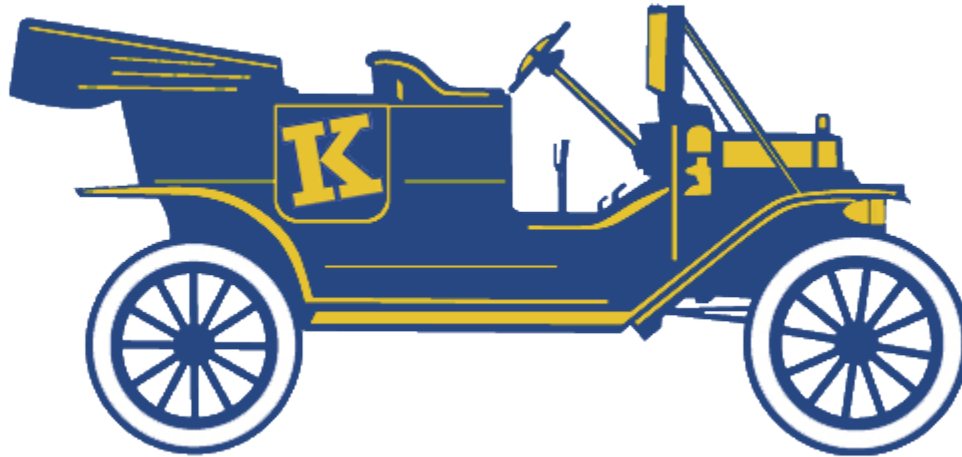


KINGSFORD MIDDLE SCHOOL

STUDENT HANDBOOK

2021-2022



**445 Hamilton Avenue
Kingsford, Michigan 49802**

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www.kingsford.org

The mission of Breitung Township Schools, in cooperation with families and our community, is to provide a quality educational experience to assist all students in developing the knowledge, skills and attitudes necessary to become successful citizens.

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OFFICE PERSONNEL

<u>Title</u>	<u>Position</u>	<u>Phone #</u>
Principal	Mrs. M. Carlson	779-2680
Assistant Principal	Mrs. T. Nash	779-2680
Counselor	Mrs. G. Moore	779-2680 ext. 5
Executive Secretary	Mrs. A. Pericolosi	779-2680
Assistant Secretary	Mrs. E. Hearn	779-2680
Nurse	Mrs. C. Meeuwesen	779-2680 ext. 3
Athletic/Com. Schools Director	Mr. C. Hartman	779-2670
Maintenance Director	Mr. R. Johnson	779-2680 ext. 2615
Technology Directors	Mr. D. White Mr. J. Cowen	779-2680 ext. 6
Food Service Director	Mrs. C. Tramontin	779-2680 ext. 4
Schilleman Bus Service	Mr. S. Miller	906-239-4343
<u>District Compliance Officers</u>		
Mr. David Holmes Superintendent 810 Pyle Drive Kingsford, MI 49802 (906) 779-2650		Mrs. Richelle Barker Director of Finance 810 Pyle Drive Kingsford, MI 49802 (906) 779-2650

COURSE OFFERINGS

<u>5th Grade</u>	<u>6th Grade</u>	<u>7th Grade</u>	<u>8th Grade</u>
Prime Time 5	Prime Time 6	Prime Time 7	Prime Time 8
Math 5	Math 6	Math 7	Algebra 8
Social Studies 5	Social Studies 6	Social Studies 7	Social Studies 8
Science 5	Science 6	Science 7	Science 8
ELA 5	ELA 6	ELA 7	ELA 8
	Tech Design//Physical Education	Tech Design /Physical Education	Physical Education/Health
Exploratory/Specials Band	Band or Exploratory Rotation	Band or Exploratory Rotation	Band or Exploratory Rotation

DAILY SCHEDULE

<u>Times</u>	<u>5th Grade</u>	<u>Times</u>	<u>6th, 7th and 8th Grades</u>
8:00-9:25	1 st	8:00-8:55	1 st period
9:30-10:55	2 nd period	9:00-9:55	2 nd period
		10:00-10:55	3 rd period
10:55-11:25	Lunch	11:00-11:55	4 th period (7 th /8 th)
11:25-12:15	Prime Time	12:05-1:00	4 th period (6 th)
12:20-1:45	6 th period	11:00-1:00	Lunch and 5 th period
1:45-2:00	Recess	1:05--2:00	6 th period
2:00-2:15	Prime Time	2:05-3:05	7 th period
2:15-3:05	7 th /Exploratory		

Grading Scale

<u>Grade</u>	<u>Percentage</u>	<u>Four Point Scale</u>	<u>Cut off % (No rounding)</u>
A	94-100	4.0	≥ 94%
A-	90-93	3.67	≥ 90%
B+	87-89	3.33	≥ 87%
B	83-86	3.0	≥ 83%
B-	80-82	2.67	≥ 80%
C+	77-79	2.33	≥ 77%
C	73-76	2.0	≥ 73%
C-	70-72	1.67	≥ 70%
D+	67-69	1.33	≥ 67%
D	63-66	1.0	≥ 63%
D-	60-62	.67	≥ 60%
F	59-below		
I	Incomplete	2 weeks to make up missing work after marking period	
<u>HONOR ROLL</u>			
Highest Honors (All A's) = 4.0, High Honors= 3.5-3.999, Honors= 3.00-3.4999			

KMS EXPECTATIONS

The following expectations are expected from all people in the school building, on the school grounds, at school-sponsored activities and while being transported to and from school:

We expect people to be polite and courteous.

- Speak in a respectful tone.
- Speak when appropriate-avoid interrupting others.
- Listen in a respectful manner.
- Avoid rude or impolite comments or gestures.
- Avoid using profanity.
- Follow directions the first time they are given.

We expect people to keep hands & feet to themselves.

- Avoid rough-housing/horseplay/ “goofing around.”
- Avoid physical contact that is unwanted.
- Leave work/belongings of others alone.
- Avoid fighting/assaultive behavior.

We expect people to take care of school property.

- Keep hallways, bathrooms, classrooms neat and clean.
- Avoid damaging or writing on textbooks, chromebooks, desks, lockers, etc....
- Pick up after yourself.
- Avoid vandalism or damaging property.

We expect people to take care of themselves.

- Dress appropriately.
- Be neat, clean, and make healthy choices.
- Be on time.
- Demonstrate responsibility for yourself.

