

Kuehn-Haven Middle School

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Dear Students and Families:

We are proud to welcome you to another year of learning, friendship, and growth. Those of us privileged to serve on the staff of KHMS are dedicated to helping each student reach their highest potential and to ensure that your learning experience is both enjoyable and meaningful.

Students have the unique ability to create their own school environment as a direct result of the behaviors they choose to exhibit and tolerate. To that end, we will continue to promote the **“High Five” Steps to Success** as a way to help describe and guide wise behavior choices. We trust that you will offer your full support of this effort and make KHMS the best school possible.

The Kuehn-Haven Middle School Staff

**Educating the mind without
educating the heart is no
education at all**

- Aristotle

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FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the course of a school year. Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact your Principal or Assistant Principal. This handbook supersedes all prior handbooks and other written or oral statements regarding any item in this handbook.

KHMS MISSION STATEMENT

We are Kuehn-Haven: A learning community dedicated to engage, educate, and empower each student to become a compassionate citizen, innovative problem-solver, and self-motivated learner.

VALUE STATEMENTS

A LEARNING COMMUNITY: Kuehn-Haven Middle School embraces the understanding that effective education is only achieved through the collaborative efforts of teachers, parents, students, administrators, and the community. Success is achieved when we work together as a community that values and embraces learning as its primary focus. It is the learning community's challenge to help all students recognize both the opportunities and obstacles to success and provide the structure necessary for them to develop a vision and plan for a successful future. In order for our students to become compassionate citizens, innovative problem-solvers, and self-motivated learners our learning community will:

ENGAGE: Capture and engage each student's interest through the design of meaningful learning activities that embrace collaborative learning, establish positive teacher-student relationships, and foster self-motivation and sense of efficacy to envision a successful future.

EDUCATE: Prepare each student to think critically and creatively, evaluate and analyze information, solve problems through innovative thinking, and communicate well for success in college and career.

EMPOWER: Strengthen and empower each student's confidence to fully participate in a democratic learning environment that provides each student the opportunity to apply learning and understanding authentic "real world" tasks such as service learning, leadership, inquiry, debates, and taking a stand on real issues.

ADVERTISEMENT OF NON-SCHOOL ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal. A minimum of 24 hour's notice is required to ensure that the Principal has the opportunity to review the announcement or posting.

ATTENDANCE AND TARDINESS

It is imperative that students attend each school day. Much important learning results from active participation in classroom and other school activities, which cannot be replaced by individual study.

Truancy: Unexcused absence from school is not acceptable. For students who are habitually truant, the following actions may be taken:

1. A mandatory meeting with the Genesee County Attendance Liaison.
2. A hearing before a judge in a court of law.
3. A report to local authorities concerning lack of parental responsibility in providing proper care and supervision of a child.

State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents taken to court. Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and their parents shall be subject to the truancy laws of the State. **The skipping of any or all of the school day will not be tolerated and may result in suspension or In School Restriction.**

Notification of Absence: The student must bring a signed note from home for each absence stating the reason for being out of school and present it to the office. A parent phone call may be made to the office in place of a note. Students are expected to take the responsibility for arranging to make up missed class work. **In cases involving illness, a student may not participate in any extra-curricular activities on the day of the absence.** Students are expected to be in their assigned location throughout the school day. If a student is late in arriving at school, they must report to the school office before proceeding to their first assigned location.

Tardies:

Being on time for class is crucial to our learning and safety within our school. A student is considered tardy when the class period has started and they are not in their assigned location. The following will be the schools response the students tardies:

- 1st and 2nd tardy- Documentation by the teacher
- 3rd tardy- Documentation and student calls home to notify guardian
- 4th- Lunch/Recess ISR
- 5th- 2 Lunch/Recess ISR
- 6th- 3 Lunch/Recess ISR and implementation of a behavior plan

BUS TRANSPORTATION AND CONDUCT

Riding the school bus is a privilege. Students may only ride their assigned school buses and must board and depart the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than emergency, except as approved by the Director of Transportation at (810)591-8854. Rules for safe bus conduct are posted on every bus. Unsatisfactory student conduct on the bus will be reported to the building administrator for disciplinary action. A loss of riding privileges may result. This applies to school-owned buses as well as any contracted transportation.

Students should be at their designated bus stop at least 5 minutes prior to the scheduled pick-up time. In addition, students should remember that all school rules apply to the bus as well. Accordingly, students are not allowed to use cell phones while on the school bus.

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

CAFETERIA/MEAL SERVICE

The school participates in the National School Lunch Program and makes breakfast and lunch available to students. Ala Carte items are available. Students may also bring their own lunches to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific permission granted by the Principal or Assistant Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that he/she is eligible, contact the Food Service Director.

School Meal Charging Policy

- Middle School students are allowed to charge up to \$5.00
- Students are told their negative balances at the register daily.
- Parents can check online at <https://montrose.familyportal.cloud> for their child's balance and purchase history.
- Parents will receive an automated notification once their balance is below \$4.00.
- Once students owe over \$5.00, they are directed to place a call/text home.
- Weekly, the food service director reviews the negative balance list and calls home to families with a negative balance over \$8.00.
- The director notifies the school principal if any balance is over negative \$15.00.

** No charging the last 2 weeks of school.

**Free/Reduced lunch applications are accepted all year long.

Student rules for the cafeteria are posted on the walls. Students wishing to go outdoors need to bring appropriate outdoor wear. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal.

CASUAL AND NON-CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS POLICY

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 of a student will only be for the contagious period as specified in the school's administrative guidelines or as specified by the family physician.

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, HIV (Human immunodeficiency virus), 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.

Pediculosis (Head lice): Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment. The student may be readmitted to school the following day, but will be subject to examination by appropriate school personnel until no live lice and no nits within one quarter inch of the scalp are found. The necessary at home treatment for lice is contained in Form 8450A F1. Form 8450A F1 and the cover letter (Form 8450A F2) shall be provided to the parents/legal guardians of the student. 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 each student's parents.

CLOSED CAMPUS

The campus of Kuehn-Haven Middle School will be closed from the time students arrive until dismissal time. Students may not leave the school grounds at any time during or between classes or during the lunch hour without permission.

CODE OF CONDUCT

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 teacher directions and obey all school rules. Disciplinary procedures are designed to insure due process (a fair hearing) before a student is removed because of his/her behavior. See Appendix A and B for the PBIS Behavior Expectations and Aggression Consequences rubric.

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 responsibility of the student to deliver that information. If necessary, the mail or hand delivery may be used to insure contact. Parents are encouraged to build a two-way link with their student's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his or her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If for some reason this is not possible, the student should seek help from the guidance counselor.

A major component of the educational program at KHMS is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. As such, disrespect will include insubordination, interference with learning and/or relationships, profanity/obscenity, hate speech, and public displays of affection.

Expected Behaviors

Students have a responsibility to:

- Listen to instructions, work in a cooperative manner, and follow classroom guidelines set out by the teachers and a right to receive a good education.
- Be attentive, by not interrupting or disrupting the class.
- and a right to hear and be heard.
- Respect others by not teasing or “bugging” other people, by showing respect and courtesy toward others and a right to be treated with courtesy and respect.
- Not threaten or harm anyone else in the school and a right to be safe.
- Respect the privacy of others, and the personal property and personal space of others and a right to privacy, personal property, and personal space.
- Understand the ancestry, cultural background, religious beliefs, and gender of others and a right to be proud of their ancestry, cultural background, religious beliefs, and gender.

Teachers have a responsibility to:

- Treat students and parents with respect and a right to be treated with respect by students and parents.
- Teach and maintain an understanding and appreciation of the differences of others and a right to have their gender, race, religion, and culture respected.
- Give parents timely notification when their child(ren)’s absence or lack of classroom preparation is interfering with their education or the education of others and a right to expect students to be present in class, to have a positive attitude, and to be prepared to learn.
- Actively involve all students in the learning process and to conduct such means of evaluation that are deemed necessary and a right to expect that the classroom is a place of learning, where all students participate in the process of learning.
- Provide a safe environment for all students and to dismiss any pupil who presents a threat to anyone else and a right to feel safe in their classrooms and in the school.
- Report any damage or theft to personal property and a right to expect their personal property to be free from theft or vandalism.
- Seek parental support and to encourage collaboration between home and school and a right to expect parental or guardian support in matters related to the education of the child (ren).

