



# I IONIA PUBLIC SCHOOLS

Ionia Public School District

Ionia Middle School

438 Union St.

Ionia, Mi 48846

(616) 527-0040

<https://ims.ioniaschools.org/>

Dear Students and Families,

The staff and administration at Ionia Middle School welcome you to another great year. We are excited to partner with you to award you with the highest quality of education possible. Throughout this school year, there will be many opportunities to learn, build relationships, and grow as individuals. The years in middle school are some of the most formative years you will have in your educational career. We are extremely honored to be a part of your journey.

It is our mission to develop a community dedicated to the pursuit of excellence. At Ionia Middle School, we are rooted in our district core values to promote growth mindsets, integrity, respect, teamwork, the development of community, and pride. It is known that the most important place for a child's education is at home and that positive, strong relationships between home and school encourage student success. Families, please contact us at any time with questions or concerns regarding your child's education.

In the pursuit of excellence, it is imperative that we establish an environment that is safe and productive for learning. To achieve this, there must be accepted expectations, practices, policies, and protocols for how we operate as Ionia Middle School Bulldog HEROs. To support you and your child's success here at Ionia Middle School, we have created a Student Handbook. Please read the information in the following pages and review it together to encourage an understanding of the expectations of being an Ionia Middle School HERO. Adherence to the basic expectations will help set your child up for success.

Families, we appreciate all of your involvement, as your engagement sends a strong message to your student about the value of education. The culture and climate of Ionia Middle School and the potential of our school's greatness will be defined by the actions and involvement of all of us. Let's work together to develop a community that is respectful of one another and is dedicated to each other's success. Let's make this the best year yet at IMS!

Sincerely,

The Staff of Ionia Middle School



# 2025-2026 Ionia Middle School Student Handbook

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Mission: **A community dedicated to the pursuit of excellence**

<b>GROWTH MINDSET</b>	<b>CORE VALUES</b>	<b>INTEGRITY</b>
<b>RESPECT</b>		<b>TEAMWORK</b>
<b>COMMUNITY</b>		<b>PRIDE</b>

### SHARED VISION

#### INCREASE STUDENT ACHIEVEMENT

- Expand outdoor education, STEAM, and diverse enrichment opportunities including career & life skills
- Commitment to consistency, fidelity, and financial support of programs and curriculum through teams, committees, and high quality PD
- Focus on Lower Elementary through supports and class size reduction
- Build positive relationships to increase student engagement, attendance, and perseverance
- Increase leadership opportunities for staff, students, and community members

#### RECRUIT & RETAIN HIGH QUALITY STAFF

- Provide effective, individualized PD opportunities and supports for teachers and support staff
- Competitive compensation, wages, and benefits; explore creative schedules
- Explore alternative teacher attendance incentives and increase substitute trainings and recruitment; increase student teachers, and strengthen college partnerships
- Plan for future support of teachers in regards to curriculum, replenishment, instructional support, and improved mentor programs, and for opportunities to complete work associated with new curriculum

#### STRENGTHEN SOCIAL-EMOTIONAL RESILIENCE

- Implement District-wide SEL curriculum & PD, sensory pathways, and District social workers; increased opportunities for 1-on-1 student counseling
- Inspire & teach life-long positive physical health habits
- Utilize & strengthen MTSS & tiered interventions
- Strengthen partnerships with community resources and comprehensively communicate supports, including parent SEL opportunities

#### STRENGTHEN COMMUNITY RELATIONSHIPS

- Implement a positive engaging marketing plan
- Maximize use of IPS facilities by increasing opportunities for parent involvement and community events
- Increase business partnerships, and mentorships from community/business owners

#### IMPROVE & MAXIMIZE INFRASTRUCTURE

- Facilities committee to address long & short term infrastructure needs, and consider a bond/bond extension
- Improve safety & security, update buildings, modernize classrooms, environmental upgrades, by maximizing sinking funds and financial resources in a transparent manner
- Research grade-level buildings



# 2025-2026 Ionia Middle School Staff

## Administrators & Student Support Services

Mr. Ryan Mitchell	Principal
Mrs. Kelsey Ford	Assistant Principal
Mr. Chad Jones	Student Safety Liaison
Mr. Ryan Gregory	Behavior Specialist
Mrs. Brown	Counselor
Mr. Tanner Howe	Counselor
Mrs. Sue Masengale	Librarian
TBD	Social Worker
Mrs. Shannon Nevills	Specialized Instruction Teacher Consultant

## Administrative Support Staff

Mrs. Teaker	Main Office
Mrs. Burns	Main Office
Mrs. Werdon	Behavior Interventionist/Rethinking Center (ISS)

## Staff Names and Room Numbers

Mrs. Alpizar	212	Ms. Lloyd	230
Mr. Amell	106	Mr. Lundstrom	114
Mrs. Batista	103	Mr. Maxwell	208
Mr. Brighton	123	Mrs. McGee	228
Mrs. Campbell	211	Ms. Michalak	Gym
Ms. Dankers	204	Mr. Moreno	203
Mrs. Eyestone	210	Ms. Petrenko	119
Mrs. Fuller	224	Mr. Petersen	220
Ms. Gates	145	Mr. Peterson	Choir
Mr. Grant	Band	Mrs. Pischea	202
Mr. Gregory	101	Mrs. Reisbig	104
Mr. Grummet	120	Ms. Reuschel	130
Mr. Gurnee	102	TBD	112
Mr. Gutowski	225	Mrs. Simon - MOCI	126
Ms. K. Halsted	144	Mrs. Sibley	222
Mrs. T. Halsted	209	Mrs. Sims	221
Mrs. Hartman	223	Ms. Thurlby	110
Mrs. Haveman-Kudlack	143	Mrs. Walters	108



Ms. Havenstein	207	Ms. Wegener	125
Mr. Hemmila	142	Mr. Wester	105
Ms. Hutton	205	Mrs. Williams	124
Ms. Kananen	140		

## 2025-2026 Schedule and Calendars

### About the School Day/Hours of Operation

Main Office Hours	7:00 a.m. - 3:30 p.m. daily
School Day Hours	7:35a.m. - 2:35 p.m. daily
Bus Drop Off	Use <b>SOUTH</b> entrance Students can enter at 7:00 a.m.
Walk/Drop Off	Use <b>MAIN</b> entrance Students can enter at 7:15 a.m.
Bus Pick Up	1st load: Leave <b>SOUTH</b> entrance at 2:35 2nd/3rd load: At 2:35 go to WATT Auditorium and wait for your bus to be called.
Walk/Pick up	Leave <b>MAIN</b> entrance at 2:35  Once students leave the building, they should leave the school grounds immediately.
General Information	Our school day begins at 7:40 a.m. and ends at 2:35 p.m. Students should not arrive at school before 7:00 a.m., as there will be no supervision before that time. Beginning at 7:15 a.m. students may enter the building, but are restricted to the gym, south main hallway, Hallway of HEROs and Cafeteria. At 7:35, students are allowed to go to their lockers and classes. They are expected to be in their classroom prior to 7:40 a.m. Each student will have six classes and Hero Academy every day with 5 minutes between each class, plus a 30-minute lunch period.



## Class Schedule

6th Grade	7th Grade	8th Grade
HERO: 7:40 - 8:05 am	HERO: 7:40 - 8:05 am	HERO: 7:40 - 8:05 am
1st Hour: 8:10 - 9:05 am	1st Hour: 8:10 - 9:05 am	1st Hour: 8:10 - 9:05 am
2nd Hour: 9:10 - 10:05 am	2nd Hour: 9:10 - 10:05 am	2nd Hour: 9:10 - 10:05 am
3rd Hour: 10:10 - 11:05 am	3rd Hour: 10:10 - 11:05 am	3rd Hour: 10:10 - 11:05 am
4th Hour: 11:10 - 11:35 pm	Lunch: 11:05 - 11:35 am	4th Hour: 11:10 - 12:05 pm
Lunch: 11:35 - 12:05	4th Hour: 11:40 - 12:35 pm	Lunch: 12:05 - 12:35 pm
4th Hour: 12:10 - 12:35 pm	5th Hour: 12:40 - 1:35 pm	5th Hour: 12:40 - 1:35 pm
5th Hour: 12:40 - 1:35 pm	6th Hour: 1:40 - 2:35 pm	6th Hour: 1:40 - 2:35 pm
6th Hour: 1:40 - 2:35 pm		

## Semester Schedule

Semester 1	August 20, 2025 - December 19, 2025
Semester 2	January 5, 2026 - June 2, 2026



# Attendance Procedures

Attendance is a primary indicator of student success. To benefit from the primary focus of the school experience, daily, regular, punctual attendance should be a priority for students and families. Being in class is a prerequisite for learning and academic achievement. At Ionia Middle School, we aim to support the development of healthy habits that facilitate success in the “real world.” Such behaviors are punctuality, dependability, self-discipline, and student ownership of their educational experience. The purpose of this attendance policy is to support students in the development of these responsibilities, to maintain an expectation for academic achievement and to promote the culture of learning we aim for at Ionia Middle School.

## Absences

All students are expected to be in school and on time every day school is in session. School starts at 7:40 a.m. Students who are more than 10 minutes late for class without a pass from an adult, who have left class without permission, have been absent from class for more than 10 minutes (18% of total class time) without reasonable cause, or are found in the hallway/other areas of the building without an appropriate pass will be considered absent in the attendance records and will be subject to disciplinary action as prescribed by the code of conduct violation “Skipping.”

Students with perfect attendance are recognized and rewarded.