Student Handbook Table of Contents

ACCEPTABLE USE POLICY

The Breitung Township Schools Internet Safety Policy, Network Acceptable Use Policy (AUP), and Bring Your Own Device Policy (BYOD) are reviewed and updated annually. Parents and students will be required to sign a written agreement to abide by the terms and conditions of the policy before students are permitted access to the technology resources of the District. By signing the form, they agree to the terms of the Internet Safety Policy, AUP and BYOD. Even if the student does not currently own a wireless device, they must sign the document in order to be allowed access to the internet. Any violation of these policies could result in suspension or expulsion.

Chromebooks/1:1 Each KMS student will be issued a chromebook for their use. All students will take their chromebooks home on a daily basis. Parents and students will agree to follow the responsibilities and expectations that are outlined in the Chromebook Handbook which is found on the KMS Webpage. A form stating that parents and students have reviewed the handbook must be signed and turned in prior to students receiving their device.

ACCIDENTS

If a student is injured in a classroom or while engaged in a supervised activity, the supervising teacher must be notified immediately and assistance sought. A student injured during the school day must be taken to the nurse if it is practical to do so. In all cases, the nurse should be notified immediately and emergency treatment /paramedics will be sought if needed and the parents notified. Also, an accident form must be completed and placed on file.

AMERICANS WITH DISABILITIES ACT-SECTION 504

The Americans with Disabilities Act (A.D.A.) requires the school to ensure that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals.

Students with disabilities may be served within the regular education program with an accommodation plan developed by school staff. Parents who believe their child may have a disability which limits the child's ability to function properly in school, should contact Craig Allen at: **779-2650**.

ATTENDANCE POLICY

Regular attendance at school is vitally important to each student as it can directly affect his/her progress academically and his/her development of attitudes and habits for later life.

While keeping records of a student's attendance is a school function, the primary responsibility for ensuring regular attendance at school rests with the parent/guardian and the student. At the same time, the school continually tries to teach students the value and importance of regular attendance. Through the cooperative efforts of parents and the school, it is hoped that each student will develop attendance habits and attitudes which will be helpful to the present and future endeavors of the student.

Procedures and Guidelines

The following procedures are based on the understanding that a maximum of four (4) absences per nine week marking period is adequate to cover the legitimate needs of the majority of middle level students. This limit is not to be considered a grant to be absent. Every effort should be made to schedule doctor, dentist and agency appointments after school.

Specific attendance policy procedures are as follows:

Parents/guardians must call in to verify every absence with a phone call to the KMS office 779-2680 (press 1 if calling after hours and leave the necessary information). **(Phone calls from the parent/guardian must be received the day of or prior to the absence.)** Absences that are **not verified** will be considered **unexcused**. An unexcused absence will result in a zero for any assignment, test or quiz given that day. There may also be disciplinary action for the unexcused absence.

Excused Absences:

- * Illnesses of the student or family member
- * Doctor/Dental appointment or care (verified by a doctor's note)
- * Religious observations
- * Participation in legal proceedings
- * Emergency child care situations
- * Serious family emergency
- * Suspension days
- * Exceptional circumstance

Unexcused Absences: (Will result in disciplinary action)

- * No call-in from parents
- * Truancy/Skipping
- * Leaving school without permission
- * Failure to check out of school using proper procedures

Unexcused - Verified: (Excused absences after 4 per quarter due to excessive number)

Exempt Absences: (Do not count toward absence totals)

- * School related activities, i.e. field trips, athletic events
- * Death in the student's immediate family
- * Hospitalization, serious or long term illness verified by a doctor (specific dates required)
- * Bereavement of a family member
- * Pre-Planned family activities/trips - School is notified in advance (proper form is filled out)

Parents are discouraged from having their children excused from school for vacations or trips. Whenever a proposed pre-planned absence is requested it must be cleared by the principal. **The absence will be approved if the student remains under 4 days of absence for the current quarter, is not truant, and the student is in the company of his/her own parent/guardian.** Extenuating circumstances will be handled on a case-by-case basis. If approved, the student will obtain a form from the middle school office. It must be filled out completely and returned to the office prior to the absence. The student is responsible to make up all work that can be made up. Some work, particularly which requires class participation, will not be able to be made up. The teacher reserves the right to provide alternative assignments when appropriate or there is a possibility that a grade may be affected by missing direct classroom instruction.

A student may participate in an extracurricular activity, (meeting, practice, or competition after school or during evening, only if the student has been in school during that day. An exception will be made if there is an approved pre-planned absence, or if the student is ill in the morning and well enough to attend all of his/her classes after lunch. Students that are suspended (OSS) will not participate in extracurricular activities on that day. Students with an overtime obligation will not participate until that obligation is fulfilled.

Specific attendance policy guidelines are as follows:

Attendance is taken during each class period. A day equals the number of periods absent for each class. (i.e. 5 days absent could mean 5 full days or 5 times absent in any one period.) *****A student must remain in the period for at least 20 minutes to be considered present.**

Absences per Quarter or Semester	Action taken:
Up to four excused absences per quarter	* No action taken
Five or more absences in any class per quarter	<ul style="list-style-type: none"> * Principal or Assistant Principal meets with student * Principal or Assistant Principal confers with parent to discuss attendance record * Letter is sent to parent including notification of attendance record and attendance policy * These absences will be considered unexcused or unexcused verified * Copy of attendance record is placed in CA-60 file
Five unexcused or unexcused verified absences in any class in any quarter	<ul style="list-style-type: none"> * Principal or Assistant Principal meets with student * Principal or Assistant Principal confers with parents to discuss attendance record * Letter is sent to parents including notification of attendance record and attendance policy * Copy of attendance record is sent to school nurse and CA-60 file * A truancy petition will be sent to the DIISD. Each subsequent absence will result in a referral to the Dickinson County Truancy Officer as per the Dickinson County Truancy Ordinance

Homework for excused absences: Homework will be collected for students with 3 or more consecutive absences upon parent request. Students who are absent for 1-2 days should check teacher lesson plans on the KMS website for class activities. Students will be allowed to complete and submit missing work equal to the number of days absent.

Tardy Policy

Students arriving to class less than 20 minutes late will be considered tardy. Students arriving late to class 20 minutes or more will be considered absent and will be handled as a late arrival absence. *****A student must remain in the period for at least 20 minutes to be considered present.**

Excused Tardy

Doctor/Dental appointment
 School related activity
 Late bus
 Bathroom, etc.