Parents have a:

- Right to expect the school climate to be safe and supportive.
- Responsibility to reinforce that school is a learning environment and to encourage home study and to monitor their child (ren’s) progress and a right to expect the school to promote learning.
- Responsibility to inform the school of any serious concerns or issues and a right to be informed of any serious or persistent concerns involving their child (ren).
- Responsibility to obtain accurate and firsthand information before being critical of the school, staff, and/or students and a right to address any serious issues.

SCHEDULING

Class schedules are provided to each student at the beginning of the school year or upon enrolling.

The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance counselor. Students may be denied course enrollment due to a lack of available space or the need to pass prerequisites. Students are expected to follow their schedules.

STUDENT SECLUSION AND RESTRAINT

This policy is intended to provide the framework for organizational support that results in effective interventions based on team-based leadership, data-based decision-making, continuous monitoring of student behavior, regular universal screening and effective ongoing professional development. The District is committed to investing in prevention efforts and to teach, practice and reinforce behaviors that result in positive academic and social outcomes for students.

In the event that staff members need to restrain and/or seclude students, it must be done in accordance with this policy, which is intended to:

- A. Promote the care, safety, welfare and security of the school community and the dignity of each student;
- B. Encourage the use of proactive, effective, evidence and research based strategies and best practices to reduce the occurrence of challenging behaviors, eliminate the use of seclusion and restraint, and increase meaningful instruction time for students;
- C. Ensure that seclusion and restraint are used only as a last resort in an emergency situation and are subject to diligent assessment, monitoring, documentation and reporting by trained personnel.

In furtherance of these objectives, the District will utilize Positive Behavioral Interventions and Supports (PBIS) to enhance academic and social behavior outcomes for all students. PBIS implemented by the District will include socially valued and measurable outcomes, empirically validated and practical practices, systems that efficiently and effectively support implementation of these practices, and continuous collection and use of data for decision making.

CRIMINAL ACTS

Any student engaging in criminal acts committed 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, alcohol or other intoxicants, trespassing, property crimes, including but not limited to theft and vandalism, occurring in the school as well as in the community.

DANCES

Dances are held as a form of entertainment and will be held from time to time throughout the year. The dances will take place after school. **Only seventh grade students will be permitted to attend these dances.** No visitors from other schools will be allowed. It should be noted that all school rules are in effect during the dance. Students must be in school the entire day to attend the dances. Exceptions are made only with a doctor's note.

Students who leave the multi-purpose area during the dance will not be allowed to re-enter. Arrangements for transportation home after the dance should be made before the dance, as there will be no phone available.

DRESS CODE

Students, teachers, and administration revised the language of the dress code in 2017 to eliminate feelings of discrimination and to provide clear guidelines as to what is acceptable at KHMS. The goal of school regulations is to help create an atmosphere that is conducive to learning. The primary responsibility for determining appropriate dress is with the home.

Good grooming and personal hygiene habits need to be practiced. Moreover, it is the school's intent to help students learn the skills needed for adulthood while still taking into consideration self-expression, self-confidence, and comfort. This includes knowing how to dress for different occasions from an athletic event to an Honors Night. We are preparing our students for success in the adult work world that is not too far off in their future. Fashion (clothing, accessory, or hairstyle) that presents a distraction to teachers or classmates, interferes with classroom learning, presents a safety hazard, or alludes to an inappropriate action is prohibited. Clothing should not be revealing and consistently cover students with no undergarments or private parts showing. This includes physical education class and extracurricular events.

Our expectation is students attending KHMS will wear clothes that:

- Provide adequate coverage of bodies and undergarments.
- Fit appropriately-not too tight or revealing.
- Allow students to see and be seen (no masks, hoodies, hats, sunglasses etc.) unless religiously mandated or medically necessary.
- Does not interfere with the learning process.
- Represents KHMS school pride and promotes the students' need to look and feel good. (No clothing that advocates the use of illegal substances or suggestive language/pictures, violence, discrimination, gangs, or hate groups.

We appreciate the support of parents/family when choosing outfits for the learning environment in which we work. Together we can help our young people learn to dress for the situation and express their personal style with confidence. If a student's outfit does not meet the above dress code requirements and/or the school reasonably forecasts a substantial disruption to the learning environment the student will be addressed and will be required to change to an outfit that promotes and adheres to the KHMS dress code. The school reserves the right at any time to amend the above ban list without warning to assure a positive working environment.

DRUG-FREE SCHOOLS POLICY

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, and dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbook, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which they receive help through programs and services available in the community. Students and their parents should contact the school Principal or counseling office whenever such help is needed.

DUE PROCESS RIGHTS

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

Suspension from School: When a student is being considered for a suspension of ten days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain their side and the administrator will then provide the student the evidence supporting the charges. After that informal hearing, the Principal/Assistant Principal will make a decision whether or not to suspend. If a student is suspended, they (and their parents) will be notified, either in writing or by telephone within one day, of the reason for and the length of the suspension. Appeals of suspensions are available to the parents and legal guardians of suspended students. Appeals must be registered within two school days of notification of the suspension and must be directed to the administrator directly superior to the person levying the suspension. During the appeal process, the student shall not be allowed to remain in school. The appeal shall be conducted in a private meeting and the student may be represented. Sworn, recorded testimony shall be given. If the appeal is heard by the Board of Education, the hearing is governed by the Open Meetings Act. Under the open Meetings Act, the hearing must be in public unless the parents request that the meeting be conducted in a closed session.

The Montrose School Board or its designee may authorize or order the suspension or expulsion from school of a pupil guilty of gross misdemeanor or persistent disobedience if, in the judgment of the school board or its designee, as applicable, the interest of the school is served by the authorization or order. If there is reasonable cause to believe that the pupil is a student with a disability, and the school district has not evaluated the pupil in accordance with rules of the superintendent of public instruction to determine if the pupil is a student with a disability, the pupil shall be evaluated immediately by the intermediate school district of which the school district is constituent in accordance with section 1711.

When a student is suspended, they may make up for work missed while on suspension. Make up work is due the day the student returns to school. Any learning that cannot be made up such as labs, field trips, skill-practices, or any learning that the student chooses not to make up may be reflected in the grades earned.

A student being considered for suspension of more than ten days will be given due process as described in the expulsion section below.

Long-Term Suspension or Expulsion from School: When a student is being considered for long-term suspension (more than 10 days) or expulsion, the student will receive a formal letter of notification addressed to the parents, which will contain: The charge and related evidence; the time and place of the Board meeting; the length of the recommended expulsion; a brief description of the hearing procedure; a statement that the student may bring parents, guardians or counsel; a statement that the student may give testimony, present evidence, and provide a defense; a statement that the student may request attendance of school personnel who were party to the action

or accused the student of the infraction. Students being considered for long-term suspension or expulsion may or may not be immediately removed from school. A formal hearing is scheduled during which the student may be represented by his/her parents, legal counsel and/or by a person of their choice.

Within ten days after notification of long-term suspension or expulsion, the long-term suspension or expulsion can be appealed, in writing, to the Board of Education. The appeal will also be formal in nature with sworn testimony before official(s) designated by the Board of Education. The appeal will be heard in an open session unless the student or the student's parent or guardian requests a closed session. Again, the right to representation is available. All opportunity to earn grades or credit ends when a student is expelled.