Excused absences are given for:

- Personal illness
- Death in the family
- Necessary doctor and dental appointments
- Family Vacations - Extended family vacations during regularly scheduled school days are discouraged. While students are able to make up the written work, they frequently are unable to learn the conceptual understanding of the material gained in the classroom. Teachers will be available for a minimum amount of help but will not be able to individually re-teach all the materials missed during a vacation. Vacations are considered excused absences for students, but they still count as an absence.
- Other reasonable reasons - these should be cleared with the principal prior to the absence.

On the day the student is absent, we expect parents to call the school attendance line (616) 527-8044 before noon to report the absence. This is a 24 hour line.



If the school has not been contacted during the student's absence, the student will be considered unexcused and will need to bring a written excuse within two days, signed and dated by the parent or guardian, explaining the reason for being absent and the number of days missed. The returning student must bring the written excuse to the principal's office. The main office will make a daily check on attendance. If a student is absent three or more days during a week, or if the absence is unexcused or excessive (as determined by the principal), the following progression of steps will be followed:

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

*Excessive absences (10 or more), excused or unexcused, may result in consideration for retention.*

## **Leaving During the School Day**

Prior to leaving during the school day, parental/guardian communication excusing the student absences must be made with the main office. A student who is leaving school for an appointment must present a note to the office confirming the appointment. The student will then receive a pass to sign out and leave school grounds.

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

## **Responsibilities of Attendance Policy**

### **Student Responsibilities:**

- To attend every class on time prepared to be engaged and participate
- To communicate known absences
- To ensure parent communication with the school to excuse absences on the day of the absence
- To sign in/out in the Main Office when arriving late or leaving early
- To communicate with teacher on the day of return to make arrangements for any missed work
- To follow the "Make-up Work" policy
- To be aware of their number of absences and tardies



- To make every effort to be a HERO and take ownership of their attendance

### **Parent/Guardian Responsibilities:**

- To call and report any time students will be out-of-school before or on the day of the absence
- To encourage student's attendance and communicate with students the importance of their education
- To plan appointments and vacations around the school calendar whenever possible
- To communicate with the appropriate parties when students are going to be absent
- To submit correct and updated contact information at the beginning of the school year and any time changes are made.

### **School Responsibilities:**

- To create a learning environment that is rich and meaningful where student learning is enhanced by their attendance and participation
- To start class on time
- To keep accurate attendance records
- To communicate with support staff when concerns arise regarding student attendance
- To contact parents when students accumulates 5, 10, and 15 absences
- To work with students and families when absences are hindering student learning

## **Tardies (Tardy reports are run every Friday)**

Students are expected to be in the classroom when the clock strikes the minute of the start of class (i.e., 7:40, 8:40, etc.) Students who arrive late to school must report to the main office before going to class. Habitual tardiness to school is not excused except for extenuating circumstances. Tardiness disrupts the educational environment and detracts from the quality of every student's education. Tardies will be monitored on a weekly basis and consequences will be prescribed to the following week.

- Students with  $\geq 2$  tardies in a week will serve a lunch detention for every tardy beyond 1 the following week.

1 Tardy	Warning
2 Tardies	1 Lunch Detention
3 Tardies	2 Lunch Detentions



4 Tardies	3 Lunch Detentions
5 + Tardies	Continued Progression

- Tardy lunch detentions will be served in the cafeteria with an assigned seat prescribed by administration. Students will enter the cafeteria, procure their lunch and sit in their assigned seat. Students will not be permitted to move from their seat until the completion of lunch. Students will not be permitted to access lunchtime privileges such as, but not limited to: free time, dog treats, bathroom passes, gym time.
- Students are expected to be in the cafeteria 5 minutes after the completion of their previous class.

## School Records

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

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



disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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

## **IPS Designation of “Directory” Information under FERPA**

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

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

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

## **Grades**

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

- 3.70 - 4.00 “A” Honor Roll
- 3.00 - 3.69 “B” Honor Roll

Students receiving a “D” or “F” will keep a student off the honor roll despite total points.



## **Make-Up Work**

It is the responsibility of the student to request make-up work upon return to school after an absence. The make-up work will be arranged between the student and teacher with one day of time to be allowed for each day absent. Any extension of time will be at the discretion of the teacher. Make-up work not completed will result in a lowering of the grade. In the event a student will be out of school for two or more days, a parent should contact the office before 12:00 noon to request make-up work to be picked up the following day.

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

## **Incompletes**

Incompletes are given in place of grades when make-up work or tests cannot be made up before the end of a grading period. All incompletes should be changed to grades before the start of the 2nd week of the following grading period or when report cards are issued. If the work is not completed by the student within the time limit, the work not made up will receive a grade of "0" and be averaged with other work from that grading period to determine a final grade.

## **Report Cards**

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



# Health Information/Policies

## Immunizations

### IMMUNIZATION NEEDED FOR ADMISSION

Immunization information and up-to-date immunization procedures are required by Ionia Public Schools in order for the student to be admitted and to attend school. A child enrolling in a public or non-public school in this state for the first time shall submit one of the following:

- A statement signed by a physician showing the child has been tested for and immunized or protected against diseases specified by the Director of Community Health.
- A statement signed by a parent/guardian(s) stating that the child has not been immunized because of religious convictions or other objection to immunization.
- A statement signed by a physician that certifies the child is in the process of complying with all immunization requirements.

## Medication Policy

“Medication” refers to prescription and/or non-prescription. If it is necessary that a medication be given during school hours, the following regulations must be followed:

- State law requires that written permission be given to the school before medication administration can begin. The medication/treatment consent form must be completed and signed by the parent/guardian along with the physician or other licensed provider if the medication is a prescription.
- A form must be completed in the office whenever there is a medication change, change in dosage or frequency. The form must be completed in the office for non-prescription medication as well as prescription medication.
- Non-prescription medication must be in the original unopened container. Any medication that does not meet this criteria will be returned to the parent/guardian.
- Medication (whether prescription or non-prescription) must be brought to the school office in the original pharmaceutical container with the current label showing the name of the medication, student’s name, dose and frequency. Only a **parent/guardian** or other responsible adult may deliver medicine to school. Students are not allowed to bring their own medication to school. In all cases, it is expected that the parent/guardian has confirmed the appropriateness of the medication and instructions with a licensed physician.
- Students are responsible for reporting to the office for their medication.



- Inhalers and EpiPens will be held in the office unless the student has permission from a physician stating the student can carry, and documentation is in the office regarding the medication.

All medications should be delivered by a parent/guardian to the Main Office, and **NOT sent with a student**. Students may not possess any prescription or nonprescription medication while on school grounds. Violating this policy may result in discipline in accordance with the code of conduct.

## Communicable Disease

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

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

Disease	May Return	Approximate Time
Fifth's Disease	Permission from doctor	24 hour
"Cold" symptoms	Reduction of cough, clear runny nose and no temperature above 100°	
Chicken Pox	No new lesions	Lesions are fading
Hepatitis	Doctor's permission only	
Impetigo	24 hours on medication	
Measles, Rubella, Three Day	No rash or fever, red eyes, or runny nose, cough	7-10 days
Mononucleosis	Absence of all symptoms, doctor's permission must be able to tolerate activity	Depending on condition
Mumps	No swelling, fever, chills, headache	1-2 weeks



Head lice	No live bugs or nits	1-3 days
Pink Eye	No observable mucus in eyes or eyelashes after 24 hours on medication.	
Ringworm	Round rash is fading. May return after 24 hours of treatment	1-3 days
Strep Infection (Scarlet Fever, Strep Throat)	Doctor's permission Students should be fever free for 24 hours before returning to school.	Depends on condition

\*Please note that some of the return guidance and timeframes listed above for communicable diseases may change based upon the latest guidance from the Ionia County Health Department

## Head Lice Policy

Whenever a student is found to be infested with head lice, s/he is to be sent home for treatment and not admitted until the parent completes Form 8450A F3 and it is confirmed that the child is free of any nits. The necessary treatment is contained in Form 8450A F1 which is to be sent to the parent, along with the cover letter (Form 8450A F2).

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

## Treatment of Head Lice

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



# General Information

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

## Class Time

In alignment with our purpose of keeping students in class, all contacts home should be preserved for emergencies only. Please make every effort to arrange after school transportation with students before the day begins. Class time will only be interrupted for emergencies, and the administration will make that determination.

## Office Protocols

### Main Office

The Main Office is available for student business throughout the day. During school hours, students will need a pass to be admitted to the office. Acceptable reasons for office use during the school day will be the following: illness, injury, scheduled medication needs, and prearranged dismissal for appointment. Students will not be permitted in the office during passing times. Students must first attend class on time and communicate their needs with the teacher in order to gain access to the office.

### ISS (In-School Suspension) Room

Students sent out of class for disciplinary reasons must report to the ISS room. While in the ISS room, students must remain quiet and be engaged in some form of academic work. Students who were removed from class for disciplinary reasons will be required to complete a resolution sheet before they will be allowed to return to class. Students who do not adhere to the rules of ISS will be subject to disciplinary actions.

### Student Support Services

Counselors and a Behavior Specialist are available to support students through their educational journey. Students and families may utilize Ionia Middle School Student Support Services for many reasons. School Support Services is a place where students can receive



support in academic, personal, social-emotional, and career and college readiness development. Multiple supports are utilized to equip students with the skills necessary for their success such as, but not limited to, groups, individual supports, classroom lessons, behavior supports, and individual behavior plans. Families are encouraged to contact Student Support Services with any concerns they may have regarding their student.

Students needing to speak to a counselor should submit their request through the Counseling Check-In Form found on Google Classroom. Students may also request that their teacher email a meeting request on their behalf. Students are not permitted to the counseling office without first checking with their teacher or having an appointment with the counselor. Students found in the counseling office without following this procedure may be subject to disciplinary action for “Skipping.”

## **Schedules**

Schedule changes may be permitted prior to the start of each semester or within the first 3 days of a semester. Students must fill out a class change request form and turn it into the office. All schedule changes must be approved by the principal.