Unexcused-Verified Tardy (Parent call in)

Oversleeping, faulty alarm clock
 Missed bus
 Ride was late, waiting for sibling, etc.

Unexcused Tardy (Same as unexcused-verified without parent call or explanation)

Tardy Per Quarter	Consequence or action taken:
1-2 per quarter	* Discussion with teacher
3 per quarter	* Discussion with teacher and lunch detention
4 per quarter	* Discussion with teacher * Parent phone call by teacher * 1 hour overtime * Office referral for each additional tardy

NOTE: When unusual circumstances exist, concerning absences or tardies not covered by the policies, parents are expected to contact the school. Also, the administration reserves the right to use its discretion as needed in all situations regarding attendance.

ARTICLES PROHIBITED IN CLASSROOMS

Any item that may be considered a distraction, disruption or interruption to education shall not be possessed or used in a classroom setting. Skateboards, rollerblades, and heely shoes are **prohibited on school property** for safety purposes. Items which are judged to be out of place in the school will be confiscated and returned only to the parent upon request. Discipline will occur for persistent problems. Personal Communication Devices may only be possessed or used with permission of the teacher or principal for specific educational purposes. Refer to Internet Safety Policy, Network Acceptable Use Policy, and Bring Your Own Device Policy.

ASSEMBLY PROGRAMS

At any assembly or program we expect our students to show respect for guests and to behave appropriately. Appreciation is shown by applause. Whistling shows bad manners and calling out is discouraged. Students are generally assigned a seat in the H.S. auditorium by Prime Time, and attendance is taken by the Prime Time teacher.

BICYCLES

Bicycles must be parked in racks in the appropriate designated area. Students may not ride or tamper with bicycles during the school day. Bikes may not be ridden in the bus loading area.

BUS RULES

Students who ride to and from school on buses are required to follow some basic safety rules. The bus drivers are responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. All students must ride the bus they are assigned, unless an office-approved bus note, verified by parents, is received by the bus driver. Approval may be given for educational, religious and/or child care purposes or for a family emergency. After school bus requests will not be granted due to time constraints.

Bus safety procedures:

1. Leave home early enough to arrive at your bus stop on time. Buses will not wait.

2. Wait for your bus in a safe place - well off the roadway. Line up in single file off the roadway. Stay away until the bus comes to a complete stop.
3. Enter your bus in an orderly manner and take a seat. When leaving, allow the person in front of you to leave first.
4. Don't litter in the bus or throw anything from the bus.
5. Keep aisles clear at all times.
6. Be quiet and orderly. Be courteous to your bus driver and other passengers.
7. Be alert to traffic when leaving the bus. Watch out for cars. Look both ways, some drivers don't stop for flashing bus lights.
8. Cross the road, when necessary, at least 10 feet in front of the bus and only after the driver signals that it is safe.

The following rules have been established. These rules will be consistently enforced by each driver:

1. Observe the same conduct as in the classroom.
2. Be courteous, use NO profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Possession of tobacco, drugs or alcohol products or paraphernalia is prohibited.
7. Treat all people and property with respect; do not be destructive.
8. Remain seated any time the bus is moving.
9. Keep head, hands, and feet inside the bus at all times.
10. The bus driver is authorized to assign seating at his/her discretion.

Questions or concerns regarding busing: Contact **Mr. Steve Miller, Schilleman Bus Service at 906-239-4343** or **Mr. David Holmes, Transportation Liaison at 779-2650**.

Penalties for Infractions:

Most routine violations will be handled by the bus driver. Bus drivers may re-assign seats as an intervention measure. In the case of a more serious incident or persistent disobedient behavior, the driver will refer the problem to the school principal. A student who violates safety rules or becomes a behavior problem on the bus may have their transportation privileges suspended or revoked.

CANINE SEARCHES

In an effort to keep school and district premises free of illegal drugs, alcohol, and dangerous weapons, school authorities may use specially trained, non-aggressive dogs to detect the presence of said items on school property and in vehicles parked on school premises. Such inspections by school authorities and trained dogs may be announced or unannounced and conducted at any time.

If a dog detects any of the above-mentioned items, a search will be conducted. If an item is found, the student will be subject to discipline as outlined in the Student Code of Conduct.

Dog detection procedures will be focused on but not limited to student lockers, backpacks, coats/jackets and vehicles. Backpacks and coats/jackets will not be worn by the students during the detection procedure.

CAREER PREP

Career Preparation is an exciting system initiated by the State of Michigan which coordinates a sequence of activities from elementary through twelfth grade and beyond. Activities are designed to prepare and facilitate the transition from school to successful employment. The Career Preparation System is designed to provide all students enrolled in the Michigan education system with necessary academic, technical, and workplace readiness skills to ensure their success in the career of their choice.

At Kingsford Middle School, we are working to help students make good choices for their future. We want students to have a **CAREER BY CHOICE, NOT BY CHANCE**.

Career Pathways is one of the many ways to help students focus on their career choice. Career Pathways are broad groupings of careers that share similar characteristics and employment requirements. Pathways have many common interests, strengths, and competencies. Activities are designed to help students determine their interests, aptitudes and abilities. This information will assist students in choosing a broad Career Pathway which will make their school experience and course selections more meaningful.

Six **Career Pathways** have been identified to cover all careers regardless of educational requirements:

1. **Business Management, Marketing and Technology**
2. **Health Sciences**
3. **Public and Human Service Careers**
4. **Natural Sciences and Resources**
5. **Engineering, Manufacturing and Industrial Technology**

6. Arts and Communication

For more information about Career Preparation and Career Pathways, please contact the School Counselor.

CLOSED CAMPUS

Students are **not allowed to leave the middle school grounds** without specific permission from the principal's office. Once a student arrives on school grounds (dropped off by the bus or a private vehicle, walking or bicycle) they may not leave the school property. Failure to report to class or to sign out in the office when leaving the building may result in truancy with disciplinary action.

Students with classes in the shared facilities will go directly to and from those classes by the most direct route and without stops. If a student becomes ill during the school day and finds it necessary to go home, he/she must first have permission from the building principal or designee. **Before the student leaves the building because of illness, a parent or approved emergency contact must be notified by the principal, nurse or office staff.**

CONFIDENTIALITY

It is the policy of the Board of Education that when the District receives in trust from a public agency confidential information identified to be confidential (whether such information is confidential by Michigan Compiled Laws annotated, Common Law, privilege, Case Law or Federal Law), the District will maintain the confidentiality of said information to prohibit its unauthorized disclosure.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest such as lice.

Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Department.

Any removal will only be for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NON-CASUAL CONTACT COMMUNICABLE DISEASES

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

Non-casual contact communicable diseases include: sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV, HBV, and other blood-borne pathogens when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

COUNSELING PROGRAM

Kingsford Middle School has a counselor on staff. The counselor is available to all students to provide support and assist in making their school year more successful. Students and/or their parents/guardians may consult with the counselor to help with academic development, personal/social development and career development. Confidentiality is maintained at all times. Students are asked to get permission from their classroom teacher and have their agenda book signed prior to seeing the counselor. Students are not to see the counselor between classes without permission. The Counseling Office is located on the first floor next to the Media Center.

DISCIPLINE (Student)

KMS Student Behavior Expectations listed on page 4 are expected from all people in the school building, on the school grounds, and at school sponsored activities.

Informal Discipline Intervention

Informal discipline takes place within the school. It includes:

- **Verbal Reprimands/Redirection**
- **Discussion concerning the conduct**

- **Parent Conference**
- **Loss of Privileges**
- **In-School Restrictions** - lunchtime, hallway, before school, and classroom restrictions.
- **Detentions** - a student may be detained after school, before school, or restricted during lunch recess. The parent must be given advance notice by telephone or note when a before or after school detention is issued. The student or his/her parents are responsible for transportation.
- **Overtime** - this is an after-school detention assigned by the classroom teacher, educational assistants, or an administrator. Parents/guardians will be notified by phone. Failure to attend an assigned "overtime" will result in rescheduling the overtime and additional consequences.
- **Parent/Student Shadowing** may be used as an alternative to school suspension. When shadowing, a parent/guardian will be in school with the student for all or a portion of the school day.
- **Parent Component** - In some instances, the parent or guardian will set up a planned consequence with the student in the form of a contract. This may be used in lieu of school issued consequences.
- **In addition**, Kingsford Middle School shall report serious matters or criminal actions to the appropriate law enforcement agency.

Formal Discipline Intervention

Formal discipline removes a student from school for up to 96 hours (5 days), suspension for up to 10 days, and expulsion from school. Suspension and expulsion may carry over into the next school year. Removal for up to five (5) days may not be appealed.

Suspension From School

When a student is being considered for a suspension of 10 days or less, the administrator in charge will notify the student of the charges. The student will then be given an opportunity to explain his/her side. The administrator will provide the student with evidence supporting the charges. The principal will then make a decision whether or not to suspend. If a student is suspended, he/she and his/her parents will be notified verbally, in writing or by telephone, within one day, of the reason for and length of the suspension. Before a student may be formally suspended from school, due process procedures must be followed.

During The Appeals Process

The student shall not be allowed to remain in school. Suspensions of more than five (5) school days, but not more than ten (10) school days, may be appealed in writing to the principal within two (2) school days of the parent's receipt of the suspension notice (Administrator Guidelines 5610).

When a student is suspended, he/she may make up any work missed. Any grades that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make up may be reflected in the grades earned. A student being considered for suspension of more than 10 days will be given due process as described in the expulsion section below.

Expulsion From School

When a student is being considered for expulsion, a formal hearing is scheduled with the board of education and the parents. Parents will be given written notice of the hearing and will be expected to be present. The Superintendent then takes testimony and determines if a recommendation to expel is to be made to the board of education. This decision may also be appealed. In the case of expulsion, the student remains out of school during the appeal period. Work missed during an expulsion cannot be made up and will usually result in a loss of credit.

When a student is being considered for expulsion, the student will receive a formal letter of notification addressed to the parents which will contain:

- the charges and related evidence
- the time and place of the board meeting
- the length of the recommended expulsion
- a brief description of the hearing process
- a statement that the student may bring parents, guardians, or counsel
- a statement that the student may request attendance of school personnel who were party to the action or accused the student of the infraction

If a student commits a crime, while under the School's jurisdiction, he/she may be subject to school disciplinary action as well as action by the community's legal system. These are separate jurisdictions and do not constitute double jeopardy.

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The following pages provide a list of major areas that could result in disciplinary action. An explanation of each behavior and possible consequence follows.

Explanation of terms applying to student discipline code

Violation of school rules, including but not limited to the following student discipline code may result in suspension or expulsion at the district's discretion subject to due process requirements.

1. AIDING OR ABETTING VIOLATION OF SCHOOL RULES

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

2. BULLYING AND OTHER AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Excerpt from Board Policy 5517.01

It is the policy of the District to provide a safe and nurturing educational environment for all of its students.

This policy protects all students from bullying/aggressive behavior regardless of the subject matter or motivation for such impermissible behavior.

Bullying or other aggressive behavior toward a student, whether by other students, staff, or third parties, including Board members, parents, guests, contractors, vendors, and volunteers, is strictly prohibited. This prohibition includes written, physical, verbal, and psychological abuse, including hazing, gestures, comments, threats, or actions to a student, which cause or threaten to cause bodily harm, reasonable fear for personal safety or personal degradation.

Demonstration of appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment or bullying is expected of administrators, faculty, staff, and volunteers to provide positive examples for student behavior.

This policy applies to all "at school" activities in the District, including activities on school property, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. Misconduct occurring outside of school may also be disciplined if it interferes with the school environment.

PROCEDURE

Any student who believes he/she has been or is the victim of bullying, hazing or other aggressive behavior should immediately report the situation to the Principal or designee. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

"**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.

"**Bullying**" is defined as any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts – i.e. internet, telephone or cell phone, personal digital assistant (PDA), or wireless handheld device) that, without regard to its subject matter or motivating animus, is intended or that a reasonable person would know is likely to harm one (1) or more students either directly or indirectly by doing any of the following:

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

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

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

"**Harassment**" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature, often on the basis of age, race, religion, color, national origin, marital status or disability, but may also include sexual orientation, physical characteristics (e.g., height, weight, complexion), cultural background, socioeconomic status, or geographic location (e.g., from rival school, different state, rural area, city etc.).

"**Intimidation/Menacing**" includes, but is not limited to, any threat or act intended to: place a person in fear of physical injury or offensive physical contact; to substantially damage or interfere with person's property; or to intentionally interfere with or block a person's movement without good reason.

3. CRIMINAL ACT

Any criminal act taken at or related to the school will be reported to law enforcement officials as well as disciplined by the school. It is not considered double jeopardy (being tried twice for the same crime), when school rules and the law are violated.