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

ELIGIBILITY FOR ATHLETICS, CLUBS, AND ACTIVITIES

There is a full program of extra-curricular activities for both boys and girls. All students are urged to participate. In order to participate students must pass four (4) core classes (English Language Arts, math, science, and social studies) to be eligible for participation in extra-curricular or athletic contests, meets or performances and their grades will be monitored weekly. Should a student pass less than four (4) core classes a semester, he/she will not be eligible to participate the following semester, this includes incoming freshmen. However, middle school students will be afforded a "clean slate," meaning that there will be no carryover from one school year to the next. If a student is identified as not passing at least four core classes on the weekly eligibility, he/she will not be allowed to participate in any extra-curricular or athletic contest or event the following week. When a student becomes ineligible for the third time during an activity or sports season, he/she will be removed from that activity/sport. If you have any questions regarding your status, contact the Principal, Activity Director, or Athletic Director.

In addition to academic eligibility, a host of other regulations apply to the athlete. The M.H.S.A.A. issues an annual publication containing these regulations, which is available in the office. Violations of eligibility standards can cause serious problems for the team and school, as well as the athlete.

A student must be in school all day on the day of a practice or event in order to participate in the practice or event. Exceptions will be made only for appointments that cannot be made other times and other events such as funerals. These exceptions must be cleared through the office prior to the absence. ***In addition, any student who is assigned an out-of-school suspension or an in school restriction will not be allowed to participate in the practice or event on that same day.*** Activity sponsors will inform students of the rules that must be maintained in a particular activity. All students and spectators are expected to conform to a high standard of sportsmanship. As a participant in extra-curricular activities, you represent the team, school, and community. Therefore, you should always set the best possible example in whatever you do. People will tend to judge you based on your actions. Sportsmanship and conduct are a full-time job, not just on the "field" or in the classroom, but all the time. For this reason all participants in extra-curricular activities must abide by the following basic rules:

Rule 1. No use of or possession of tobacco, drugs, or alcoholic beverages (year

round).

Rule 2. No stealing (in or out of school) or committing a felony.

Rule 3. Observe training hours and practice sessions.

Rule 4. Extra-curricular participants will not become involved in any action that is contrary to good citizenship, in or out of school.

Rule 5. No student will be allowed to quit one activity and join another activity that is also in season. An exception can be made if the sponsors involved and the Principal or Assistant Principal agrees to the changes.

Rule 6. Students are expected to attend school regularly. If absent for any reason on the day of a practice or event, they may not be allowed to participate unless advance arrangements are made with the office. All athletes are expected to be in school the day following an athletic event.

Penalties for Violation of Rules 1-4:

Rule 1: If a student, in the process of seeking help, admits to an activity director/coach or certified school personnel that he/she has a substance abuse problem, that student will not be penalized as long as the student enrolls in an appropriate program for help. The student will have to enroll in and be involved in a professional program supplied by an agency outside of school. If the student is reported in violation after this, he/she will be penalized as the second offense.

1st Offense: Suspension from public competition in co-curricular activities for 25% of the events in that regular season or activity and successful completion of a ten-hour substance abuse education program. Arrangements can be made through the Athletic Director or Principal. If the student is not involved in a co-curricular activity at the time of the offense, or there is less than 25% of the season left, the suspension period will be served, or completed in the next co-curricular activity in which the student participates. The number of suspended events will always be rounded up to the next full number.

2nd Offense: If a student is in violation of Rule 1 twice in the same school year (July 1-June 30) the student is suspended for a period of 12 months from competition in co-curricular activities. This suspension period is for one full calendar year from the date the incident is documented by a building administrator.

Rule 2: If a student is a violation of Rule 2 the student will be suspended from public competition in co-curricular activities for 25% of the events in that regular season or activity and be required to complete 10 hours of community service. Arrangements can be made through the Athletic Director or Principal. If the student is not involved in a co-curricular activity at the time of the offense, or there is less than 25% of the season left, the suspension period will be served or completed in the next co-curricular activity in which the student participates. The number of suspended events will always be rounded up to the next full number.

Rules 3 & 4: The coach will decide the penalties associated with any violation of these rules.

If the suspension period cannot be satisfied during the current school year, it will extend to the following school year. During the off-season, (mid-June to

mid-August) the student athlete is expected to abide by the basic training rules. Penalties for violations reported and documented during this period will be served beginning the M.H.S.A.A. season days starting in mid-August. **M.H.S.A.A. season days begin in mid-August and go through mid-June of each year (exact calendar dates vary each year and may be found in the M.H.S.A.A. Manual)*

Reporting of Violations of Regulations/Rules: Coaches, teachers, administrators, and members of the community may report a violation to the school administrator. The following information should be noted: Time; Date; Place; Occasion; Rule violated; Name of signature of person. The school administrator will investigate all rule violations in conjunction with the head coach of that sport or advisor of the extra-curricular activity in which the student is a participant.

CONCUSSION PROTOCOL

MHSAA PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.” The language above, which appeared in all National Federation sports rule books for the 2011-12 school year, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion.

For 2009-10, some sports rules required officials to remove from play any athlete who was “unconscious or apparently unconscious.” This new language reflects an increasing focus on safety, given that the vast majority of concussions do not involve a loss of consciousness. This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious as is provided for under the current rule. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care provider for an exact determination of the extent of injury.
2. If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. Only an MD or DO may clear the individual to return to competition.
 - b. The clearance must be in writing.
 - c. The clearance may not be on the same date on which the athlete was removed from play.
4. Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA.
5. In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision to not allow an athlete to return to competition may not be overruled.

Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health. CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

Understanding concussions

Some Common Symptoms: Headache, Pressure in the Head, Nausea/Vomiting, Dizziness, Balance Problems, Double Vision, Blurry Vision, Sensitive to Light, Sensitive to Noise, Sluggishness, Hazy, Foggy, Grogginess, Poor Concentration, Memory Problems, Confusion, “Feeling Down”, Not “Feeling Right”, Feeling Irritable, Slow Reaction Time, Sleep Problems.

What is a concussion?

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

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

If you suspect a concussion:

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

Signs observed by parents:

- Appears dazed or stunned

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

Concussion danger signs:

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

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

How to respond to the report of a concussion:

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

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

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

EMERGENCY CLOSINGS AND DELAYS

If the school must be closed or the opening delayed because of inclement weather or other

conditions, the school will provide notification of the closing by:

- WFDF-AM 90 WHNN-FM 96
- WIOG-FM102 WWCK-FM 105
- WJRT-TV 12 WKCQ-FM 93
- WUGN-FM 99.7 WCRZ-FM 108
- WNEM-TV 5
- WEYI-TV 25

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

ENROLLMENT

Students are expected to enroll in the attendance district in which they live unless enrolling under the District's open enrollment policy. Students that are new to KHMS are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring a birth certificate or similar document, custody paper from a court (if appropriate), proof of residency, proof of immunizations, and the student's social security number. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. KHMS will assist in obtaining the transcript, if not presented at the time of enrollment.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District 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 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.

EQUAL ACCESS POLICY

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 Principal. The application must verify that students are initiating the activity, 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. 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. 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.

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 at (810) 639-6131.

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.

FEES, FINES, AND CHARGES

KHMS may charge specific fees for some extracurricular activities and programs. Such fees are determined by the cost of materials, freight/handling charges, and add-on fees for loss or damage to school property and/or equipment. Failure to pay fines, fees, or charges may result in not being able to participate in school functions such as dances etc. The school and staff do not make a profit. Fees may be waived in situations where there is financial hardship.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Students who habitually exhibit unacceptable conduct may be excluded from field trip participation. If a student is to be excluded, the parent(s) will be given the opportunity to accompany their child to supervise them on the trip.

FIRE, TORNADO, AND SAFETY 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. Safety drills will be conducted to practice responding to unsafe situations. Lock down drills in which the students are restricted to the interior of the school building and the building is secured will occur a minimum of two times each year.