## **Skyward Family Access**

Parents can track their child’s progress by going to IPS website, clicking on Skyward, and logging in with your preset login ID and password. Student numbers and passwords are assigned to each student and parent. For more information on these numbers, contact Lou Klein, Systems Data Specialist, by emailing [lklein@ioniaschools.org](mailto:lklein@ioniaschools.org) or calling (616)527-9680.

## **Visitors**

All persons entering the building must report to the main office and sign in. Parent(s)/Guardian(s) wishing to visit a classroom must be pre-approved by administration unless invited by the classroom teacher. No guest passes will be issued the day before winter and spring breaks or the last week of school.

## **Daily Announcements**

Daily announcements will be read at the start of each day. They will contain announcements of interest to students. Bulletin announcements should be submitted the preceding day. Announcements/alerts are also on Facebook and the IMS web page.

## **Building Use**

The gymnasium is off limits to all students during the course of a normal day unless appropriate to their schedule. The gym floor area is not to be used for passing time. Seventh



and eighth grade students are not allowed on the second floor in the area of the sixth grade classrooms unless going to the library or accompanied by an adult.

## **Closed Campus**

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

## **Lunch/Breakfast**

Both lunch and breakfast will be free to all middle school students. Additional charges for an extra entree and milk will apply (prices subject to change). A monthly menu is posted throughout the school to enable students to plan their hot lunches. Varieties of a la carte items are also available. **All food and drink must be eaten in the cafeteria.**

## **Food and Drink**

All food and drinks must be eaten in the cafeteria. The only beverage allowed outside of the cafeteria is water in a spill proof container. Water fountains are available to all students.

## **Containers**

Students are encouraged to bring water bottles to school and use them throughout the day. Outside of the cafeteria, only water is permitted. No glass bottles are allowed in the middle school. Pop or juice brought for lunch should be in a can or plastic bottle and consumed only during lunch in the cafeteria. All pop or juice must remain sealed until that time.

## **Lockers and Locks**

Student lockers are the property of the school and remain under the control of the district at all times. Students are expected to assume full responsibility for the use and security of their assigned locker. All students will be assigned a locker and/or a lock. No personal locks are to be used and may be removed at the school’s discretion. Students may not jam lockers to keep them open or unlocked. **Lockers are at no time allowed to be shared.** Any prohibited items found in a locker will be presumed the possession of the locker assignee. It is important that students do not tell others their combination or let other students use their locker. Lost locks will be replaced when restitution is made by the student. Lockers may be opened and searched by school officials for the purposes of safety and to avert illegal or prohibited behavior by



students. Any illegal or unauthorized materials found in a locker will be the responsibility of the assigned student. School officials may utilize trained canine units for locker searches on a random basis.

## Backpacks and Purses

Backpacks will not be allowed in classrooms and hallways during school hours. This includes backpacks, sport bags and purses. These items can be brought to school, but must be stored in the student's locker during the school day (7:40 a.m. – 2:35 p.m.). This policy does not include Chromebook protective bags.

## Prohibited Items

Students are discouraged from bringing the following items to school:

- Electronics, such as, but not limited to: iPods, phones, MP3 players, etc...
- Toys/Cards
- Money

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

- Skateboards
- Laser pointers
- Fidget Spinners
- Speaker boxes
- Energy Drinks
- Blankets
- Sharpie or other permanent markers

Ionia Middle School will not be responsible for loss or damage to these items. Items may not be traded or sold while at school. An item may be confiscated and kept until a parent claims it. Items not retrieved by the last day of school may be donated or discarded.

## Confiscated Personal Materials

Personal property confiscated by staff for inappropriate use in school either will be returned at the end of the day, or a parent may be required to pick up the property. If the property is not claimed within a month, it will be discarded.

## Lost and Found

IMS' "Lost and Found" table is located in the cafeteria. Items may be turned in or claimed by students during normal school hours. There are some things you can do to help avoid losing items:

- Never bring valuable items or large sums of money to school.



- Electronics such as cell phones, MP3 players, tablets and speaker boxes are not needed at school. We will not be responsible for loss or damage to these items.
- Always make sure your locker is locked.
- Items not claimed within 30 days will be donated to charity.

## Damage Charges for Books and School Property

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

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

## Emergency Procedures

In the event of emergencies at school, each student must become acquainted with fire and shelter procedures. These instructions are posted in each classroom. Ionia Middle school will conduct 5 fire drills, 2 tornado drills, and 3 lock down drills during the school year.

### Fire

- The alarm will sound.
- All students will move quickly and in an orderly manner out of the building using the designated routes of exit.
- Students are not to go to their lockers or to the restroom.
- While outside, students must stay at least 200 feet from the building.
- While outside, students are to remain outside until the “all clear” is announced.
- If a fire alarm occurs during lunch or an activity, all students are to exit through the closest exterior doorway.



## **School Closings**

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

## **Emergency Closing**

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

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

## **Severe Weather**

### **Tornado Watches and Warnings**

The Board of Education, being deeply concerned for the safety of our students, realizes the importance of pre-planning to ensure the protection of students and staff when the potential for violent weather exists. Therefore, the following procedures are in effect:

- If students are in school when a tornado watch is issued, they will remain in school until the regular dismissal time.
- If students are in school when a tornado WARNING is issued for our vicinity, they will be escorted to pre-defined areas of safety within each building and remain there until the warning is lifted.



- It is the policy of Ionia Middle School to not dismiss students to parents during a tornado WARNING, even if it means holding students beyond the normal dismissal time due to a tornado WARNING.
- In the event of early morning tornado watches or WARNINGS, school may be delayed.
- After-school activities underway when a WARNING is issued will cease and participants and spectators will be instructed to take cover.
- Parents must assume responsibility for making certain their children understand where they are to go in the event school is canceled for any emergency.

## **Chaperone Requirements for Field Trips**

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

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

## **Dressing and Grooming**

The primary purpose of the Ionia Middle School dress code is to ensure appropriate dress and appearance for the environment. Ionia Middle School respects the act of self expression that students display through their dress. It is the position of IMS that we maintain a respectful and successful working and educational environment for all students and staff. Student dress should encourage participation in learning and not impede the health, safety, or wellbeing of other students or staff. To prepare students for a profession, students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.



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



Ionia Middle School



# DRESS CODE GUIDELINES

**OKAY**



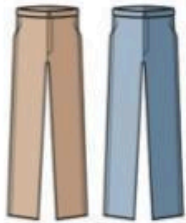
Skirt



T-Shirt



Leggings



Slacks/Jeans



Shirt Tucked Into Pants



Walking Shorts



Athletic shorts



Sweatshirts



Polo Shirt

**NOT OKAY**



Short Shorts



Backless Shirts



Sagging



Crop Top



Mini Skirt



Muscle Shirt



Spaghetti Straps



Tank Top



Hats



Hoods



Extra Long T-Shirt



# HERO Behavior Expectations

Our H.E.R.O. framework (Hardworking, Encouraging, Respectful, and Own It) uses proven practices that improve behavioral and academic outcomes for student achievement. We teach positive behaviors and practice, monitor, and recognize students with our Ultimate HERO Rewards. All students are empowered to engage in behaviors that are in alignment with our HERO matrix. Student Support Services provide resources to students who have been identified to benefit from behavior interventions. Students should learn to become HEROES at school, at home, and in our community.

## Extra Curricular Activities

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

Students must comply with MHSAA regulations in order to participate in any activity. Eighth graders who turn 15 before Sept. 1 and 7th graders who turn 14 before Sept. 1 of the current school year are ineligible to participate in extracurricular athletics. Also, student athletes must be passing 4 out of 6 classes. Their grades will be reviewed on Friday of each week and eligibility will be determined. Students must also comply with the school's Discipline Policy as outlined in the "Exclusion From Activity" section. An academic plan of action may be required prior to regaining eligibility status. More information can be found in Athletic Code on page 40.

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

## Activities/Athletics

Top Dawg	Jazz Band	Student Council
Basketball (7th and 8th Grade)	Fun Nights	Dance(7th and 8th Grade)
Volleyball (Girls 7th and 8th)	Wrestling (Boys & Girls 6th-8th Grade)	
Track (Boys & Girls 6th-8th Grade)	Cross Country(Boys & Girls 6th-8th Grade)	

## Behavior at Athletic Events or School Activities

### Acceptable Behavior while Attending

- Support and enjoy the event.



- Show respect to visitors and competitors.
- Respect the judgements of the officials/referees.
- Be a positive role model of IMS HERO expectations and proudly represent IMS.

### **Unacceptable Behavior while Attending**

- Disrespectful or rude behavior towards visitors
- Throwing items
- Profanity
- Taunting or heckling opponents
- Any behavior that violates the productive advancement of the activity

### **Exclusion from Activities**

Only middle school students (grades 6-8) may attend Fun Nights, dances, and any other events that are focused on middle school students. Students who have served an after-school detention, ISS or OSS the month preceding any Fun Night will not be permitted to attend.

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

### **End of the Year Activities**

In order to participate in any “End of Year Activities”, students must meet criteria (Disciplinary, Academic, Attendance, Book fines, etc.).

- Academic: Must meet athletic code standards 4-6 classes/semester
- Discipline: No major infractions
- Attendance: No more than 10 days of unexcused absences

Students not meeting the above requirements will be permitted to appeal.

### **Conflict with School-Sponsored Activities**

In the event a student is obligated to participate in two or more activities scheduled for the same time, it is the student’s responsibility to notify the director or coach at least 10 school days in advance of the one in which the student wishes to participate. No penalty may be



imposed by any director or coach of the excluded activity. It is recognized that for reasons beyond the control of the student or the school, a 10-day notice may not be possible. Under these circumstances, the principal will make a recommendation to the student and parents, but the final choice will be made by the student and parents.