4. DAMAGING PROPERTY

Vandalism and disregard for school property will not be tolerated. Violations of this rule could result in suspension or expulsion. Restitution for the damaged property will be billed to the student/parent/guardian when appropriate.

5. DISOBEDIENCE

School staff is acting "in loco parentis," which means they are allowed, by law, to direct a student as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, the student is expected to comply. Persistent disobedience can result in expulsion.

6. DISPLAYS OF AFFECTION

Students demonstrating affection between each other is personal and not meant for public display. This includes touching, petting or any other contact that may be considered sexual in nature. Violations of this rule could result in suspension or expulsion.

7. DISRUPTION OF THE EDUCATION PROCESS

Any actions or manner of dress that interferes with school activities, and disrupts the education process are unacceptable. Such disruptions also include delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Violation of this rule could result in suspension or expulsion.

8. EXPLOSIVES

Explosives, fireworks, and chemical-reaction objects such as smoke bombs, small firecrackers, and poppers are forbidden and dangerous. Violations of this rule could result in suspension or expulsion.

9. EXTORTION

Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law. Violation of this rule could result in suspension or expulsion.

10. FALSE ALARMS AND FALSE REPORTS

A false emergency alarm or report endangers the safety forces that are responding, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt. Violations of this rule could result in suspension or expulsion.

11. FALSIFICATION OF SCHOOL WORK, IDENTIFICATION, FORGERY

Forgery of hall/bus passes and excuses as well as false ID's are forms of lying and are not acceptable. Plagiarism and cheating are also forms of falsification and subject the student to academic penalties as well as disciplinary action. Violation of this rule could result in suspension or expulsion.

12. PERSISTENT ABSENCE OR TARDINESS

Attendance laws require a student to be in school all day or have a legitimate excuse. It is also important to establish consistent attendance habits in order to succeed in school and in the workforce. Excessive absence could lead to a truancy petition filed with the DIISD.

13. PHYSICALLY ASSAULTING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Physical assault on a staff member, student, or other person associated with the District which may or may not cause injury. Injury to a staff member may result in charges being filed and subject the student to expulsion.

14. POSSESSION OF A WEAPON

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon or an object converted from its original use or an object used to threaten or injure another. This includes, but is not limited to, padlocks, pens, pencils, chairs, jewelry, and so on. Criminal charges may be filed for this violation. Possession of a weapon will subject a student to expulsion according to Michigan School Law.

15. POSSESSION OF ELECTRONIC EQUIPMENT

Most electronic equipment necessary in school is supplied by the school. Other electronic devices must follow the district Internet Safety Policy, Network Acceptable Use Policy, Bring Your Own Device Policy, and have a specific school related use with permission from the classroom teacher or Principal. Items which are judged to be out of place in the school will be confiscated and returned only to the parent upon request. Violations of this rule could result in suspension or expulsion.

16. PURPOSELY SETTING A FIRE

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

17. REFUSING TO ACCEPT DISCIPLINE

The school may use informal discipline to prevent the student from being removed from school. When a student refuses to accept the usual discipline for an infraction, the refusal can result in a more stern action such as suspension or expulsion.

18. STUDENT DISORDER/DEMONSTRATION

Students will not be denied their rights to freedom of expression, but the expression may not infringe on the rights of others. Disruption of any school activity will not be allowed. If a student (or students) feel there is need to organize some form of demonstration, she/he is encouraged to contact the Principal to discuss the proper way to plan such an activity. Violation of this rule could result in suspension or expulsion.

19. THEFT

When a student is caught stealing at school, she/he will be disciplined and may be reported to law enforcement officials. Students are encouraged not to bring anything of value to school that is not needed for learning. The school is not responsible for personal property. Theft may result in suspension or expulsion.

20. TRESPASSING

Although schools are public facilities, the law does allow the school to restrict access on school property. If a student has been removed, suspended, or expelled, the student is not allowed on school property without authorization of the principal. Violation of this rule could result in suspension, expulsion or referral to Public Safety.

21. UNAUTHORIZED USE OF SCHOOL OR PRIVATE PROPERTY

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. Violations of this rule could result in suspension or expulsion.

22. USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten or harm another may be considered a weapon. Intentional injury to another can be a felony and/or a cause for Civil action. This violation may subject a student to expulsion.

23. USE OF DRUGS

The school has a "Drug Free" zone that extends 1000 feet beyond the school boundaries as well as to any school activity and transportation. This means that at any activity – possession, sale, ingestion, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, vape devices or look-alike drugs is prohibited. If caught, the student could be suspended or expelled, and law enforcement officials may be contacted. Many drug abuse offenses are also felonies.

Guidelines

First Offense:

- Suspension from school for 3-5 days and notification to Kingsford Public Safety
- Referral to Guidance/Student Assistance Program
- Referral to public or private substance abuse services may occur

Second Offense:

- Suspension from school for 5 days
- Referral to Guidance/Student Assistance Program
- If the student is diagnosed chemically dependent, it is strongly recommended that he/she enroll in a certified treatment program for chemical dependence
- School will not assume any financial responsibility for cost of treatment

Third Offense:

- Recommendation for expulsion from school by Board of Education

Memorandum

To: Parents

Re: School Board Policy on Drug-Free Schools

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

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

24. USE OF TOBACCO

Board Policy 5512 prohibits all use of or possession of tobacco by all students. For the purpose of this policy, use and possession of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter of substance that contains tobacco.

The Breitung Township School Board of Education is implementing a non-smoking policy at and during all athletic contests and other school functions. The Board of Education believes that the right of persons to use tobacco must be balanced against the right of those who do not use tobacco to breathe air untainted by tobacco.

In order to protect students, employees, and spectators who choose not to use tobacco from an environment noxious to them and potentially damaging their health, the Board prohibits the use of tobacco on school premises, including all buildings and grounds (which includes athletic facilities and parking lots) owned and operated by the school district. The Board appreciates the cooperation of everyone in implementing this policy (10/7/91).

A student who is caught smoking or possesses any type of tobacco products will face disciplinary action from the school whether on school property or in the vicinity of the school (within Drug-Free Zone 1000 feet) before school, during lunch time, and after school. In addition, students cannot carry cigarettes, matches, zig zag papers, or lighters to school.

25. VERBALLY THREATENING A STAFF MEMBER/STUDENT/PERSON ASSOCIATED WITH THE DISTRICT

Any statement or non-contact action that a staff member, student, or other person associated with the District feels to be a threat will be considered a verbal assault as will profanity directed towards a staff member in a threatening tone. Violation of this rule could result in suspension or expulsion.

