

# **Springport Middle School**



## **Student/Parent Handbook 2023-2024**

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**Office Hours:** 7:00 AM-3:30 PM **School Hours:** 7:45 am-2:30 pm

Note: Any times/names listed in this book are subject to change.

## **SPRINGPORT MIDDLE SCHOOL PARENT/STUDENT HANDBOOK**

**Forward:** This handbook was developed to serve as a reference of Springport Middle School policies. Please acquaint yourself with the information provided in this handbook. If you have any further questions, please contact Springport Middle School at the telephone number listed below.

**Mission:** Springport Middle School is committed to providing a first-rate education to our diverse learning community. We are dedicated to meeting the individual needs of each student, as we prepare them to be productive, responsible citizens, and successful in furthering their education

**ACADEMIC CONTENT** Instruction in the areas of health education, HIV prevention education and/or sex education during the school year may be given to students. When teachers prepare for these units, parents will be notified of the content of the instruction to be given and will be given the opportunity to review the material before presentation to students.

**ANNOUNCEMENT** Any announcements that are to be included in the daily bulletin are to be turned in to the office by 10:00 a.m. that day. No items of a personal nature will be allowed in the daily bulletin. Announcements are posted on the school website at <http://www.springportschools.net>

**ASSEMBLIES** Assemblies will be held from time to time during the school year. They will consist of pep assemblies, special speakers, movies, bands, special events, awards, etc. Students are to report to the assembly promptly and be seated. In no event are students to leave their seats unless prior arrangements have been made or permission has been granted. Students should remember that courtesy and good manners towards our guests should prevail at public performances and events. Those who fail to adhere to good conduct will be asked to leave and will be subject to disciplinary action. In the event that a student does not want to attend an assembly (with his/her parent's permission), that student will be assigned to a designated area of study.

**ATTENDANCE** Jackson County, in partnership with the School Justice Partnership Committee, created this document in an effort to create clear, countywide definitions, policies, and collaborative steps to improve student attendance. In common with all schools today, we are concerned about student attendance. Primary responsibility for attendance lies with parents and students. Regular attendance is critical in the development and learning of all students. Research shows students with chronic absenteeism have lower grades and are more likely to dropout than students with better attendance. Truancy is not only detrimental to student success, but is also detrimental to our community as truancy is one of the most powerful predictors of delinquent and criminal activity. If a pattern of absences or tardiness develops, the school may send a letter to the parents at four (4) days or twenty eight (28) class periods, at seven (7) days or forty-two (42) class periods and again at ten (10) days or seventy (70) class periods absent or tardy. If the problem persists the county truancy officer may be contacted at ten (10) days or seventy (70) class periods. The Michigan School Code provides that a child's attendance at school shall be consecutive and continuous for the school year. Therefore, students should not be excused from school for shopping, private lessons, or appointments that can be scheduled outside of the school day, or social activities which may interfere with school progress.

## Definitions:

- **Chronically absent** means absent for 10% or more of the enrolled school days in a school year, whether absenteeism is due to unexcused, excused, or disciplinary absences. (For instance, missing 3 days of school the first month of the year; 8 days in the first half of the year; or 18 days in the entire school year.) Note: All absences for the school year should be counted, even if they have carried over from a different school.
- **Disciplinary absence** means absences that result from school or district disciplinary action and are neither unexcused or excused absences.
- **Excused Absences** Student illness/injury with doctor's note, medical appointments accompanied with a doctor's note, religious holidays, extreme family emergencies, lice (3 days), funeral/death in family, mandated court appearances (with documentation), placement by juvenile court in detention, shelter care, foster care or residential placement, educational opportunities approved by school officials, homelessness. If the student is absent for a doctor, dentist, or other appointment, the student should bring a slip from the appropriate office. Students must make up all work to receive full credit for their work. It is the student's responsibility to see that the work is completed within the teacher's assigned due dates.
- **Unexcused Absences** Any absence not accounted for above, examples of unexcused absences include, but not limited to: staying home to baby-sit, overslept, travel, needed at home, weather, missed bus, child is not immunized, sickness (not documented), willful truancy (skipping)
- **Truant** means a child who has accumulated unexcused absences equivalent to ten (10) or more days or seventy (70) or more class periods per school year. A child should be counted as truant only once in a given school year. Once deemed truant, a child shall be monitored throughout the school year until improved attendance is consistent.
- **Tardiness/Late Absences** A student who enters a classroom after the bell is considered tardy, unless excused. Whereas students will not be excluded from a room when they are late, it is very rude and disruptive for students not to be on time to every class. After three tardies in any one class, a student will be assigned to a detention period. Further detention assignments will be made for every tardy thereafter. Detentions cannot be served "simultaneously". That is, if a student is tardy three times in three classes, that student will be assigned to three separate detention sessions. Students are not considered tardy if they arrive in the room with a pass or an explanation from another staff member. Tardy students not only miss learning time but also interrupt the learning of other students in class.

**Attendance at School Events** The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. In order to ensure that students attending evening events as non-participants are properly safeguarded, it is strongly advised that students be accompanied by a parent or adult chaperone. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity. Any student absent from school for more than one half of the day without a prearranged excuse may not participate in or attend any after school function for that day. Any inappropriate behavior displayed during the school day or at an after school function or event may result in the student being banned from at least one after school function or event.