## Awards and Rewards

- **Neil Smejkal Award** - awarded to one student (8th grade) for showing “courage” throughout the school year. The courageous effort may take place in the classroom, on the athletic field, or during a social activity for any middle school student.
- **Band** - band participation in solo and group activities at regional and state levels. Medals are awarded for high achievement.
- **Sports and Activity Awards** - students who complete each sport/activity are awarded a certificate signifying their participation in a particular sport or activity.
- **HERO of the Month** - presented to students who are exhibiting the following characteristics: Hardworking, Encouraging, Respectful, and Owning It.
- **Fun Nights** - students who are in good standing academically and socially are allowed to attend Fun Nights and dances.

## Ionia Middle School Hero Matrix

<b>IONIA MIDDLE SCHOOL H.E.R.O.</b>					
	<b>HARDWORKING</b>	<b>ENCOURAGING</b>	<b>RESPECTFUL</b>	<b>OWN IT</b>	<b>E2 Staff - Excellence Every Day</b>
<b>ASSEMBLY / SCHOOL EVENTS</b>	<ul style="list-style-type: none"> <li>Participate when appropriate</li> <li>Keep the aisles clear</li> </ul>	<ul style="list-style-type: none"> <li>Cheer positively and sincerely for everyone when appropriate</li> <li>"Check" others to stay on task</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand to address the speaker</li> <li>Keep your hands, feet, and belongings to yourself</li> </ul>	<ul style="list-style-type: none"> <li>This is part of YOUR school experience - be part of the event</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior and react accordingly</li> <li>Be a model to follow</li> </ul>
<b>CAFETERIA</b>	<ul style="list-style-type: none"> <li>Keep your eating space clean</li> <li>Put trash and other items where they belong when you're done</li> </ul>	<ul style="list-style-type: none"> <li>Include everyone</li> <li>Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>Keep your conversation clean and positive</li> <li>Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>This is YOUR eating place - keep it clean and healthy</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior and react accordingly</li> <li>Remind students to clean up after themselves</li> </ul>
<b>BUS</b>	<ul style="list-style-type: none"> <li>Get on and off the bus quickly and carefully</li> </ul>	<ul style="list-style-type: none"> <li>Treat everyone with the respect that you expect</li> <li>Share a seat</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words, volume, and tone of voice</li> <li>Listen to the bus driver and respond properly</li> </ul>	<ul style="list-style-type: none"> <li>This is YOUR transportation - keep it clean and safe</li> <li>Remember that the driver is here for your convenience and safety</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior during arrival and departure</li> </ul>
<b>CLASSROOM</b>	<ul style="list-style-type: none"> <li>Follow the social contract - routines and expectations of the classroom</li> <li>Participate and do your best</li> </ul>	<ul style="list-style-type: none"> <li>Allow everyone to share and participate in class</li> <li>Help others when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Treat everyone with the respect that you expect</li> <li>Use appropriate words, volume, and tone of voice</li> </ul>	<ul style="list-style-type: none"> <li>This is YOUR education - get all you can from it every day</li> <li>Be proud of your efforts</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior and react accordingly</li> <li>Provide grades and feedback to students in a timely manner</li> <li>Make every day a memorable and positive experience</li> </ul>
<b>HALLWAY</b>	<ul style="list-style-type: none"> <li>Walk on the right side of the hallway</li> <li>Carry your agenda</li> <li>Pick up trash if you see it and dispose of it properly</li> </ul>	<ul style="list-style-type: none"> <li>Allow everyone equal access in the hallway</li> </ul>	<ul style="list-style-type: none"> <li>Do the right thing even though no one is watching</li> <li>Use appropriate words, volume, and tone of voice</li> <li>Keep your locker neat and accessible</li> </ul>	<ul style="list-style-type: none"> <li>This is YOUR school hallway - treat it as such</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior and react accordingly</li> <li>Pay specific attention to your own classroom areas</li> </ul>
<b>ARRIVAL / DISMISSAL</b>	<ul style="list-style-type: none"> <li>Be prepared when you arrive and depart</li> <li>Bring a growth mindset</li> <li>Stay in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>Say positive hellos and goodbyes</li> <li>Be yourself and smile</li> </ul>	<ul style="list-style-type: none"> <li>Treat everyone with the respect that you expect</li> <li>Use appropriate words, volume, and tone of voice</li> </ul>	<ul style="list-style-type: none"> <li>This is a PUBLIC place - make it a good experience for everyone</li> <li>Bring your positive attitude with you</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior and react accordingly</li> <li>Be available to support the students</li> </ul>
<b>RESTROOM / LOCKER ROOM</b>	<ul style="list-style-type: none"> <li>Wash your hands with soap and water</li> <li>Do what you came here for and move on</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful when appropriate</li> <li>Report problems to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words, volume, and tone of voice</li> <li>Treat everyone with the respect that you expect</li> <li>Respect others' property</li> </ul>	<ul style="list-style-type: none"> <li>This is a PERSONAL space - be good and be kind</li> <li>Use during passing time</li> </ul>	<ul style="list-style-type: none"> <li>Sign student agendas</li> <li>Be understanding and fair</li> </ul>
<b>OFFICE</b>	<ul style="list-style-type: none"> <li>Follow directions from the office staff</li> <li>Wait patiently for your turn</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate words, volume, and tone of voice</li> <li>Say please and thank you</li> </ul>	<ul style="list-style-type: none"> <li>This is a PUBLIC place - act mature and be polite</li> <li>Pay attention, listen carefully, and respond fruitfully and fairly</li> </ul>	<ul style="list-style-type: none"> <li>Listen carefully and be helpful and supportive</li> <li>Respect others' needs and privacy</li> </ul>
<b>LIBRARY</b>	<ul style="list-style-type: none"> <li>Use your time wisely</li> <li>Use the computer in a timely manner</li> <li>Stay on task and do not disturb others</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful and inclusive</li> </ul>	<ul style="list-style-type: none"> <li>Read and work quietly</li> <li>Use appropriate words, volume, and tone of voice</li> <li>Keep furniture and objects out of others way</li> <li>Put things back where they belong</li> </ul>	<ul style="list-style-type: none"> <li>This is EVERYONE's library - respect the books and other media</li> </ul>	<ul style="list-style-type: none"> <li>Monitor student behavior and react accordingly</li> <li>Be available to support the students</li> <li>Replenish copier paper when necessary</li> </ul>
<b>MEDIA CART / ONLINE</b>	<ul style="list-style-type: none"> <li>Use the assigned equipment for its intended purpose</li> <li>Stay on task and do the work in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Be helpful when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>Treat the equipment with care</li> <li>Put the equipment away neatly and in the proper condition (untangled cables, etc.)</li> <li>Report damage or misuse to a staff member</li> </ul>	<ul style="list-style-type: none"> <li>These are YOUR resources for learning - if you're not sure how to use them, ask for assistance</li> </ul>	<ul style="list-style-type: none"> <li>Keep track of equipment assignments</li> <li>Monitor the condition of the equipment and follow up accordingly</li> </ul>

**EXCELLENCE EVERY DAY**



# Ionia Middle School Code of Conduct

## Purpose

Ionia Middle School strives to create an environment and culture that encourages the learning of all students. The “O” in HERO stands for “Own It.” We work collaboratively with students and families to help students develop the skills of taking responsibility for their own actions, and learn from their mistakes. The Ionia Middle School Code of Conduct outlines expectations and policies associated with student behavior. The infractions and associated consequences have been arranged in a tiered system with minor infractions starting at tier one and progressing in seriousness through tier two and three, ending with the most severe at tier four.

Ionia Middle School is committed to providing an education for all students and is dedicated to the education of the whole child. We have allocated our time and resources to meet our shared vision as a district to increase student achievement, recruit and retain high quality staff, strengthen social-emotional resilience, and prioritize our core values of respect, community, integrity, teamwork, growth mindset, and pride. The student code of conduct is designed to support the school community in maintaining an orderly environment that allows this imperative work to begin and flourish. It is a guide for each student to understand our school’s policies and expectations of student responsibility. We expect all students and families to read the Ionia Middle School Code of Conduct and commit to adhering to the expectations.

## General Information

### Cell Phones and Other Wireless Communication Devices

Cell phones, I-pods, MP3 players, smartwatches, air pods, headphones, and or any other electronic devices may not be used while at school from the time students enter their first hour in the morning (7:40 a.m.) to the end of the normal school day (2:35 p.m.). These items must remain in lockers at all times during the regular school day (including the cafeteria and class changes) with the auditory alarm turned off.

- Cell phone infractions will result in confiscation
  - First offense: Student will be allowed to pick up from the main office
  - Second offense: Parent will be required to pick up device from the main office
  - Third offense: The student will have to surrender the device at the beginning of the school day to the main office and may get it at the end of the school day.



- Multiple infractions may result in the need for a parent/student meeting with the administration to create a personal electronics plan/contract.

The school is not responsible for lost or damaged personal property.

Use of personal headphones for classroom instruction is prohibited with teacher discretion. Students are not allowed to use wireless headphones (e.g., airpods) at any time during the school day. Any headphones being used for class purposes must be corded. Headphones are not to be worn any time that is not permitted by the teacher.

Kindles, Nooks, and other electronic books will be allowed during class time at the teacher's discretion as long as other applications of the device are not accessed. Violations will result in loss of the opportunity for the use of electronic books. Should a teacher request a student to include such electronic devices into a lesson, students will comply with the specific instructions for use of the device for that class and comply with the above guidelines throughout the remainder of the school day.

Students who refuse to hand over their cell phone or device upon being directed to do so by a staff member will be disciplined for defiance. The discipline for such defiance would be in addition to the discipline called for by the cell phone or device violation itself.