GRADES

KHMS has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will inform the students at the beginning of the course work. If a student is not sure how their grade will be determined, they should ask the teacher. Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

GUIDANCE OFFICE

The counselor in the middle school has several roles. A counselor listens. Because problems of many kinds affect behavior and achievement, students may ask to see a counselor to talk about any area of concern. A counselor guides students in making decisions. When a problem has been defined, possibilities of appropriate responses are discussed. The student then makes choices on what they can do to help the situation to make improvements in their situation. Students may request an appointment with the counselor by signing the list in the main office. Parents or a staff member may refer students. Parents may call the counselor at any time to discuss their student's academic and/or social situation

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass issued by a staff member. Students are not allowed to leave the building without permission from the main office.

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. The Superintendent must approve applications. 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.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the state mandated test and promotion to the next grade level.

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. **Students are allowed two days for every day they have an excused absence to complete make-up work.** Make-up work due to suspension must be completed by the time the student returns to school. If a student misses a test due to excused absence, they may make arrangements with the teacher to take the test. **Note: When requesting schoolwork for an absence, a 24-hour notification must be given to compile the assignments.**

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver, certified State of Michigan Nonmedical Immunization Waiver form or physician signed State of Michigan Medical Contraindication form. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the school office.

Immunization Requirements (Unless given a waiver):

- **Diphtheria:** 4 doses Diphtheria OR 3 doses if #1 given on or after the first birthday. 1 dose of Tdap for children 11 years of age or older upon entry into 7th grade or higher.
- **Tetanus:** 4 doses Tetanus OR 3 doses if #1 given on or after the first birthday. 1 dose of Tdap for children 11 years of age or older upon entry into 7th grade or higher.
- **Pertussis:** 4 doses Diphtheria and Tetanus OR 3 doses if #1 given on or after the first birthday. 1 dose of Tdap for children 11 years of age or older upon entry into 7th grade or higher.
- **Polio:** Four (4) doses of any appropriate polio vaccine. Only 3 doses of polio are required if dose 3 is administered on or after the fourth birthday.
- **Measles:** Two (2) doses on or after 12 months of age.
- **Rubella:** Two (2) doses on or after 12 months of age.
- **Mumps:** Two (2) doses on or after 12 months of age.
- **Meningococcal:** One (1) dose for children 11-18 years of age upon entry to 7th grade.
- **Hepatitis B:** Three (3) doses.
- **Varicella (Chickenpox):** Two (2) doses of Varicella vaccine or history of chickenpox disease.

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 from the teacher to go to the office. The office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

IN-SCHOOL RESTRICTION RULES

Assigned students will attend a full school day during which time they will be permitted two five minute breaks and a fifteen minute lunch break. A student missing any portion of their assigned time in In-School Restriction (ISR) may be given an additional day of In-School Restriction. Failure to follow ISR rules may lead to a suspension from school for a period not to exceed ten days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion. The following rules shall apply to In-School Restriction:

- Students are required to have class assignments with them. **All assignments must be completed.**
- Students are not to communicate with each other unless given special permission to do so.
- Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- Students shall not be allowed to put their heads down, sleep, or be on their cell phones. No radios, cards, magazines, or other recreational articles shall be allowed in the room. There is no food or drinks in ISR with the exception of lunchtime.
- **Students may not attend extra-curricular activities, practices, games, or school-related programs on the day they are assigned to ISR.**

LIBRARY

The library is available to students throughout the school day. Passes may be obtained from a

student's teacher or from the librarian. Books on the shelves may be checked out for a period of two weeks. To check out any other materials, contact the librarian.

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 school. It is, therefore, the policy of this district that those students identified as having limited English proficiency be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extracurricular program offered. Parents should contact the principal to inquire about evaluation procedures and programs offered.

LOCKERS

Students will be assigned their own locker with a combination lock. **It is the student's responsibility to keep the combination a secret.** The school will not and cannot be responsible for other students opening a locker other than their own. Lockers should be kept clean, neat, and orderly and locked when not in use. There will be a fee issued for any damage to lockers. Lockers are the property of the school and under the supervision of school personnel. School personnel may inspect lockers without prior notice.

LOST AND FOUND

Students who have lost items should check in the designated lost and found area. Unclaimed items will be given to charity.

MEDICATION POLICY

Definition: "Medication" shall include all medicines including those prescribed by a physician and any non prescribed (over-the-counter) drugs, preparations, and/or remedies.

Montrose Community School Policy is very specific regarding non-prescribed or over-the-counter (OTC) medications, this includes **any type of** nutritional or food supplement. Policy states:

"A student in grades 5-12 may be allowed to possess and self-administer an over-the-counter medication upon the written authorization of the parent. The parent must complete Form 5330-F1a-Authorization for non-prescribed medication and treatment and submit it to the school office for filing in the student's records. If a student is found with medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the Principal for disciplinary action."

Epipen Use: As required by law, all schools maintain a limited supply of epinephrine auto-injectors (Epipens) that can be administered to individuals with *unknown* allergies in an emergency situation. In addition, each school has an identified group of staff members who have been trained in the administration of the auto-injectors should the need arise. This required supply of Epipens is not intended to replace any Epipens that parents and students with known allergies traditionally maintain in the school office.

Parents of students with a known severe allergy are required to notify the school of the medical condition and adhere to the district's policy regarding self-possession and self-administration of

prescription medications.

PERSONAL 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, money, I-Pod, MP3, other electronic equipment, or irreplaceable items should not be brought to school. The school may confiscate such items to be returned to the parent(s) upon request. In addition, students should not bring valuable items or large sums of money to school. The school cannot and will not be responsible for the loss of these items.

PHOTO/VIDEO RELEASE

From time to time, Montrose Community Schools will use photographs for the use of improvement of instruction or promotion of Montrose Community Schools. I hereby consent to and authorize the use and reproduction, in print or electronic format, by Montrose Community Schools or anyone authorized by Montrose Community School, of any and all photographs and/or video which have been or will be taken for the purpose of promoting Montrose Community Schools.

PLAGIARISM

Definition: To take and use as one's own the exact ideas or writing of another without permission. Students who plagiarize may be subject to disciplinary action.

POLICE OFFICERS

When needed, police officers may work with the district on a variety of matters ranging from truancy, school safety, and other school related issues. On occasion, a police officer may have the need to work directly with students. In those cases, it is important to understand the difference between an **interview** and an **interrogation**. An **interview** is defined as the questioning of a witness or a victim of an offense and who is not reasonably suspected of having committed an offense. A student has the right to refuse participation in an interview and school administration may be present when a student is interviewed. An **interrogation** is defined as the questioning of a person reasonably suspected of committing an offense whether prior to or after an arrest. A school administrator will be present when the police interrogate a student. In addition, the school will make every attempt to notify a parent or legal guardian prior to the interrogation of a student.

All interviews and interrogation will be conducted in accordance with all applicable statutory provisions and constitutional protections. If an interview changes to an interrogation, it will be the responsibility of the officer(s) to notify the student(s) of the change and explain the implications of the change from an interview to an interrogation. The officer(s) will also notify the building administrator of the necessity to have a school administrator present.

POSITIVE BEHAVIOR SUPPORT

Kuehn-Haven Middle School follows the Positive Behavior Support process. Expectations for appropriate student behavior are posted throughout the school. (See Appendix A at the end of the handbook for PBIS expectations for all areas of the building.)

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.

PROFANITY

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

RETENTION

Grades for retention will be based on semester grades only. Criteria will apply to all regular education students and all special education students, with concurrence of an IEPC. Only the review committee consisting of the Kuehn-Haven Counselor and/or Principal and any appropriate teachers may waive this policy on an individual basis. A student in grades 4-7 will be *considered* for retention if they fall into one or more of the following categories:

- Fails two or more classes for the entire year.
- Fails three or more classes each semester.
- Fails three or more classes the second semester.
- Has not maintained a D- or a .8 grade point average for the entire school year.

Parents will be notified at the end of the 1st, 2nd, 3rd, and 4th card marking periods of failing grades. They will be invited to make an appointment to discuss the situation with the appropriate school officials. The final decision for retention will be made at the conclusion of the second semester. Those students to be retained will be notified by mail as soon as possible upon completion of the school year.