26. VIOLATION OF BUS RULES

Please refer to transportation for bus rules.

27. VIOLATION OF INDIVIDUAL SCHOOL/CLASSROOM RULES

Each learning environment has different rules for students. Individual rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules, all of which will be consistent with the policy of the School. Persistent violations of rules could result in suspension or expulsion.

A student who violates any of the aforementioned rules may be subject to discipline including: oral warning, written warning, in school suspension, overtime, out of school suspension, restriction of privileges, or expulsion in the District's discretion subject to due process requirements.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (clothing, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within the general guidelines listed below. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

- Clothing suggesting illegal substances (i.e. alcohol, drugs, tobacco, etc.)
- Clothing with profanity, vulgarity or double messages which are suggestive of profanity or vulgarity or drugs and alcohol.
- Clothing which exposes bare midriffs or underclothing.
- Clothing with handwriting is considered disruptive and may not be worn.
- Clothing that is purposely torn or mutilated.
- Hats or bandanas of any kind may not be worn in school buildings.
- Pajamas and/or slippers may not be worn at school.
- Jackets may not be worn in class.
- Sunglasses may not be worn in the building.
- Wallet and clothing chains may not be worn at school.
- Studded jewelry may not be worn at school.
- Shoes must be worn at all times.

Guidelines for clothing types

Shorts, skirts, skorts, dresses:

- Must cover adequately and not be revealing
- Worn at the natural waist
- Covers to the mid-thigh
- Underclothing cannot be visible

Pants:

- Must cover adequately and not be revealing
- Worn at the natural waistline
- Minor frays are permitted as long as they are not revealing
- Minor holes/frays are permitted below mid-thigh area
- Underclothing cannot be visible

Shirts or Tops:

- Must cover adequately and not be revealing (no cleavage)
- Tank tops are permitted with 2" straps
- Sleeveless shirts are acceptable (hemmed)
- Bras or underclothing cannot be visible

Failure to comply with the above conditions may result in the following consequences:

1. Student will be asked to turn clothing inside-out (In the case of offensive language or graphics).
2. Student may be asked to change into appropriate clothing.
3. Student may be asked to cover the hole or clothing item with another item of clothing.
4. Parent may be called to bring in appropriate clothing.
5. Discipline according to the KMS Student Handbook.

EQUAL EDUCATION OPPORTUNITY

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, age ancestry, national origin, or other protected characteristics as well as place of residence within district boundaries, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer, **Craig Allen**, Breitung Township Schools - (906) 779-2650.

ELEVATOR

Permission to use the elevator may be obtained by student(s) who are on crutches, in a wheelchair, or for other medical purposes. Students must receive permission from KMS office staff.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations; WJNR, WGLQ, WYKX, WMIQ, WZNL, WNMU, and WLUC-TV6. A mass text/email may also be sent to active and updated parent contacts. Additionally it may be listed on the BTS Facebook page. You may also call the school number 779-2680 for school closing information. Parents and students are responsible for knowing about emergency closings and delays.

EXTRACURRICULAR / CO-CURRICULAR ACTIVITIES

Notice*** Parents will be responsible to provide transportation to school sponsored events.

Kingsford Middle School provides the following for 7th and 8th grade students: Boys basketball, Girls Basketball, Cheerleading, Student Council, Quiz Bowl, Yearbook, Math-Counts, Futures Club and Jazz Band. Participants of these programs must sign the KHS/KMS student athletic handbook and have an up to date physical on file to sign up for the sport.

Athletic Code of Conduct

Summary of Consequences for Violations

<u>Offense</u>	<u>Suspension</u>	<u>Additional</u>
1st Offense	25 % of season	· No participation in game day activities · 5 hours community service
2nd Offense	50 % of season	· No participation in game day activities · 25 hours community service
3rd Offense	Forfeiture of athletic participation privileges for entire career	
Note:	School officials reserve the right to determine more serious discipline for more serious incidents (KHS/KMS Athletic Code of Conduct)	

***Students who turn 15 years old prior to September 1st of their 8th grade year are eligible for freshman sports at KHS and will not be eligible for sports during their senior year according to the Michigan High School Athletic Association (MHSAA).**

Iron Mountain-Kingsford Community Schools provides the following: 7th and 8th Grade Track (Boys & Girls), Great 8 Winter Games (grades 5-8), Spelling Bee (grades 5-8).

FIRE AND EMERGENCY DRILLS

Students should be familiar with the fire drill route from each of their classrooms. The route will be posted near the door of each classroom. During a fire drill, everyone should walk quickly and quietly to their exit and stay as a group outside until informed to re-enter.

GRADING PROCEDURES

Teachers will use the PowerGrade system to report student grades to the PowerSchool program. Assignments, tests and quizzes that are completed and corrected will be able to be viewed by parents on PowerSchool within one week of the completion date.

HALL INFORMATION

Students in the hall during class time must have the appropriate information filled out in their agenda book by a staff member. **Information must be filled out in the "Hall Pass" section of the agenda.** If the student does not have an agenda book, that student is not permitted to be in the hall during class time. (Exception is an emergency situation). If more than one student is sent out, each should have their own agenda book signed. Student hall privileges are determined by the discretion of each classroom teacher.

IMMUNIZATIONS

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the Principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse (779-2680 ext. 3).

LOCKERS

All lockers remain the property of Breitung Township Schools. For a \$5.00 deposit, a padlock will be issued to students who wish to keep their locker locked. Only school-issued locks are to be used. Unauthorized locks will be cut off. The \$5.00 deposit will be returned upon return of the padlock at the end of the school year.

Student lockers are subject to locker checks, at the discretion of the school personnel, at any time during the year. The lockers are expected to be clean and in order. Students are financially responsible for any damage to their assigned lockers. The use of adhesive tape and decals in or on the outside of lockers is prohibited.

LOST AND FOUND

Students are responsible for the care of their own property as well as the property assigned to them. Under no circumstance should money or any article of value be left anywhere in the building. People are generally honest, but there is an occasional person who cannot be trusted to leave the belongings of others alone. The school will not assume responsibility for stolen or lost articles.

Many lost items are unclaimed each year. Please check in the office if you have lost any jewelry, clothing, pens, money, etc. Items not claimed (within 30 days) will be turned over to a charitable organization.