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

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



## Computer use Policy for Students

Ionia Middle School is committed to leveraging its technological resources to enhance student learning and cultivate digital literacy. All students are strongly encouraged to utilize these resources in pursuit of their academic objectives.

The 2025-2026 school year marks the implementation of our 1:1 Chromebook program, providing each student with a dedicated device for the duration of the academic year. These Chromebooks serve as essential tools, facilitating access to diverse educational content, enabling collaborative projects, and streamlining the completion of assignments both within the classroom and for at-home study.

It is imperative to understand that all computer resources, including the issued Chromebooks, are designated strictly for educational purposes.

- Access to the Internet is provided primarily for students to conduct research. Internet users are expected to abide by the generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Students shall not upload files or information to any server using the school's technology resources without prior permission of a supervising teacher.
- Users are not permitted to transmit, receive, submit, or publish any defamatory, abusive, obscene, profane, sexually oriented, threatening, or illegal material. Any questionable activity may be reported to the authorities.
- The student will utilize the computer hardware with care. Items such as food, drink, and candy shall be kept completely away from any computer hardware. The student shall conduct himself/herself appropriately and shall promptly report any improper computer use or conduct to the supervising teacher.
- Using someone else's password or trespassing in another user's folders, work, or files is prohibited. Under no circumstances are students to share passwords, personal logins, or accounts with other students or use another individual's password to access that person's file.
- If a student suspects or identifies a security problem in the school's computers, network, or Internet, that student shall promptly notify a system administrator or teacher. To avoid any damage, the student shall not, in any way, demonstrate the problem to others.
- Physical or electronic tampering with computer resources is not permitted. Students shall not access, alter, or otherwise tamper with the computer's system files, network files, or other students' files. Students shall not install, download from the Internet, or copy any executable file onto the network or computer workstation unless specifically authorized to do so by the computer coordinator. In addition, students shall not view, access, or alter any directory or drive other than the one to which they are assigned.



- All computer hardware, software, data, and files are the property of Ionia Middle School. Notice: the IMS computer network is a monitored system. Authorized school personnel may read all files and messages of any user. Student users have no expectation of privacy. Any files, including personal student files, may be accessed by school personnel and removed if inappropriate. Trace information, backups, and user account contents may be examined at any time. Routine purging of student accounts and files will occur at the end of the school year.
- The school district reserves the right to seek any property damages or costs incurred as a result of student violation of this policy.

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

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

For more details visit our website at

<https://ims.ioniaschools.org/1-1/responsible-use-manual-for-parents-and-students> to see the Chromebook Responsible Use Manual for Parents and Students



**Responsible Use Guidelines for  
Generative AI Tools for Students**

**Ionia Public Schools Responsible Use Guidelines for Generative AI Tools for  
Students**



1. Introduction	These guidelines outline the Ionia Public Schools' (IPS) expectations for the use of generative AI tools by students. Generative AI tools are computer programs that can generate text, images, and other content from a given prompt. These tools are becoming increasingly common and have the potential to be used for educational purposes. However, it is important to be aware of the potential risks and to use generative AI responsibly.
2. Scope	These guidelines apply to all students who use generative AI tools on IPS property or through IPS's network.
3. Definitions	<ul style="list-style-type: none"><li>• Generative AI tool: A computer program that can generate text, images, and other content from a given prompt.</li><li>• Responsible use: Using generative AI tools in a way that is ethical, legal, and respectful of others.</li></ul>
4. Permitted Uses	Generative AI tools may be used for educational purposes, such as: <ul style="list-style-type: none"><li>• Aiding Creativity: Students can use generative AI to generate text, images, and other creative content.</li><li>• Collaboration: Generative AI can be used to collaborate with students on projects, brainstorm ideas, and provide feedback.</li><li>• Communication: AI can help students with real-time translation, language learning, and other communication tasks.</li><li>• Content Creation and Enhancement: AI can help students create personalized study materials, summaries, and presentations.</li><li>• Tutoring: AI can provide one-on-one tutoring and support, which can be especially helpful for students who need additional help.</li></ul>



	<ul style="list-style-type: none"><li>• Personalized Learning: AI can be used to tailor instruction to each student's individual needs.</li></ul>
5. Prohibited Uses	<p>Generative AI tools <b>may NOT</b> be used for the following purposes:</p> <ul style="list-style-type: none"><li>• Bullying/harassment: Students should not use generative AI to create content that is harmful or threatening to others.</li><li>• Plagiarism: Students should not use generative AI to generate content that they plan to submit as their own work.</li><li>• Cheating: Students should not use generative AI to obtain unauthorized access to information or to complete assignments without doing the work themselves.</li></ul>
6. Responsibilities of Students	<p>Students are responsible for using generative AI tools in a responsible manner. This includes:</p> <ul style="list-style-type: none"><li>• Citing Sources: Students must always cite the source of any content generated by a generative AI tool.</li></ul>

## Internet Safety Rules

- Never give out your full name, address, phone number, school name and address, or any other personal information.
- Do not enter contests.
- Do not download programs to any school computer.
- If you see something that you know is inappropriate or that makes you uncomfortable, let your teacher know. Never respond to it yourself.
- Never agree to get together with someone you “meet” online.
- Do not click on any links or attachments that are contained in e-mails from anyone you don't know.
- Never send a person your picture.
- Do not give out your password to anyone.
- Follow the rules your school has set up regarding your use of the Internet and your behavior.



- Never copy material that you find on the Internet and pretend that it's your work.

Violating these guidelines or any other misuse may result in disciplinary action.

## **Substance Abuse Policy**

To maintain a safe learning environment, no student shall possess, consume, be under the influence to any degree, use or attempt to deliver, sell or advertise alcohol, or a controlled substance or any substance that the student represents to be alcohol or a controlled substance by appearance or effect while on school property, including athletic fields, buses or at any home or away school related activities.

Students are not to possess devices and/or apparatuses designed for and/or associated with use of controlled substances, including but not limited to, a marijuana pipe and device to inhale controlled substances.

\*The controlled substances listed below are examples and are not intended to be exhaustive:

- Alcoholic beverages
- Marijuana
- Mood altering chemicals that can affect in any way the student's ability to learn and participate which could cause damage to the student's health
- Over the counter drugs and medications taken outside of the main office
- Tobacco, nicotine, and/or vape products of any kind.

Prescription drugs must be kept and dispensed in the main office. A written prescription must be kept on file in the main office along with a permission slip by parent.

## **Search and Seizure**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers, and desks under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the control of the school district; however, students should not expect privacy regarding items placed in school property because school property is subject to search at any time by school officials. School authorities may conduct periodic general inspections of lockers and desks at any time, without notice, without student consent and without a search warrant. When asked, when a reasonable suspicion of violation occurs, students are required to empty their pockets.



A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's personal and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a properly

conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposal.

## **Safe School Laws**

PA 104 requires the permanent expulsion of students in grades six and above who intentionally cause or attempt to cause physical harm to a teacher, volunteer, or contractor in a school. Additionally, expulsion of up to 180 days is required for students in grades six or above for verbal threats, bomb threats, or similar threats.

PA 103 allows a teacher to suspend any age student from his/her class, subject, or activity for up to one day if the teacher "has good reason" to believe the pupil's conduct would merit suspension under the local board student code of conduct. Ionia Public Schools Board's' policy reads: "Under Public Act 103, a teacher is authorized to immediately remove and suspend a student from a class, subject, or activity when the student's behavior is so unruly, disruptive, or abusive that it materially interferes with the teacher's ability to effectively teach the class, subject or activity, or the student's behavior interferes with the ability of other students to learn."

PA 102 requires school districts to expel a student in grades six or above for up to 180 days for student on student assault. Assault is defined as intentional, unauthorized physical contact or threatening words with another person, which causes physical injury or would reasonably be expected to cause physical injury.

## **Due Process**

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



## Appeals Process

1. Meet with staff issuing discipline.
2. Meet with the Assistant Principal.
3. Meet with the Principal.
4. Meet with Central Office personnel.

## Procedures for Student(s)/Parent(s)/Guardian(s) when Addressing a Concern with Staff

Students	Parent/Guardian
Do you have a concern with a teacher?	Do you have a concern about one of your students' classes?
1) Discuss the concern with the individual directly, respectfully, and privately. If the issue persists, move on to the next step.	1) All classroom concerns should be addressed with the individual classroom teacher first. If the issue persists, move to the next step.
2) Involve your parents in the discussion with your teacher.	2) Involve a building administrator in the discussions.
3) Involve building administration in the discussion.	3) If the concern still persists following the above steps, you may direct your concerns to Central Office Personnel.

## Bullying

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

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



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

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

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

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

**During school hours bullying can be reported to a staff member, Principal, or Assistant Principal**

Bullying reports can also be made at any time to:

IMS\_safety@ioniaschools.org or call 616-522-9605

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

Text: 652729 (OK2SAY)

Email: OK2SAY@mi.gov

## **Student Conduct**

The Ionia Middle School Code of Conduct outlines expectations and policies associated with student behavior. The infractions and associated consequences have been arranged in a tiered system, with minor infractions starting at tier one and progressing in seriousness through tier two and three, ending with the most severe at tier four. All behavior policies will be enforced from the time students leave their homes for school until they return home from school. This includes field trips and after school activities as well. An accurate phone number should be on file with the Main Office as every effort will be made to contact parents regarding the issuance of any major disciplinary action. Lunch Detentions can be assigned by the individual



teacher or staff, and concerns are encouraged to be directed to the issuer. After school detentions will be assigned by the administration.