Students may attend summer school, but must pass required classes based on the criteria above, to be promoted to the next grade. Students may be put on an academic contract if lifted to the next grade. In January, the Principal will notify parents of those students who are candidates for grade retention. Parents are highly encouraged to schedule an appointment with the Principal at that time.

REVIEW OF INSTRUCTIONAL MATERIALS

Parents have the right to review any instructional materials being used in the school. 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 should contact the Principal before coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

SAFETY CONCERNS

Students should not use roller blades, bicycles, and scooters in school hallways or district

pedestrian traffic areas during school hours. **Skateboards are not allowed anywhere on school property.** 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.

SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

SCHOOL HOURS

The school day begins at 7:45 a.m. and ends at 2:50 p.m. Students are not allowed to be in the building after dismissal. Students involved in an extracurricular activity, practice, or program must leave the building until their coach or program supervisor arrives or it is time for the bus to leave.

SEARCH AND SEIZURE

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

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. No strip searches will be conducted by any employee of the District but may be conducted by law enforcement officials, if deemed necessary.

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

All computers located in classrooms, labs and offices of the District are the District's property and are to be used by students, where appropriate, solely for educational purposes. The District retains the right to access and review all electronic, computer files, databases, and any other electronic transmissions contained in or used in conjunction with the District's computer system, and electronic mail. Students should have no expectation that any information contained on such systems is confidential or private. The District with or without the student's knowledge or permission may do review of such information. The use of passwords does not guarantee confidentiality, and the District retains the right to access information in spite of a password. All passwords or security codes must be registered with the Director of Technology. A student's refusal to permit such access may be grounds for disciplinary action.

SPECIAL EDUCATION/ SECTION 504

KHMS provides a variety of special education programs for students identified as having a disability

defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Special Education Director at 639-6131.

The Americans with Disabilities Act (A.D.A) - Section 504 requires the School to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but also to all individuals who have access to the district's programs and facilities. Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Education Act (I.D.E.A.) and the Americans with Disabilities Act (A.D.A.), or Section 504 of the Rehabilitation Act of 1973.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend school events held after school. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. The school will provide supervision for all students who are participants in a school activity. However, in order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany their child during the event. The school will not be able to supervise or be responsible for unaccompanied students. **Students must comply with the Code of Conduct at school events, regardless of the location.**

STUDENT DISCIPLINE

It is important to remember that school rules apply going to and from school, at school, on school property, at school-sponsored events and on school transportation. In all cases, the school shall attempt to make discipline prompt and equitable and to have the consequence match the severity of the incident. 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.

Parents will be contacted by phone and/or discipline form. The parent signature on discipline forms is necessary so that the school knows that the parent is informed. It does not mean that the parent agrees with the notice or the reason for it. Please contact the school if you have any concerns or questions regarding disciplinary actions.

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.

- **Use of Drugs:** The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that any activity - sale, use, distribution, or use of drugs (including over-the-counter medication), alcohol, steroids, inhalants, or look-alike drugs is 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.
- **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 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.

- **Use of Tobacco:** Smoking/vaping and other tobacco/E cigarette 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/E cigarettes during school time or at any school activity. This prohibition also applies to the use or possession of tobacco products by students in District buildings, on District property (owned or leased), on District buses, and at any District-related event and when going to and from school and at school bus stops. Violations of this rule could result in suspension or expulsion. "Use of tobacco" shall mean all uses of tobacco, including cigars, cigarettes, E-cigarettes, or pipe tobacco, chewing tobacco, snuff, or any other matter or substance that contains tobacco, in addition to papers used to roll cigarettes. The display of unlighted cigars, cigarettes, E-cigarettes, pipes, other "smoking/vaping" paraphernalia or tobacco products on one's person is also prohibited by this policy. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUUL's"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence.
- **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 conventional objects like guns, pellet guns, knives, or club type implements. 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 will make 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 expelled from school for a period of one (1) year if they bring onto or have in their possession on school property or at a school-related activity any of the following: Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item. Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle any similar object that is intended to invoke bodily harm or fear of bodily harm.
- **Use of an Object as a Weapon:** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes, but is not limited to, padlocks, pens, pencils, laser pointers, jewelry, and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to expulsion.
- **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 will subject the student to 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 expulsion. Physical assault is defined as “intentionally causing or attempt 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 suspension and expulsion. Verbal assault is a communicated intent to inflict physical or other harm on
 - another person, with a present intent and ability to act on the threat.
- **Extortion:** Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Violations of this rule will result in disciplinary action up to and including suspension or expulsion.
- **Gambling:** Gambling includes casual betting, betting pools, organized- sports betting and any other form of wagering. Students who bet on an activity in which they are involved may also be banned from that activity. Violations of this rule could result in suspension or expulsion.
- **Falsification of Schoolwork, Identification, and Forgery:** Forgery of hall/bus passes and excuses as well as false IDs are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violations of this rule could result in suspension or expulsion. (See section on Plagiarism)
- **False Alarms, False Reports, and Bomb Threats:** A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt. Violations of this rule could result in suspension or expulsion.
- **Explosives:** Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in 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 suspension or expulsion.
- **Theft:** When a student is caught stealing school or someone's property they will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning without prior authorization from the principal/teacher. The school is not responsible for personal property. Theft may result in suspension or expulsion.
- **Disobedience/Disrespect:** School staff is acting "in loco parentis," which means law allows them 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. Any student acting, saying or writing disrespectful comments to or about a staff member may be suspended. This includes written comments in student journals. Chronic disobedience or disrespect can result in expulsion.

- **Insubordination:** Failure to follow any reasonable request or direction of a teacher or administrator or adult employee of the district. Violation could result in suspension or expulsion.
- **Damaging Property:** Vandalism and disregard for school property will not be tolerated. Restitution may be required to repair the damage. Violations could result in suspension or expulsion.
- **Persistent Absence or Tardiness:** Attendance laws require students to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the world of work. Excessive absence could lead to petitioning the Family Court for truancy court proceedings.
- **Unauthorized Use of School or Private Property:** Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in 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 can 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 will be disciplined and may be subject to suspension or expulsion. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.
- **Displays of Affection:** Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Such behavior may result in suspension from school or possibly expulsion.
- **Formal Discipline:** Formal discipline removes the student from school. It includes emergency removal for up to seventy-two (72) hours, short-term suspension for up to ten (10) school days, long-term suspension for more than ten (10) school days but less than a permanent expulsion, and expulsion from school. Suspensions and expulsions may carry over into the next school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension and expulsion can be appealed. Students being considered for suspension or expulsion are entitled to an informal hearing with the building administrator, prior to removal, at which time the student will be notified of the charges against him/her and given an opportunity to make a defense.
- **Possession of Electronic Equipment:** Most electronic equipment necessary in school is supplied by the school. Students are not allowed to bring radios, "boom-boxes", portable TV's, electronic toys, pagers, cellular telephones, laser pens, and the like without the permission of the Principal or Assistant Principal. The property will be confiscated and disciplinary action will be taken. Violations of this rule could result in suspension or expulsion. The school prohibits the use of any video device from any restroom, locker room, or other location where students and staff "have a reasonable expectation of privacy." A student improperly using any device to take or transmit images will face disciplinary action up to and including suspension, loss of privileges, and possible recommended for expulsion. "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

students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the personal communication device (PCD). Students are not to transmit video or picture of staff or students without their consent. Taking or transmitting images or messages during testing is also prohibited. Taking or transmitting images or a message during lunch, recess, class periods or passing time is also prohibited. If a student is caught taking or transmitting images or messages during testing, they will fail the exam and be suspended. Loss of privileges is an accompanying penalty, and expulsion is a possibility, even on the first offense for all of these infractions.