MARKING PERIODS

Kingsford Middle School's grading procedures are based on quarters and semesters. This means that there will be four nine week marking periods and two semesters. Exploratory classes may be based in Trimesters depending on overall student enrollment. Parents are encouraged to check progress in PowerSchool.

MEAL PROGRAM

Kingsford Middle School participates in the National School Meals Program. Breakfast and Lunch is available to all students. If a student takes two entrees (Sandwich, Main Dish), he/she will be charged ala carte price for the second item. **This also applies to free or reduced students.** Ala Carte pricing is available for all food items. Students may bring their own breakfast or lunch to school and eat in the school cafeteria. Snack items are purchased during lunch at a separate register and are **cash only**.

Students will receive a new ID card at the beginning of the school year, however, the information on it will be the same throughout his/her attendance at BTS. (Balances from the previous school year will carry over - senior balances will go to siblings or a refund check will be issued). If this card is lost, there is a \$5.00 charge for a replacement.

Each student has an "account" with a customized card and a unique barcode. This is a debit account - not a credit account. Money must be deposited into the account, at meal time the card is scanned; the computer assesses the account and deducts the amount. Parents are able to send one check for the entire family. Write a note to tell us how the money should be distributed between siblings.

Free and reduced application

Applications for free and reduced lunches must be filled out and returned at the beginning of the school year. **ONLY ONE APPLICATION PER FAMILY IS NEEDED.** Please fill it in even if your child does not eat regularly at school. If your child receives food stamps you do not have to fill out an application. He/she will automatically qualify for free benefits and we will notify you, however, if you do not get a letter from us before school starts, please fill out the application and return as soon as possible. If you do not qualify for meal for meal benefits now but during the school year, there is an increase in your family size or change in financial situation, and you feel this change may qualify you for meal benefits, you may apply at that time. Applications are available at any school office. If you have questions or comments about our food service program, please call Mrs. C. Tramontin at 779-2631.

MEDIA CENTER

The media center has a great selection of books, magazines, multimedia, and reference materials for student use. Books are checked out for two weeks and may be renewed if no student is waiting for the book. Fines of five cents per item per day are charged for overdue items. Students may be denied checkout privileges until overdue items are returned and fines paid. Items lost or damaged beyond repair must be paid. Further rules and stipulations will apply as determined by the media center specialist. For more detailed services and policies visit the KMS Media Center website or contact the media center staff.

MEDICAL INFORMATION

Medication

Prior to the dispensing of any medication by school personnel, a medication dispensation form must be completed and signed by a parent and attending physician. Only medication in its original container, labeled with the date, student's name and exact dosage will be administered. All medication will be kept in a secure office location and be issued to students in accordance with the instructions indicated.

Students are not to keep any medication (prescription or over-the-counter) with them at school, unless authorized by parents and school nurse to do so (eg: inhaler). Please bring any medication with written and signed parental permission to the nurse.

Notification To Parents of Blood Borne Pathogens

The District is subject to Federal and State regulations to restrict the spread of hepatitis B virus (HBV) and human immunodeficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation, we can prevent them from spreading. If you have any questions or concerns, please contact the **School Nurse at 779-2680**

NURSE

1. Our school nurse, **Carrie Meeuwse**n, is available from **8:00-3:00 daily** and can be reached at **779-2680 Ex. 3**
2. Students must have teacher permission and a signed agenda book to visit the nurse.
3. **Students are not permitted to go to the nurse between classes without permission.**
4. Students may see the nurse for emergencies and more serious problems. Minor discomforts are expected to be tolerated. It is up to the discretion of the classroom teacher to determine if seeing the nurse is necessary.

PERSONAL COMMUNICATION DEVICES

"Personal communication devices(PCDs)" include computers, tablets, electronic readers, cell phones and/or other web-enabled devices of any type. PCDs will NOT be permitted in classrooms, locker rooms, and/or restrooms at KMS. Students may use PCDs before school, during lunch and after school. Accessing restricted websites/social media, etc. on PCDs is prohibited. Students may not take pictures on PCDs. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, damage to or misuse/unauthorized use of PCDs brought onto its property.

Parents are advised to contact the school office if needing to contact their student. Students may use the school office phone to contact parents/guardians during the school day.

Any violation of the PCD policy will result in the following disciplinary action:

- 1st offense - PCD will be confiscated and brought to the KMS office. The parent will be notified.
- 2nd and subsequent offense(s) - PCD will be confiscated and brought to the KMS office. The parent will be notified, the student will be assigned a one hour overtime, and the parent will be required to pick up the device from the KMS office.

PHYSICAL EDUCATION

All students are expected to take physical education. Permission from a doctor must be secured to be excused from physical education classes for any length of time. Each student must have a pair of gym shoes and it is recommended to take a shower following the class.

If you need to be excused from gym exercises, you must have a written note from home with approval from the Principal. If this excuse is to be for longer than one class, a physician's written request is required.

Each student will be supplied with a locker and is responsible for locking up their valuables. **The school is not responsible for missing items.**

POWERSCHOOL

Breitung Township Schools uses a web-based student management system called PowerSchool. Parents and students log in to the system to check grades, attendance, teacher comments, school bulletins and lunch menus. Everything done in PowerSchool is in "real time." This

means that as soon as a student is marked absent or the instant a grade is entered on an assignment, that information is available online. Teachers can insert comments about a student or specific comments about an assignment.

If you had a Web ID and Password last year at KMS, your Web ID and Password will be the same in the current school year. Parents and students who need their Web ID's and/or password may request the middle school office at 779-2680.

PRIME TIME

*Kingsford Middle School's Advisor/Advisee program is known as "Prime Time." Prime Time groups meet on a daily basis. Prime Time groups consist of groups of students, each under the guidance of a teacher serving as an advisor. Prime Time is an effective educational program emphasizing the social, emotional, and physical development, while supporting the intellectual growth of students.

*Prime Time helps bridge the gap between the elementary classroom and the independent world of high school by providing special concern for each student; yet encouraging the independence and personal growth needed for high school success.

*Prime Time provides structured time to get organized, build study skills, and for special activities that enable students to make a contribution to their school, community, and society, as well as other activities that help fulfill the identified needs of early adolescence.

*The State Board of Education recognizes the direct impact that education has on the development of character by empowering and encouraging public schools to provide character education. It further recognizes "respect" as a basic principle of character.