## **Academic Conduct**

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

- Cheating on tests:
  - By using materials such as books and/or notes when not authorized by the teacher.
  - By copying from someone else's paper.
  - By helping someone else copy work.
- Plagiarizing another's work (using someone else's work or ideas without giving the other person credit).
  - Utilizing AI to artificially create work and claim it as your own
- Cheating on lab reports by:
  - Falsifying data.
  - Submitting data not based on the student's work.
- Possessing or altering teacher documents or materials such as tests or computer files.

Academic dishonesty, whether on tests or daily work, needs no repetition to be considered a serious offense. The first offense may result in disciplinary action. Students are advised to avoid the appearance of cheating.

## **Displays of Affection**

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

## **Gang Related Activity**

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



## Harassment

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

## Sexual Harassment

- **Verbal:** Written or spoken sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- **Non-verbal:** Placing sexually suggestive objects, pictures, or graphic commentaries in the school environment or making sexually suggestive or insulting gestures, sounds, leering, whistling, and the like. Exposing body parts to others.
- **Physical Contact:** Threatened, attempted, or actual unwanted bodily contact, including patting, pinching, or pushing the body.

## Gender/Ethnic/Religious/Disability/Height/Weight Harassment

- **Verbal:**
  - Written or spoken innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, or religion.
  - Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the District by refusing to have any formal interaction with the person.
- **Nonverbal:**
  - Placing objects, pictures, or graphic commentaries in the school environment or making insulting gestures, or threatening gestures to others.

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



# Disciplinary Guidelines

## Tier One Behaviors

Behaviors for students in grades 6-8 that are managed within the classroom or location of incident.

*Depending on the severity or repetition, a Tier One Behavior may be reclassified as a Tier Two or Tier Three violation. These behaviors include but are not limited to:*

Tier One Behavior	Tier One Behavior Definition
Being Off Task	Behavior indicated by doing activities that are unrelated to assigned learning
Disrespect	Lack of respect or courtesy for staff, students, classroom, or school culture (e.g. ignoring adults, posing an inappropriate attitude for the workplace, refusing to follow basic commands or directions, rude behavior, challenging authority, etc.)
Disruptive Behavior	Conduct that considerably obstructs the learning or teaching of the classroom
Dress Code Violations	Noncompliance to dress code adherence as defined by school dress code
Electronic Misuse	Inappropriate use of computers for the assigned lessons or time and place. Use of technology in a way that violated the Technology Use Agreement (e.g., E-mailing, playing games, misuse of google docs, listening to music, etc.)
Electronic Misuse Continued	
Horseplay	Rough, boisterous or rowdy play
Insubordination	Refusal to follow directions of staff when first asked
Littering	Intentional discarding of rubbish or trash outside of appropriate containers



Non-Compliance/ Defiance	Behaviors that are clearly contrary to the stated rules and directions of staff or the adopted social contract within the classroom
Possession of Prohibited Items	Possession of items that are prohibited at school as defined by the student handbook (i.e., energy drinks, fidget spinners, toys, etc.)
Retaliation	The action of returned misbehavior due to one's perception of another's actions; revenge
Running	Inappropriate movement for the location that is beyond a reasonable pace and poses risk to the safety of self or others (i.e., classroom, hallway, cafeteria, etc.)
Sleeping	An act of disengagement with classroom norms and expectations that removes oneself from the ability to learn. (e.g., placing one's head on their desk, tucking oneself into clothing, sleeping, etc.)
Teasing	Intention to provoke or make fun of someone in a playful way, without malicious intent
Unnecessary Noises	The act of creating noise that is a nuisance or disruption to the classroom environment (e.g., tapping pencils, singing, snapping, clicking of tongue, stomping of feet, excessive bodily functions, etc.)



First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>● Warning</li> <li>● Student conference</li> <li>● Staff directed correction</li> <li>● Student directed correction</li> </ul>	<ul style="list-style-type: none"> <li>● Student hallway conference</li> <li>● Contact home</li> </ul>	<ul style="list-style-type: none"> <li>● Contact home</li> <li>● Skyward documentation</li> <li>● Possible referral for student support services</li> </ul>

### Tier Two Behaviors

Behaviors that violate the social contract of the classroom or the school handbook but are redirectable in the classroom. These may include consistent or repeated Tier I behaviors that need to be addressed more formally.

*Depending on the severity or repetition, a Tier Two Behavior may be reclassified as a Tier Three or Tier Four violation. These behaviors include but are not limited to:*

Tier Two Behavior	Tier Two Behavior Definition	Possible Consequence
Being Off Task	Repeated behavior indicated by doing activities that are unrelated to assigned learning	<ul style="list-style-type: none"> <li>● Detention up to 1 hour based on time wasted</li> </ul>
Cheating	Dishonestly representing one's work as defined by "Academic Conduct"	<ul style="list-style-type: none"> <li>● Zero on assignment, test, or quiz</li> <li>● Requirement to complete assignment</li> <li>● Teacher assigned lunch detention</li> </ul>
Disrespect	Repeated lack of respect or courtesy for staff, students, classroom, or school culture (e.g., walking away when being spoken to, posing an inappropriate attitude for the workplace, refusing to follow basic commands or	<ul style="list-style-type: none"> <li>● Teacher assigned lunch detention</li> </ul>



Disrespect Continued	directions, rude behavior, challenging authority, etc.)	
Disruptive Behavior	Repeated conduct that considerably obstructs the learning or teaching of the classroom	<ul style="list-style-type: none"> <li>● Teacher assigned lunch detention</li> </ul>
Gossip	Casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true.	<ul style="list-style-type: none"> <li>● Restorative practice</li> </ul>
Horseplay	Repeated “Tier One Horseplay” behaviors with disregard to correction(s)	<ul style="list-style-type: none"> <li>● Teacher assigned lunch detention</li> </ul>
Insubordination	Refusal to obey the directions of any staff member.	<ul style="list-style-type: none"> <li>● Teacher assigned lunch detention</li> </ul>
Littering	Intentional discarding of rubbish or trash outside of appropriate containers; Failure to discard trash following breakfast or lunch service	<ul style="list-style-type: none"> <li>● Restorative Practice</li> <li>● Community Service</li> </ul>
Lying	The act of being dishonest by falsifying or omitting the truth	<ul style="list-style-type: none"> <li>● Teacher assigned lunch detention</li> </ul>
Non-Compliance/ Defiance	Repeated behaviors that are clearly contrary to the stated rules and directions of staff or the adopted social contract within the classroom	<ul style="list-style-type: none"> <li>● Teacher assigned lunch detention</li> </ul>



Tardy	Students who are not <b>inside</b> the classroom when the clock turns to the time class begins (i.e., 7:40, 8:40, etc.) will be considered tardy.	<ul style="list-style-type: none"><li>● Students with <math>\geq 2</math> tardies overall in a week will serve a lunch detention for every tardy beyond <b>1</b> the following week. Tardies will be reviewed every Friday. (i.e., 2 tardies = 1 lunch detention) Tardy lunch detentions will be served in the cafeteria.</li></ul>
Teasing	Repeated behavior of “Tier One Teasing” with disregard to correction(s) to the point of possible harm	<ul style="list-style-type: none"><li>● Teacher assigned lunch detention</li></ul>
Throwing Objects	Any incident of a student throwing items that are not designed to be thrown or in a place and time where it is not appropriate to throw items with enough force where the object lands 3 feet away from the student’s body.	<ul style="list-style-type: none"><li>● Loss of Privilege</li><li>● Teacher assigned lunch detention</li></ul>
Refusal to work	Blatant disengagement with the academic expectation in the classroom and/or failure to complete assignments in time provided	<ul style="list-style-type: none"><li>● Detention up to 1 hour based on time wasted</li></ul>
Unprepared	Students show up to class without the sufficient materials to be successful.	<ul style="list-style-type: none"><li>● Teacher assigned lunch detention</li></ul>



First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>● Possible assignment of prescribed consequence</li> <li>● Parent(s)/ Guardian(s) contact</li> <li>● Possible referral to Student Support Services</li> </ul>	Assignment of prescribed consequence <ul style="list-style-type: none"> <li>● Parent(s)/ Guardian(s) contact</li> <li>● Referral to Student Support Services</li> </ul>	<ul style="list-style-type: none"> <li>● Parent(s)/ Guardian(s) contact</li> <li>● Possible Parent(s)/ Guardian(s) meeting</li> <li>● Possible Discipline Referral to Administration</li> </ul>

### Tier Three Behaviors

Behaviors that have disrupted the classroom/school or have become persistent to the point of needing support. A discipline referral will be made to administration. These behaviors may require removal from the classroom or lost educational time.

