular and special trips should be on time at the appointed place as it is necessary that the buses be kept on schedule.
5. If a rider wishes to take a different bus at any time, he must receive permission from the Assistant Principal or Principal.
6. All buses used for special trips, athletic, and educational events will be chaperoned.
7. Students traveling on school buses to out-of-town events will be required to ride with their assigned group to and from all such events. Students who ride the bus to athletic events, for example, must return on the bus unless a written request is made by the parents for their children to return with them.
8. Students transported on buses must remain on school grounds both before and after school, or their privileges may be revoked.
9. Immediate restriction and removal from transportation services may occur when conduct so warrants.

## BUS RULES

The following rules and regulations apply to all students riding district-operated school buses. These rules and regulations were established to assist the drivers in ensuring that you are afforded the safest possible ride to and from

school. The school bus driver is responsible for the enforcement of the regulations.

1. Students being transported are under the authority of the bus driver.
2. Students shall stay in their seats and keep hands and feet to themselves.
3. Students must have permission from parents and/or school to leave the bus other than at their regular stop, or to ride a different bus home.
4. Students shall converse in normal tones; profane language is prohibited.
5. Students may not transport any animals.
6. Students who refuse to obey all rules may forfeit their privilege to ride the bus.

## LOSS OR RESTRICTION OF BUS PRIVILEGES

Loss of bus privileges and/or restriction will result for the following infractions (length of restriction is discretionary, depending on severity of infraction):

- Use of tobacco or creating a fire hazard
- Fighting
- Possession of alcohol or drugs
- Throwing hazardous objects in or from the bus
- Interference with the safe operation of the bus
- Flagrant insubordination/defiance
- Vandalism

When rule violations occur, a written conduct report describing infractions will be completed by the driver. A copy will be given to the student to be taken home, signed, and discussed with the parent/guardian. A signed copy must be returned to the driver the following day in order for the student to ride the bus. The building administrator may be notified based upon the number, or severity, of the offense(s) to take further disciplinary action. Misbehavior of a serious nature could result in immediate suspension of bus riding privileges. **Bus Conducts accumulate throughout the school year.**

## COMPUTER USE POLICY FOR STUDENTS

Ionia Middle School promotes the use of its computer resources to enhance learning and seeks to improve the computer literacy of its students. All students are encouraged to make use of these resources in pursuit of their educational goals. The computer resources are available to students for educational purposes only. Computers are to be utilized under the supervision of IMS staff. Students are not allowed in the open lab if it is unsupervised.

1. Access to the Internet is provided primarily for students to conduct research. Internet users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Students shall not upload files or information to any server using the school's technology resources without prior permission of a supervising teacher.
2. Users are not permitted to transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, sexually oriented, threatening, or illegal material. Any questionable activity may be reported to the authorities.

3. The student will utilize the computer hardware with care. Items such as food, drink, and candy shall be kept completely away from any computer hardware. The student shall conduct himself/herself appropriately and shall promptly report any improper computer use or conduct to the supervising teacher.
4. Using someone else's password or trespassing in another user's folders, work, or files is prohibited. Under no circumstances are students to share passwords, personal logins, or accounts with other students or use another individual's password to access that person's file.
5. If a student suspects or identifies a security problem in the school's computers, network, or Internet, that student shall  
  
promptly notify a system administrator or teacher. To avoid any damage, the student shall not, in any way, demonstrate the problem to others.
6. Physical or electronic tampering with computer resources is not permitted. Students shall not access, alter, or otherwise tamper with the computer's system files, network files, or other students' files. Students shall not install, download from the Internet, or copy any executable file onto the network or computer workstation unless specifically authorized to do so by the computer coordinator. In addition, students shall not view, access, or alter any directory or drive other than the one to which they are assigned.
7. All computer hardware, software, data, and files are the property of Ionia Middle School. Notice: the IMS computer network is a monitored system. Authorized school personnel may read all files and messages of any user. Student users have no expectation of privacy. Any files, including personal student files, may be accessed by school personnel and removed if inappropriate. Trace information, backups, and user account contents may be examined at any time. Routine purging of student accounts and files will occur at the end of the school year.
8. The school district reserves the right to seek any property damages or costs incurred as a result of student violation of this policy.

Access to computer network services is a privilege given to students who agree to act in a considerate and responsible manner and to abide by the standards set forth above, as well as with the District's Acceptable Use Policy.

IMS views the use of the computer resources as a privilege, not a right, and seeks to protect legitimate computer users by imposing sanctions on those who abuse the privilege. **Any violation of this policy may result in a suspension or cancellation of some or all computer network privileges and referral for disciplinary action.**

## INTERNET SAFETY RULES

1. **Never** give out your full name, address, phone number, school name and address, or any other personal information.
2. **Do not** enter contests.
3. **Do not** download programs to any school computer.
4. **If you see** something that you know is inappropriate or that makes you uncomfortable, let your teacher know. Never respond to it yourself.
5. **Never agree** to get together with someone you "meet" online.
6. **Do not** click on any links or attachments that are contained in e-mails from anyone you don't know.
7. **Never** send a person your picture.

8. **Do not** give out your password to anyone.
  9. **Follow the rules** your school has set up regarding your use of the Internet and your behavior.
  10. **Never** copy material that you find on the Internet and pretend that it's your work.
- Violating these guidelines or any other misuse may result in the loss of the computer privilege.**