- **Violation of Individual School/Classroom Rules:** Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules could result in suspension or expulsion.
- **Violation of bus rules:** Please refer to the Bus Transportation and Conduct section for rules.
- **Disruption of the Educational Process:** Any actions or manner of dress that interfere with school activities and disrupting the educational process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violations of this rule could result in suspension or expulsion.
- **Fighting:** Fighting is any action that results in aggressive physical contact between students. Which includes but is not limited to hitting, pushing, kicking, slapping etc. Violations of this rule could result in suspension or expulsion.
- **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 school 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 they have been or are the victim of harassment should immediately report the situation to the teacher, the Principal or Assistant Principal. Every student should, and every staff member **must** report any situation that they believe to be improper harassment of a student. Reports may be made to those identified above. If the investigation finds harassment occurred it will result in prompt and appropriate remedial

action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers and contractors, and removal from any officer position and/or a request to resign for Board members. Retaliation against any person for complaining about harassment, or participating in a harassment investigation, is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally false harassment reports, made to get someone in trouble, are also prohibited. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

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

Harassment

- Submission to such unwelcome conduct or communication is made either an explicit or implicit condition of utilizing or benefiting from the services, activities, or programs of the School District.
- Submission to, or rejection of, the unwelcomed conduct or communication is used as the basis for a decision to exclude, expel or limit the harassed student in the terms, conditions or privileges of the School District.
- The unwelcomed conduct or communication interferes with the student's education, creates an intimidating, hostile or offensive environment, or otherwise adversely affects the student's educational opportunities. This may include racial slurs, mocking behavior, or other demeaning comments.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse.
- Pressure for sexual activity.
- Repeated remarks with sexual or demeaning implications.
- Unwelcome touching.
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades, safety, job, or performance of public duties.

The harassment by a student of a staff member, fellow student of this district, or third party (e.g. visiting speaker, athletic team member, volunteer, parent, etc.) is strictly forbidden. Any student who is found to have harassed a staff member, student, or third party will be subject to discipline in accordance with law and the Code of Conduct.

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

- Illegal activity, such as drinking or drugs.
- Physical punishment or infliction of pain intentional humiliation or embarrassment. Dangerous activity.
- Activity likely to cause mental or psychological stress.
- Forced detention or kidnapping.
- Undressing or otherwise exposing initiates.

Bullying and Other Aggressive Behavior

The Board will not tolerate any 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 activities in the District, including activities on school property 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.

Bullying is intimidation of others by acts, such as but not limited to:

- Threatened or actual physical harm.
- Unwelcome physical contact
- Threatening or taunting verbal, written or electronic communications
- Taking or extorting money or property.
- Damaging or destroying property.
- Blocking or impeding student movement.
- Electronically transmitted acts – i.e., internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) for text messaging, instant messaging, blog websites or online bullying through social networking sites (e.g., my space.com, facebook.com) to harass through unpleasant or aggressive messages.

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. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as bullying, hazing, stalking, intimidating, menacing, coercion, name calling, taunting, making threats. Any student who believes s/he has been or is the victim of aggressive behavior including bullying or hazing, should immediately report the situation to the building principal or assistant principal, or the Superintendent.

Confidentiality: Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Notification: Notice of this policy will be **annually**, circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires of the District

will be required to review and sign off on this policy and the related complaint procedure.

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 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.

BEHAVIOR	First Incident	Second Incident	Additional Incident(s)
Possession or use of tobacco (includes but not limited to vape, smokeless, chew, pouches, etc.)	<ul style="list-style-type: none"> · 3 days of ISS/OSS · Written referral · Parent contact <p style="text-align: center;">Extracurricular</p> <p>Suspension of 25% of regular and postseason activities</p>	<ul style="list-style-type: none"> · 10 days of ISS/OSS · Written referral · Parent meeting · Police notification <p style="text-align: center;">Extracurricular</p> <p>Suspension of 12 months (1 calendar year) from date of incident</p>	<ul style="list-style-type: none"> · ISS/OSS until next scheduled board meeting · Parent meeting · Police notification · Board hearing to determine long-term suspension or expulsion
	<p>Administration has discretion on whether or not suspensions will be served as ISS or OSS. Distribution or sharing of the tobacco adds 2 days of ISS/OSS to each disposition.</p>		

Possession or use of alcohol or cannabis (includes but not limited to vape, edible, flower, oil, wax, etc.)	<ul style="list-style-type: none"> · 10 Days of OSS · 5 Days ISS* · Completion of approved drug program · Parent meeting · Police notification <p style="text-align: center;">Extracurricular</p> <p>Suspension of 25% of regular and postseason activities</p>	<ul style="list-style-type: none"> · ISS/ OSS until next scheduled board meeting · Completion of approved drug program · Parent meeting · Police notification · Board action · Possible recommendation for long-term suspension <p style="text-align: center;">Extracurricular</p> <p>Suspension of 12 months (1 calendar year) from date of incident</p>	<ul style="list-style-type: none"> · ISS/OSS until next scheduled board meeting · Parent meeting · Police notification · Recommendation for expulsion
	<p>Administration has discretion on whether or not suspensions will be served as ISS or OSS. Distribution or sharing of the alcohol or cannabis adds 3 days of OSS to each disposition and possible Long-Term Suspension.</p>		

**ISS days must be served and cannot be taken as OSS days*

In addition, there is to be **only one student** to a stall or single use bathroom at any time. Any students found to be violating this rule will be given progressive disciplinary action using the above rubric for tobacco (unless alcohol or cannabis is found during the investigation).

STUDENT INSURANCE

For students who do not have accident insurance coverage or wish to obtain additional coverage, student accident insurance may be purchased through the school. Information regarding this policy will be distributed to students at school. Please keep in mind that the school is not responsible for injuries that are incurred. Students may not participate in any athletic program without accident insurance coverage. If you would like additional information on accident insurance, please contact the school.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Neither the Board nor its employee's shall permit the release of the social security number of a student, or other individual except as authorized by law. Documents containing social security numbers shall be restricted to those employees who have a need to know that information or a need to access those documents. When documents containing social security numbers are no longer needed, they shall be shredded by an employee who has authorized access to such records.

Directory information includes: name, address, and telephone number; date and place of birth;

photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, if disclosed. A copy of the policy and the accompanying guidelines are available at the Superintendent's office and at all school offices. There will also be a person available to answer any questions concerning the policy guidelines.

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

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

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

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Principal. 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 an unemancipated 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: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and the administration of any survey by a third party that contains one or more of the items described 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 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, and banners; and audio and video materials. All items must meet the following school guidelines. Material cannot be displayed if it:

- Is obscene to minors, libelous, indecent, or vulgar.
- Advertises any product or service not permitted to minors by law.
- Intends to be insulting or harassing.
- Intends to incite fighting or presents a likelihood of disrupting school or a school event.

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 materials they wish to display meet school guidelines may present them to the Principal twenty-four hours before being displayed.

STUDENT SALES

No student is permitted to sell any item of service in school without the approval of the Principal.

STUDENT WELL-BEING

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

State law requires that all students must have an emergency medical card. Only someone on the emergency card may sign students out of school unless previous arrangements have been made with the school office. A student may be excluded from school until their emergency card is completed, signed by a parent or guardian, and filed in the school office.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. All medications, prescribed and non-prescribed, are to be delivered to the office and taken only with adult supervision. The school secretary is available to discuss the procedure for medications and treatments. No medications or medical treatments are to take place in school without prior approval.

STUDENT/PARENT CONCERNS, SUGGESTIONS, AND GRIEVANCES

The school is here for the benefit of the students. When concerns, suggestions, or grievances arise, the best way to resolve the issue is through communication. If at any time students or parents have a concern please contact the immediate teacher involved. After meeting with the teacher a student or parent may consult the administration in regards to an issue.

No student will be harassed by any staff member or need fear reprisal for the proper expression of a legitimate concern. A student has the right to a hearing if the student believes they have 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.

TECHNOLOGY AND TELECOMMUNICATIONS APPROPRIATE USE POLICY

Before any student may enhance their school career through participation in the school's computer network, the student and their parents must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities.

The use of the network is a privilege, which may be revoked by the District at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software or the placing of unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages. The District reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.