RESPECT AND CARE FOR PROPERTY

Ability to handle one's property and the property of others is essential to good citizenship. It is expected that our students will care for and refrain from defacement of school property. Formal discipline may occur to any person known to be guilty of defacing property in any manner. We should strive to keep our school as clean as possible. This can best be done by having everyone assume his or her share of the responsibility for cleanliness.

SCHOOL NEIGHBORS

Students are asked to treat our school neighbors with respect and refrain from littering or loitering near the homes of school neighbors.

SPECIAL EDUCATION

Kingsford Middle School provides special education programs for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Principal's Office at: **779-2680**.

STUDENT ASSISTANCE PROGRAM K -12

The purpose of the Breitung Township Student Assistance Program is to respond to the special needs of our students by providing opportunities which enable them, through growth and development, to attain sound, healthy lives. The goal is to ensure all students have access to a quality learning experience in a healthy environment. The Student Assistance Program concept was developed out of a spirit of genuine care for our community's young people.

The Student Assistance Program identifies students who are experiencing academic, emotional, behavioral, or health problems. A group of trained teachers, counselors, and other helping professionals within the school assist in providing support for students, parents, and staff in directing them to qualified sources of help. The K-12 Student Assistance Program also provides a way for schools to continue quality education in the classroom while providing a means to address behaviors in youth which interfere with their academic and/or social development. It will take an effort on everyone's part to secure the full success of the program. **Contact Counselor at: 779-2680**

STUDENT I.D. CARDS

Students will be issued a student ID card for lunch deposits and media center check out. A \$5.00 replacement fee will be charged if a student loses or damages a card.

STUDENT RECORDS

(Board of Education Policy 8330-8350)

The educational interests of the student require the collection, retention, and use of information about individual students and groups of students. At the same time, the student's right of privacy mandates careful custodianship and limitations on access to student records.

The Board of Education is responsible for maintaining records of all students attending school in this District. Only records mandated by the State, Federal government or specifically permitted by this Board may be compiled by District employees. The Board hereby authorizes collection of the following student records, in addition to the membership record required by law:

- A. observations and ratings of individual students by professional staff acting within their sphere of competency
- B. samples of student work
- C. information obtained from professionally acceptable standard instruments of measurement
- D. authenticated information provided by a parent or adult student concerning achievements and other school activities which the
 - a. student wants to make a part of the record
- E. verified reports of serious or recurrent behavior patterns
- F. rank in class and academic honors earned
- G. psychological tests
- H. attendance records
- I. health records
- J. family backgrounds and arrangements

In all cases, permitted student records shall be objectively based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, not including Board members, who have a legitimate educational interest in the formation.

“Legitimate educational interest” shall be defined as “a direct or delegated responsibility for helping the student achieve one or more of the educational goals of the District” including, but not limited to, those officials with legitimate educational interests as defined in District regulations.

The Board authorized the administration to:

- A. forward education records on request to a school in which a student of this District seeks or intends to enroll
- B. provide “personally-identifiable” information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the students or other individuals
- C. requests each person or party requesting access to a student’s record abide by the Federal regulations concerning the disclosure of information to a third party

The District shall comply with a legitimate request for access to a student’s records within a reasonable period of time but not more than forty-five (45) days after receiving the request. The viewer may be charged a fee equivalent to the cost of handling and reproduction.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of the disclosure.

No information regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District’s policy and administration guidelines and/or those in the law.

Notification to Parents of Directory Information

In compliance with Federal regulation the Breitung Township School District has established the following guidelines concerning student records:

- A. Each student’s records will be kept in a confidential file located at the student’s school office. The information in a student’s record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of or age older), and those designated by Federal law or District regulations.
- B. A parent, guardian, or adult student has the right to request a change or addition to a student’s records and to either obtain a hearing with District officials or file a complaint with the U.S. Office of Education if not satisfied with the accuracy of the records or with the District’s compliance with the Federal Education Rights and Privacy Act.
- C. The district has established the following information about each student as “directory information” and will make it available upon a legitimate request unless a parent, guardian, or adult student notifies the Records Control Officer in writing within 45 days from the date of this notification that he/she will not permit distribution of any or all of such information: name, address, and telephone number, date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team, dates of attendance, date of graduation and awards received; and any other information the District considers would not be harmful or an invasion of privacy, is disclosed.
- D. A copy of the policy and the accompanying guidelines are available at the Board office and at all school offices. There will also be a person available to answer any questions concerning the policy or guidelines.

STUDENTS RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, noncommercial written material and petitions; buttons, badges, or other insignia, clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

A material cannot be displayed if it:

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

TELEPHONES

The KMS office phone may be used by students during the school day only with the permission of a staff member. Telephone calls to staff members will be placed directly to voicemail during school hours. Telephone messages for students will only be delivered during lunch or placed outside of the classroom due to the significant disruption it causes to teaching and learning. Parents and students should make any necessary arrangements **prior to school each day**. Exceptions will be made only for emergency situations.

TEXTBOOKS

If a student loses or defaces a textbook, he/she is required to pay the depreciated price of the book to receive a replacement. Refunds will be given if the book is FOUND & RETURNED to the office. Fines up to the replacement cost of the book will be assessed per book for damages. All textbooks issued to students are expected to be covered at all times.

The student agenda book is school property and is expected to be taken care of. Students are not permitted to fold or rip out pages. All students are required to have a student agenda book. If an agenda book is lost or damaged, it must be replaced at the cost of \$7.00.

VISITORS

1. Parents are welcome to visit KMS.
2. All visitors must report directly to the Principal's Office, sign in and carry a visitor's pass.
3. Occasional parent visits to lunch or a program are acceptable.
4. Classroom visits must be approved in advance by the Principal, with ample time to notify the teacher.
5. Requests for students to bring a friend or relative to school for the day will be denied unless approved by the administration for extenuating circumstances.
6. Students under suspension or who have been expelled are not allowed on school property, in any school building, or admitted to any school function.
7. For the protection of students, school property, and order, no unauthorized persons shall be allowed to loiter on or adjacent to the school grounds or in any buildings.
8. All persons must, upon request, identify themselves to proper school authorities when in the building, on school grounds, or at school sponsored events.

VOLUNTEERISM

Student and parent volunteerism is encouraged at Kingsford Middle School for many programs. Students in 8th grade can begin to log volunteer hours for the Michigan Student Service Program following June 1st of their 8th grade year. Parents who are able to volunteer at Kingsford Middle School are encouraged to do so through the KMS Parent Partnership, the Kingsford Music Booster Club or contact the KMS Office for details about a particular program.