*Depending on the severity or repetition, a Tier Three Behavior may be reclassified as Tier Four violation. These behaviors include but are not limited to:*

Tier Three Behavior	Tier Three Behavior Definition	Possible Consequences
Cell Phone/ Electronic/ Headphone Violation	Violation of Cell Phone Policy in Student Handbook	<p><b>(1st offense):</b> Cell phone confiscated by staff and taken to office for <b>student pick up</b></p> <ul style="list-style-type: none"> <li>● <b>(Repeat offenses):</b> Cell phone confiscated and place in office for <b>parent pick up</b></li> <li>● Requirement to place a cell phone in the office at the <b>beginning of each school day</b></li> </ul>



Disorderly Conduct	Conduct that disturbs the safety, peace, or productivity of the academic or social environment. Behavior that causes considerable annoyance, alarm, offense, inconvenience, negativity, creates a delay, or prevents the continuation of any academic or social lessons and events.	<ul style="list-style-type: none"><li>● Detention</li><li>● In School Suspension</li><li>● Restorative Practice</li></ul>
Disruptive Behavior	Behavior that is so extreme or offensive in nature that it negatively impacts the classroom/school or places the student(s) at risk emotionally, physically, or academically.	<ul style="list-style-type: none"><li>● Detention</li><li>● In School Suspension</li><li>● Out of School Suspension</li></ul>
Electronic Misuse	Misuse of computers for the assigned lessons or time and place. Use of technology in a way that violated the Technology Use Agreement (e.g., sharing passwords, inappropriate searches, email, listening to music, etc.)	<ul style="list-style-type: none"><li>● Loss of technology privileges for up to 30 school days</li><li>● Removal of access to email</li><li>● Detention</li></ul>
Insubordination	Refusal to comply with rules or request of a staff member that significantly impacts the safety and/or productivity of the learning environment	<ul style="list-style-type: none"><li>● Detention</li><li>● Social Probation</li><li>● In School Suspension</li><li>● Out of School Suspension</li></ul>



Loitering	Standing or waiting around without apparent purpose in hallways, stairwells, or exits during passing times or after school hours	<ul style="list-style-type: none"> <li>● Reduced passing time to 3 minutes</li> <li>Social Probation</li> <li>Detention</li> </ul>
Non-Compliance/ Defiance	Repeated behaviors that are clearly contrary to the stated rules and directions of staff or the adopted social contract within the classroom. Blatant refusal of explicit or implicit rules and expectations for the space	<ul style="list-style-type: none"> <li>● Detention</li> <li>● In school suspension</li> <li>● Restorative Practice</li> </ul>
Obscene Language, Actions, or Gestures	Producing language verbally, in writing or drawings, or through gestures that are offensive or rude	<ul style="list-style-type: none"> <li>● Detention</li> <li>● Social Probation</li> <li>● In School Suspension</li> <li>● Restorative Practice</li> </ul>
Public Displays of Affection	Inappropriate physical contact between two students (e.g., holding hands, kissing, hugging, etc.)	<ul style="list-style-type: none"> <li>● Warning</li> <li>● Detention up to 1 hour</li> <li>● Social Probation</li> </ul>
Refusal to Accept Discipline	Refusing to accept/serve an assigned discipline by staff	<ul style="list-style-type: none"> <li>● Doubling of consequence (i.e., 2 lunch detentions)</li> <li>● Social Probation</li> <li>● Increasing Discipline (i.e., Detention, In School Suspension, Out of School Suspension, etc.)</li> </ul>
Refusal to Work	Blatant disengagement with the academic expectation in the classroom and/or failure	Detention



	to complete assignments in time provided	
Skipping	Students who are more than 10 minutes late for class without a pass from an adult, who have left class without permission, have been absent from class for more than 10 minutes (18% of total class time) without reasonable cause, or are found in the hallway/other areas of the building without an appropriate pass	<ul style="list-style-type: none"> <li>• Loss of pass privileges for 1 week</li> <li>• Detention</li> <li>• Social Probation</li> <li>• In School Suspension</li> <li>• Out of School Suspension</li> </ul>
Stealing/Theft/ Possession or Transfer of Property of Others. Under \$100 Value	Taking, without permission of the owner of the property, or having possession of student items that do not belong to offender	<ul style="list-style-type: none"> <li>• Restitution</li> <li>• Returning of item(s)</li> <li>• Restorative Practice</li> <li>• Detention</li> <li>• Possible report to police</li> </ul>

First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>• Discipline Referral to Administration</li> <li>• Administration assignment of prescribed consequence</li> <li>• Parent(s)/ Guardian(s) contact</li> </ul>	<ul style="list-style-type: none"> <li>• Administration assignment of prescribed consequence</li> <li>• Parent(s)/ Guardian(s) contact</li> <li>• Possible Parent(s)/ Guardian(s) meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Administration assignment of prescribed consequence</li> <li>• Parent(s)/ Guardian(s) contact</li> <li>• Parent(s)/ Guardian(s) meeting</li> </ul>



## Tier Four Behaviors

Behaviors that require removal from the classroom. These behaviors are persistent and pervasive and violate the safety or learning of others and will have consequences imposed based on the discipline guidelines at the discretion of the building administrator within the parameters of district policies. Athletic penalties will be in addition to the assigned consequence for the following behaviors. Students may lose extracurricular privileges.

*All Tier Four violations are subject to police referral.*

Tier Four Behavior	Tier Four Behavior Definition	Possible Consequence
Aggressive Behaviors	Behaviors that are direct or indirect, verbal or behavioral that are intended to cause harm or damage to a person or property (e.g., flipping over a desk, aggressively arguing, punching property, throwing objects at someone, etc.)	<ul style="list-style-type: none"> <li>● Restitution</li> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Arson	Intentionally starting a fire to cause harm to person or property	<ul style="list-style-type: none"> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Long (5-10+ days) pending investigation</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Assault	The action of intentionally causing or attempting to cause physical harm to another through force or violence	<ul style="list-style-type: none"> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Long (5-10+ days) pending investigation</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>



Criminal Sexual Misconduct	Sexually assaulting another student while in a school building or at a school related event	<ul style="list-style-type: none"><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Long (5-10+ days) pending investigation</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Derogatory Remarks	The use of verbal or written language that degrades or disrespects another staff or student's race, religion, or identity (e.g., racial slurs)	<ul style="list-style-type: none"><li>● In School Suspension</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Distribution of Drug(s) - (e.g., Nicotine, Vapes, Alcohol, Marijuana, etc.)	Being found responsible for the distribution of drug(s)/while on school campus or school sponsored events	<ul style="list-style-type: none"><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Electronic Misuse	Inappropriate use of electronics that violate the safety, security, or privacy of another person (e.g., Sending threatening emails, impersonating someone through false accounts, unauthorized use of another person's Dawggle account, use of technology to intimidate or bully someone, etc.)	<ul style="list-style-type: none"><li>● Loss of access to technology</li><li>● In School Suspension</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>



Extortion	The use of threat, force, intimidation, and/or deception to take or receive something from another person.	<ul style="list-style-type: none"><li>● In School Suspension</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
False Alarms/911 Calls	Initiating a false emergency alarm including, but not limited to, falsely calling 911, pulling/tampering with a fire alarm, or tampering or pulling boot lock system	<ul style="list-style-type: none"><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Fighting (Physical)	A physical dispute between individuals where one or more persons is at risk of physical injury due to dispute.	<ul style="list-style-type: none"><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Fighting (Verbal)	A verbal dispute between individuals that threatens the safety and security of one or more individuals or poses a risk for a physical altercation.	<ul style="list-style-type: none"><li>● In School Suspension</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>



Gambling	Playing games where items of monetary value or money is provided to the winner	<ul style="list-style-type: none"><li>● In School Suspension</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Harassment	Speech or actions that are so severe, pervasive or targeted at particular people based on part of their identity that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.	<ul style="list-style-type: none"><li>● Cease and Desist</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Harassment (Sexual)	Unwanted or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature	<ul style="list-style-type: none"><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>
Inappropriate language directed towards staff	Use of language verbally, in writing or drawings, or through gestures that are offensive or rude directed towards staff. (e.g., swearing at teachers, flipping someone off, yelling at staff, etc.)	<ul style="list-style-type: none"><li>● In School Suspension</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li></ul>



		<ul style="list-style-type: none"> <li>● Referral for Disciplinary Hearing</li> </ul>
Inciting a Fight	Instigating a fight by encouraging participation of disputing parties, sharing information between parties, carrying and sharing rumors that promote dispute, etc.	<ul style="list-style-type: none"> <li>● In School Suspension</li> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Interfering with Investigation	Actions that interfere with an investigation of an administrator, teacher, or other school personnel (e.g., lying, misrepresenting facts, aiding and abetting)	<ul style="list-style-type: none"> <li>● In School Suspension</li> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Leaving School Grounds without Permission	<p>Leaving school without the permission of an adult and without notifying the office</p> <p>Parent/Guardian permission must be given to staff verbally before student may leave the building</p>	<ul style="list-style-type: none"> <li>● Police Contact</li> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Out of Bounds	Students are found to be in a location that is out of the boundaries of the school or in a location that is off limits for the school day, (i.e.,	<ul style="list-style-type: none"> <li>● In School Suspension</li> <li>● Out of School Suspension</li> </ul>



Out of Bounds Continued	locker rooms, WATT auditorium, batting cages, etc.)	<ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> <li>● Referral for Disciplinary Hearing</li> </ul>
Possession/Use of Illicit Drug(s)/Alcohol	Being found in the possession of drugs/alcohol and/or being found to have used or been under the influence of any illicit drug(s) or alcohol	<ul style="list-style-type: none"> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> </ul> </li> <li>● Police Referral</li> <li>● Referral for Disciplinary Hearing</li> </ul>
Possession of Drug Paraphernalia	Being in possession of instruments or materials that are commonly known to support drug use (e.g., lighters, cigarette papers, pipes, etc.)	<ul style="list-style-type: none"> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Short (1-5 days)</li> <li>○ Long (5-10 days)</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Possession of Weapon	Possession of any device, instrument, material, or substance, whether animate or inanimate, that, in the manner it is used, or intended to be used, is capable of producing death or serious bodily injury	<ul style="list-style-type: none"> <li>● Out of School Suspension               <ul style="list-style-type: none"> <li>○ Long (5-10+ days) pending investigation</li> </ul> </li> <li>● Referral for Disciplinary Hearing</li> </ul>
Recording prohibited act	Recording prohibited behaviors outlined in the student code of conduct (e.g., recording a fight)	<ul style="list-style-type: none"> <li>● In School Suspension</li> <li>● Out of School Suspension</li> </ul>