Computers and other technologies provide opportunities for students and staff; they are installed in the schools for the benefit of all learners. In order for technology to be in working order and available to everyone, users must respect the hardware and software in the school's facilities. This policy will serve as a guideline for the use of the computer systems and networks belonging to the Montrose

Community Schools. This policy is necessary to ensure that all students and staff have maximum access to ways of generating, storing, and transmitting information.

This policy includes the authorized use of **all** technology and telecommunication resources owned by the Montrose Community Schools. Authorized users are those who have been given specific permission to use the district's telecommunication network resources. This includes, but is not limited to personal computers, servers, electronic mail, Internet, and other technology and peripherals.

Purpose of Telecommunications

Telecommunications extend the classroom beyond the school building by providing access to informational resources on local, state, national, and international electronic networks such as the Internet. For students and teachers, telecommunications use in the Montrose Community Schools is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation in learning. Learning how to use this wealth of information and how to communicate electronically are literacy skills that support student achievement and success in the 21st century. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Telecommunications Safety

Precautions will be taken to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection, and evaluation of information. Software that attempts to block access to objectionable material will be accessible on computer networks used by the students and staff.

Privacy: Electronic and other technology methods must not be used to infringe upon privacy. It is the responsibility of the user to maintain the privacy of personal name, address, phone number, password, and respect the privacy of others.

Plagiarism and Copyright: Plagiarism is taking ideas or writings from another person and offering them as original ideas. This policy requires that all users of the network resources owned by the Montrose Community Schools will comply with local, state, and federal laws for guidelines. Only the owner of a copyright can copy, modify, distribute, display/transmit, and perform the work. Transferring a work in the form of digital data from one computer system to another is copying and distributing that work. A creative work (text, movies, pictures, etc.) is automatically protected by copyright from the moment it is created. No copyright notice or registration is required. This policy prohibits the illegal use of the data, music, movies and pictures, etc. without permission from the owner.

Individual Responsibilities: Just as certain privileges are given to each person using the district telecommunication network, there are expectations that all users will develop the skills necessary to use this system appropriately and to report any improper usage and/or abuse to the network system and equipment.

Common Courtesy and Respect for Rights of Others: Be fair to other users. Do not remain on the

network for excessive periods of time. Do not use the network in a way that would disrupt other users on the network. Comply with all legal restrictions regarding the use of information that is the property of others. Users are responsible for recognizing (i.e. attributing) and honoring the intellectual property rights of others.

Responsible Use of Resources: The computer network has been installed to enhance the delivery of instruction. Acceptable activities for students are class assignments and career development. Professional development and community activities are acceptable for employees.

Control of Access to Information: Montrose Community Schools may control access to its information and the devices on which it is stored, manipulated, and transmitted.

Responding to Security and Abuse Incidents and Impositions of Sanctions: All users have the responsibility to report any discovered unauthorized access attempts or other improper usage of the Montrose Community School's computers and networks or other telecommunications equipment. The user must take immediate steps to insure the safety and well being of information resources. Once the Director of Technology has been notified, corrective action will be taken.

Montrose Community Schools may impose sanctions and punishments on anyone who violates the district policies or laws applicable to computer and network usage. Persons in violation of this policy are subject to the full range of sanctions, such as the loss of computer or network access privileges, disciplinary action, including, but not limited to, dismissal from the Montrose Community Schools and/or legal action. Some violations may constitute criminal offenses, under local state and federal laws. Montrose Community Schools will carry out its responsibility to report such violations to the appropriate authorities.

System Administration Access: A system administrator may access others files or accounts for the maintenance of networks and computer storage systems. They may access others' files or accounts to investigate allegations of misconduct, violations of district policy or procedure, or violation of local, state, or federal law. In all cases an individual's privileges and rights of privacy are to be preserved to the greatest extent possible.

Monitoring of Usage, Inspection of Files: The system administrator may, without prior notice to the user, routinely monitor and log usage data, such as network session connection times and end-points, CPU and disk utilization for evidence of violation of law or policy.

Suspension of Individual Privileges: The District may suspend computer and network privileges of an individual for reasons relating to the safety and wellbeing of students or other staff members or Montrose Community School's property. Access may be restored when safety and well being can be reasonably assured, unless access is to remain suspended as a result of formal disciplinary action imposed by the Board of Education or District Administrator(s).

Enforcement of the Appropriate Use Policy: Any request from an external organization conducting an investigation of an alleged violation involving the Montrose Community Schools district computing and networking resources must go through the Superintendent.

Educational Objectives: In making decisions regarding access to the Internet, the Montrose Community School District considers its own stated educational mission, goals, and objectives. The school district has a limited educational purpose, which includes the use of the system for classroom

activities, professional or career development, and limited high-quality self-discovery activities. Limited recreational game playing may be tolerated only with permission of the teacher.

Use of Computer System: All users are responsible for the security and integrity of the information stored on the Montrose Community School's network. This can be accomplished by making regular backups of the information and controlling physical and network access to the machines.

Sharing of Access: Computer accounts, passwords, and other types of authorization are assigned to individual users and should not be shared with others. Users are responsible for any use of their accounts. Users may not run or otherwise configure hardware or software to intentionally allow access by unauthorized users.

Termination of Access: When a user is no longer a student or employee of the district, network privileges are terminated. Formal authorization must be obtained to use the facilities, accounts, access codes, privileges, or information.

Harassment: All district policies and procedures regarding harassment, discrimination, publicity, hazing, and non-academic student conduct pertain to the use of network resources. No user shall intentionally disrupt or damage academic, research, and administrative data. Nor shall they invade or threaten to invade another person's privacy, academic or otherwise.

Academic Dishonesty: Users should always use the high ethical standards outlined in the district policy manual when using computer resources. Academic dishonesty (plagiarism and cheating) is a violation of these standards.

Denial of Service: Deliberate attempts to degrade the performance of any computer system/network or to deprive others of resources or access to any district computer system is prohibited.

Use of Licensed Software: No software may be installed, copied, or used on the district resources except as approved by the Director of Technology.

Commercial Advertising, Personal Business, and Campaigning Activities: The district does not permit the use of district owned equipment or network resources for political campaigning or commercial advertising activities without the express permission of the Superintendent. Incidental personal use that has negligible effect on the use of the system may be permitted. Teachers may also use the system for activities supporting scholarly pursuits.

Network Installations: Users may not connect any network equipment to the Montrose Community School's network without the authorization of the Director of Technology. Network equipment includes, but is not limited to, computers, printers, hubs, routers, firewall, bridges, and switches or any devices that provide network connectivity.

Unacceptable Use for Student Users: Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks. Accessing another person's materials, information, or files without the implied or direct permission of that person is prohibited. Users shall not use or try to discover another user's password. Users shall not use a computer for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer virus, bus, worm or other similar name onto the district technology networks or equipment. Users will not modify any settings

on the computers including, but not limited to, the desktop or screensavers. Users will not download or install anything on the district's computers. Users will not participate in any chat rooms, IRC, ICQ, or instant messages. Users shall not participate in playing computer games without the direct permission of the teacher. All games should have an educational purpose in line with the district's curriculum and instructional purpose.

TELEPHONE USAGE

The **office telephones** are not to be used for personal calls. A student may be given permission to use the office telephone for a very good reason. Only for an emergency, will students be called to the office to receive a telephone call. Students are not to use telephones to call parents to receive permission to leave school. ***Office personnel will initiate all calls on behalf of a student seeking permission to leave school.***

Personal Communication Device

According to school district policy, students are allowed to possess personal communication devices (PCD) while at school; however, **during school hours, PCD are to be out of sight in a pocket or backpack and not used.** 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. Students who choose to use a PCD during school hours will be subject to following:

- 1st offense - PCD confiscated returned at end of class period (parent notified)
- 2nd offense - PCD confiscated and held in office until end of the day (parent notified and must pick up)
- 3rd offense - PCD confiscated and must be picked up by parent, lunch/recess ISR (parent notified)
- 4th offense - PCD confiscated and must be picked up by parent, two lunch/recess ISR (parent notified)
- 5th offense - No longer permitted to have PCD on school grounds

TEXTBOOKS

The school district provides textbooks for every student at no cost. Students are expected to give their books the best of care. To that end, **students should keep their textbooks in their lockers.** The school is not responsible for lost, stolen, or damaged textbooks. Fines will be levied for lost books or undue damages. **Textbook fines must be paid before a replacement textbook is issued.**

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from KHMS, the parent must notify the Principal. 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 Principal for specific details. School officials are required to transmit disciplinary records including suspension and expulsion actions against the student when transferring student records.

No student under the age of 18 will be allowed to withdraw from school without the written consent of their parents.

VACATIONS DURING THE SCHOOL YEAR

Parents are encouraged not to disrupt their child's learning by taking them out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that are to be completed during the trip.

VISITORS

Parent visitors are welcome at the school. In order to monitor the safety of students and staff, each parent visitor must report to the office upon entering the school to obtain a visitor's pass. Any parent visitor found in the building without a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, they should call for an appointment before coming to the School. ***Students may not bring visitors to school.***

Appendix A

Appendix A Kuehn-Haven Middle School

Behavior Expectation Matrix

BATHROOMS	BUSSES	CAFETERIA	CLASSROOM/ INSTRUCTIONAL AREAS	HALLWAYS	PLAYGROUND/ RECESS	ASSEMBLIES/ FIELD TRIPS
<p>Be Positive in all areas of the school:</p> <ul style="list-style-type: none"> • Be kind • Surround yourself with positive influences • Smile • Choose positive activities 						
<ul style="list-style-type: none"> • Keep bathroom clean • Use quiet voice 	<ul style="list-style-type: none"> • follow adult directions first time given • Remain seated • use quiet voice 	<ul style="list-style-type: none"> • Ask lunch supervisor for permission to leave the cafeteria • use quiet voice • Wait your turn in line 	<ul style="list-style-type: none"> • be an active listener • Follow adult directions first time given • use quiet voice • Wait your turn 	<ul style="list-style-type: none"> • Allow others to pass • keep to the right • Use quiet voice 	<ul style="list-style-type: none"> • Follow adult directions first time given • Include everyone • play fair • Wait your turn in line 	<ul style="list-style-type: none"> • Follow adult directions first time given • Listen when others are speaking
<ul style="list-style-type: none"> • Must have a pass during instructional periods • Return to room quickly 	<ul style="list-style-type: none"> • Keep hands and feet inside the bus • Keep the bus clean 	<ul style="list-style-type: none"> • Put trash in can • Remain at seat until dismissed at the end of lunch • Use good table manners 	<ul style="list-style-type: none"> • Ask for help when you do not understand • Be on time • Be prepared with materials to learn • Complete assigned work and tasks on time • Return items to their place 	<ul style="list-style-type: none"> • Go directly to location at the warning bell • Go directly to location when using a pass • Put trash in can 	<ul style="list-style-type: none"> • Line up quietly when signaled • Use equipment properly 	<ul style="list-style-type: none"> • Stay in assigned group
<ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to self • Keep water in sink • Report problems to adults • Wash Hands 	<ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to self • Report problems to the driver • Sit with backs and bottoms on seat • Walk to and from bus 	<ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to self • Walk • Eat healthy: fruits, vegetables and protein 	<ul style="list-style-type: none"> • All chair legs on floor • Keep hands, feet, objects and unkind words to self • Report problems to adults • Use equipment and materials appropriately • Walk 	<ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to self • Walk 	<ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to self • Report problems to adults • Stay within playground boundaries 	<ul style="list-style-type: none"> • Keep hands, feet, objects and unkind words to self • Report problems to adults

Appendix B
Kuehn-Haven Middle School – *Aggression Behavior Rubric*

	BEHAVIOR	First Incident	Second Incident	Third Incident	Fourth Incident
L E V E L 1	<p>Name Calling, rude remarks Unkind gestures/looks/words: mean notes, just saying statements, mean joking Horseplay: Play fighting, yelling, mimicking someone, Pinching/grabbing/Poking</p> <p>Online: Rude remarks via PCD, Chromebook, email, or social media especially during school hours/functions</p>	<ul style="list-style-type: none"> • 15 second intervention • Documentation of step by staff member • Discuss/practice alternate behavior 	<ul style="list-style-type: none"> • 1 ISR Lunch/Recess • 15 second intervention • Documentation • Step given (if in class) • <i>Time to Think</i> form • Apology planning form • Parent notification by teacher 	<ul style="list-style-type: none"> • 2 ISR Lunch/Recess • 15 second intervention • <i>Time to Think</i> form • Apology planning form • Student Calls Home • Classroom referral sent home • Parent notification by teacher 	<ul style="list-style-type: none"> • 3 ISR Lunch/Recess • 15 second intervention • <i>Time to Think</i> form • Apology planning form • Student Calls Home • Written referral to the office
L E V E L 2	<p>Language or Gestures: Obscene/Profane/Vulgar: Directed at someone and appears aggressive in nature. Behaviors that Lead to: Direct exclusion, retaliation, threatening to ruin friendships/reputation, mean prank (causing humiliation), and instigation of aggressive behaviors. Moderate Physical Contact: Pushing, shoving, tripping, throwing objects, spitting Insubordination: Arguing, refusing to follow directions, using inappropriate language, walking away while staff is talking Minor Property Damage Retaliation for Reporting False reporting Online: Social media posts, recording others behaviors, obscenities, profanity, inappropriate sites Online use that leads to: exclusion, pranks, threats, aggressive behavior</p>	<ul style="list-style-type: none"> • 1 ISR Lunch/Recess • 15 second intervention • <i>Time to Think</i> form • Apology planning form • Written classroom referral • Student Calls Home 	<ul style="list-style-type: none"> • 1/2 day ISR • 15 second intervention • <i>Time to Think</i> form • Apology planning form • Written classroom referral • Student Calls Home 	<ul style="list-style-type: none"> • 1 full ISR day • 15 second intervention • <i>Time to Think</i> form • Apology planning form • Written referral to the office • Student Calls Home 	<ul style="list-style-type: none"> • 1-3 days OSS. • 15 second intervention • Written referral to the office • Parent Meeting • Behavior Improvement Plan with teacher input • Contact home
L E V E L 3	<p>Bullying Behavior: Repeated direct exclusions, threatening, humiliation Harassment: Racial, ethnic, sexual and/or religious. Fighting Behaviors: severe punching, biting, kicking Stealing Severe Property Damage Online: Bullying, harassment, threats of violence</p>	<ul style="list-style-type: none"> • 1-3 days OSS • Written referral • Possible Police notification • Contact home • Parent meeting • Return to school plan 	<ul style="list-style-type: none"> • 3-5 days OSS • Written referral • Behavior Improvement Plan • Possible Police notification • Contact home • Possible parent meeting • Return to school plan 	<ul style="list-style-type: none"> • 5-10 days OSS • Written referral. • Possible Police notification • Parent Meeting. • Possible recommendation for Long-Term-Suspension • Return to school plan 	<ul style="list-style-type: none"> • 10 days OSS • Written referral • Possible Police notification • Parent Meeting • Possible recommendation for Long-Term-Suspension or Expulsion. • Return to school plan

- After a fourth infraction in a semester, school staff and parents may develop a Behavior Improvement Plan. While the specifics of the plan may vary from student to student, the expectations for behavior would be consistent with the standards for all students.
- Consequences assigned may be more severe in any above category based on the seriousness of the action.
- Consequences are cumulative for the entire school year.
- Persistent Misbehavior – A student who accumulates 5 or more referrals may be placed on Strict Probation. If referrals continue, the student may be recommended for Long Term Suspension or Expulsion.
- Abbreviations: ISR – In School Restriction OSS – Out of School Suspension PCD – Personal Communication Device