		<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li><li>● Referral for Disciplinary Hearing</li></ul>
Stealing/Theft/ Possession or Transfer of Property of Others.  Over \$100 Value	Taking, without permission of the owner of the property, or having possession of student items that do not belong to offender	<ul style="list-style-type: none"><li>● Restitution</li><li>● Returning of Item</li><li>● Restorative Practice</li><li>● OSS</li><li>● Police Contact</li></ul>
Vandalism	The act of willful or malicious destruction or defacement of school property or the property of others	<ul style="list-style-type: none"><li>● Restitution/ Community Service</li><li>● Out of School Suspension<ul style="list-style-type: none"><li>○ Short (1-5 days)</li><li>○ Long (5-10 days)</li></ul></li><li>● Referral for Disciplinary Hearing</li></ul>



First Offense	Second Offense	Third Offense
<ul style="list-style-type: none"> <li>● Discipline Referral to Administration</li> <li>● Administration assignment of prescribed consequence</li> <li>● Parent(s)/ Guardian(s) contact</li> <li>● Meeting with Administration to return to school</li> <li>● Referral to Student Support Services</li> <li>● Possible Police Contact</li> </ul>	<ul style="list-style-type: none"> <li>● Administration assignment of prescribed consequence</li> <li>● Parent(s)/ Guardian(s) contact</li> <li>● Parent(s)/ Guardian(s) meeting</li> <li>● Possible Police Contact</li> </ul>	<ul style="list-style-type: none"> <li>● Administration assignment of prescribed consequence</li> <li>● Parent(s)/ Guardian(s) contact</li> <li>● Parent(s)/ Guardian(s) meeting</li> <li>● Possible Police Contact</li> </ul>

***Repeated behaviors will result in ever increasing discipline consequences***

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

## **Explanation of Disciplinary Actions**

### **Detentions**

#### **Lunch Detention**

Lunch Detentions are held during each lunch period in the In School Suspension room. It will last the 30-minute period. Students must report on time and follow these rules:

1. Remain seated and separated.
2. No talking.
3. Lunch may either be brought from home or students can eat hot lunch.
4. Bring class work to do after you are done eating.
5. NO PASSES.



Failure to report, or follow lunch detention rules, will result in increased disciplinary action.

## **After-School Detentions**

After-School Detention is from 2:35-3:35. The rules for after-school detention are as follows:

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

Failure to report, or follow after-school detention rules, will result in increased disciplinary action. Whenever school is closed due to weather, all detentions (ISS and OSS) will be reassigned to the next day school is in session.

## **Restorative Practice**

Restorative Practice is a tool that is used to support students in resolving conflict, taking ownership of their actions, repairing harm done, and restoring relationships. Ionia Middle School is committed to supporting students and building a community of learning that helps everyone grow.

## **Community Service**

Community Service may be assigned depending on the conduct infractions. Students may be assigned a community service assignment or a number of hours they are required to complete. Any community service hours to be completed after school must be arranged 1 day in advance with the Assistant Principal.

## **Social Probation**

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

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

**Lunch Social Probation** - Students will immediately sit in the designated area on the outside walls of the cafeteria. When the lunch line is empty, students may get their



lunch and return to their assigned seat. Students are expected to stay seated until lunch is over.

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

### **In School Suspension (ISS)**

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

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

### **ISS Rules**

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

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

### **Out of School Suspension (OSS)**

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



## **Suspension and Expulsion**

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

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



# Athletic Code

## Purpose and Authority

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

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

## Athlete Defined

- Those students who have expressed an interest in being on an interscholastic team or who are trying out for an interscholastic team
- Members of any athletic team or intramural team

## Duration

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

## Mission

The Ionia Athletic Program will develop individual and team potential by promoting high standards of character, community, and competition.

## Ionia Athletic Program Standards

1. Character: Student-Athletes of high character will demonstrate the following:
  - Responsibility
  - Accountability



- Dedication
  - Respect
  - Sportsmanship
  - Caring
2. Community: Student-Athletes in a quality program will demonstrate the values of community through actions showing evidence of:
- Loyalty
  - Commitment
  - Sacrifice
  - Role Modeling
  - Charity/Service
  - Pride- Self, School, and Community
3. Competition: Student-Athletes will perform at the highest levels while demonstrating:
- Resiliency
  - Skill Development
  - Effort
  - Fitness/Conditioning
  - Knowledge of the Game
  - Goal Setting (Growth Mindset)
  - Passion

## **Academic Requirements**

Rationale: We believe that students' participation in extracurricular activities plays an important part in the development of self-concept, social skills and citizenship. The intent of the academic eligibility policy is to encourage academic success and social growth.

Standard: A student must meet MHSAA eligibility standards by passing at least 66% of his/her classes at the end of each semester and during eligibility checks during the season to be eligible to participate in athletics.

Eligibility: A student is deemed eligible to participate if he/she passes at least 66% of his/her classes. Eligibility checks will be conducted weekly for each sports season. Any student not passing 66% of their classes will be ineligible to compete in interscholastic scrimmages and contests for a minimum of one week (Monday through Sunday) or until the next eligibility check.



## General Rules, Regulations, and Penalties

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

### Specific Offenses / Penalties

1. Use of and/or possession of tobacco in any form at any time and the use of and/or e-cigarettes (Vaping) on school grounds. AND/OR Consumption, possession, or under the influence of alcoholic beverages at any time. AND/OR Use or possession of illegal, controlled, or behavior-altering, non-prescription drugs or substances at any time. This includes substances purported to be hallucinogenic or illegal drugs or to have the effects of such drugs.
  - \*First Offense: Consecutive suspension from 1/2 of the season's contests
  - \*\*Second Offense: Suspension for six consecutive school calendar months
  - Third Offense: Suspension for twelve consecutive calendar months

\*First offense penalties may be reduced to 1/4 of the season's contests if student offender enrolls and completes a counseling/treatment program. Sports with less than 9 contests will result in a suspension plus community service.

\*\*After serving 3 months, a student that has been enrolled in a counseling/rehabilitation program may apply for review to the athletic director and principal where community service may be used in lieu of remainder of suspension.

2. Sale or distribution of illegal, controlled, or behavior-altering drugs or substances. This includes purported substances to be hallucinogenic or illegal drugs or to have the effects of such drugs.
  - First Offense: Suspension from all athletic contests for twelve calendar months
  - Second Offense: Suspension from all athletics for the remainder of the athlete's high school career
3. Conviction of misdemeanor or felony offenses; stealing or acting as an accomplice to an act of stealing any articles; destroying, damaging, or defacing school property or equipment in connection with any athletic practice; or other conduct discrediting to Ionia Public Schools in Ionia schools or other schools.
  - First Offense: Consecutive suspension from 1/4 of season contests;
  - Second Offense: Consecutive suspension from 1/2 of season contests;
  - Third Offense: Suspension for twelve consecutive calendar months.



4. Failure to attend all classes the day of the contest. An athlete shall attend every class the date of the contest except as excused by the Principal or Athletic Director.
  - First Offense: Suspension from the scheduled athletic contest, when eligible;
  - Second Offense: Suspension from two consecutive athletic contests, when eligible; consecutive suspension from 1/4 of season contests;
  - Third Offense: Suspension from the team for the remainder of the season.

*This code specifies the major problem areas affecting student athletes and is not to be deemed all-inclusive. Any behavior unbecoming of an athlete and/or constituting gross misconduct, occurring in or out of school, which is of such nature as to bring discredit to the athlete, parents, school, or team will be dealt with as follows:*

The disciplinary penalty shall be determined by the Athletic Director in consultation with the building Principal and may range from a suspension of one athletic contest to suspension from all athletic participation, depending upon the particular unacceptable behavior. School officials have the option to notify police authorities and may press charges. If the police authorities are notified, legal guardians will be contacted. Any action taken by police authorities will be in addition to action taken by the school. School officials, guided by District procedures, will cooperate with police authorities during investigations.

## **Parent/Guardian - Coach Communication**

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

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

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

## **Expectations of Coaches:**

- Coaching philosophy



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

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

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

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

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

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

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

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

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

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



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

- Call to make an appointment. The middle school number is 616-527-0040.
- If the coach cannot be reached, call the Athletic Director at 616-527-0600 and he/she will set up the meeting for the parties concerned.
- Please do not confront a coach before or after a contest or practice. Confrontations of this nature can be very emotional for both the parent and coach. Meetings of this nature do not promote positive results.
- All meetings between parents and coaches must have the student-athlete in attendance.

## **The Next Step:**

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

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

# **YOUTH ATHLETE CONCUSSION LEGISLATION**

## **PUBLIC ACTS 342 AND 343 OF 2012**

## **EDUCATIONAL PROTOCOL FOR IONIA PUBLIC SCHOOLS**

The following Non-MHSAA sponsored programs are impacted by this legislation;

- Dance Team
- Intramural Sports
- Physical Education Classes
- Sideline Cheer
- Sports Camps/Clinics sponsored by IPS.
- Travel Teams sponsored by IPS.

Participants and coaches must follow a strict protocol related to participation in activities not governed by MHSAA.

1. All participants must read the educational document provided on the Michigan Department of Community Health website. (See links below)



2. All parents/guardians must read the educational documents provided on the Michigan Department of Community Health website. (See links below)
3. All coaches/teachers must read the educational documents provided on the Michigan Department of Community Health website. (See links below)
4. Participant and Parent/Guardian must sign a written statement verifying the receipt of educational materials regarding concussions.
5. Each signed form (4 above) must be maintained in the student permanent file (CA-60)  
for the duration of that youth athlete's participation in that athletic program or until the student becomes 18.

The signed statements verifying the receipt of the DCH educational materials shall be placed in the CA-60 of the participant.

Education must be provided to all participants and parent/guardians of all participants. Each person shall be provided documents which are available on the Michigan Department of Community Health website:

[http://www.michigan.gov/mdch/0,4612,7-132-2941\\_4868\\_42176-196414--,00.html](http://www.michigan.gov/mdch/0,4612,7-132-2941_4868_42176-196414--,00.html)

Compliance with PA 342 and 343 of 2012