**Michigan Compulsory Attendance Law:** The law in Michigan governing compulsory attendance requires a parent, legal guardian, or other person having control or charge of a child age six to sixteen to send the child to school during the entire school year, except under the limited circumstances specified in subsection (3) of section 380.1561. A child who was age eleven on or after December 1, 2009 or who was age eleven before that date and entered grade 6 in 2009 or later shall attend school from age six to eighteen. The exceptions include, but are not limited to, sending the child to a state-approved, nonpublic school or educating the child at home in an organized educational program. Although the compulsory school attendance law does not apply to children under the age of six, a child who is at least five years of age by December 1 of the school year and is a resident of a school district which provides kindergarten work is entitled to enroll in the kindergarten (MCL 380.1147).

**BLOODBORNE PATHOGENS** The Springport Public Schools are subject to regulations of the Occupational and Safety and Health Administration (OSHA) to restrict the spread of Hepatitis B virus (HBV) and the 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 body fluids while performing their job duties. Due to the very serious consequences of contracting HBV or HIV, the district is committed to taking the necessary precautions to protect both students and employees from the spread of these deadly viruses in the school environment. Part of the federally mandated procedures include a requirement that the district request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided to the exposed employee and the treating physician to determine proper medical treatment. 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 the consent. Although we expect the incidents of exposure will be few, we want to notify parents of these situations ahead of time. That way, if the situation does develop, you will understand the reason for our request and will have an opportunity to consider it in advance.

**BUS GUIDELINES** According to the laws of the State of Michigan, it is the parent's responsibility to get the children to school. The Springport Public Schools provides bus service to all children who follow the bus matrix and Transportation Department's guidelines. Students will be given copies of the bus matrix and guidelines by their respective drivers. Serious offenses of a disciplinary nature on the bus will also be dealt with in the student code of conduct.

**CELL PHONES** Students are allowed to have cell phones at school provided they are being used appropriately. However, phones are not to be seen or heard in the classrooms. Students may use phones at lunch and recess or in the Middle School Office after getting permission. The use of cell phones and other electronic communication devices are strictly prohibited in bathrooms or locker rooms.

**CHILLVILLE** Life can be stressful and sometimes we just need a safe space to be alone and do some self-care. We believe students should be empowered with opportunities to do self-care and self-regulation activities to enhance their mental and emotional health. This room is in the office and available to students who need a moment to breathe or refocus. With teacher approval, students may take a time limited break in this room. Our hope is that by providing a space for students, we help them to feel safe and supported.

**COMMUNICABLE DISEASES** Please refer to the Blood Borne Pathogens document available upon request from the office.

**COUNSELING SERVICES** Guidance and Counseling services provided by a professional school counselor or

school social worker are available to every student at Springport Middle School. Classroom guidance lessons are taught throughout the school year. In addition, individual and group services, student planning, consultation, support to parents, and career awareness is available to all students and parents. The professional counselor may also facilitate referrals to community support services for students and families. Parents who wish to contact the middle school social worker may do so by calling (517) 857-3445.

**DRESS CODE** School law in the State of Michigan requires that students attend school in appropriate dress. Any type of dress that is disruptive to the class, immodest, unsanitary, or deviates from the accepted standards of our school and community is prohibited. Neatness, cleanliness, and good taste should be evident at all times. Since it is difficult to predict in advance what problem areas may occur, guidelines will be interpreted to students at various times, either as a group or as individuals. We will continue to rely heavily upon the good judgment of parents as to their child's selection of clothing and manner of grooming. Students should remember that the way they dress is a reflection of their self-respect. Basic guidelines include (but are not limited to):

1. Shoes must be worn at all times for the health and safety of the students. (Bedroom slippers are not shoes.)
2. Hats, bandannas, do rags, skullcaps, and hoods may not be worn in the school building or in any classroom.
3. Skirts and shorts must extend beyond mid-thigh with no holes evident within this area.
4. Clothing should extend from armpit to beyond mid-thigh with no skin showing (ie. bare midriff, low cut arm holes)
5. Shirts should have sleeves or straps of at least 2 inches. Halter tops and spaghetti straps are not permitted.
6. Clothing which advertises alcohol, tobacco, illegal substances, or contains obscenities or lewd pictures shall be prohibited.
7. Pants should be worn at the waist.
8. Book bags should be left in a locker or secure place unless prior approval is given by the school office or teaching staff.

All dress code issues are subject to the administrator's discretion. Students whose attire is disrupting the learning environment for others will be directed to correct the situation or call home for acceptable attire. Repeat offenders will be subject to the school disciplinary process for insubordination.

**DRILLS AND EMERGENCIES** Fire and disaster drills are held periodically during the school year. All students, teachers, and others in the building must take part in these drills. Procedures will be explained to the students in each of their classes by the teachers. Each student should familiarize him/herself with the rules for each room in which he/she spends any of his/her time. Instructions will be posted in every room for drills for tornadoes, bomb threats, fires, etc. Any student guilty of pulling a fire alarm as a prank shall be dealt with according to the discipline code.

**ELECTRONIC USERS AGREEMENT** Before any student uses school district electronic equipment, he/she must have on file in the office an electronic user's agreement signed by the student and parent.

**ENROLLMENT AND WITHDRAWAL FROM SCHOOL** State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy. New students must be enrolled by their parent or legal guardian and provide copies of the following:  
A. a birth certificate or similar document  
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)  
C. proof of residency  
D. proof of immunizations  
Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. No student will be allowed to withdraw from school without the written consent of his/her parents. If transferring to another school district, parents must notify the principal of their intention to transfer. Transfer requests will only be

authorized after the student has completed the arrangements, returned all school materials, and paid any fees or fines that are due. School records may not be released if the transfer is not properly completed. School officials, when transferring student records, are required to transmit disciplinary records of the student.

**FIELD TRIPS** Field trips are academic activities that are held off school grounds. There are also other trips that are part of the school's co- curricular and extracurricular programs. No student may participate in any school-sponsored trip without parental consent.

**GRADES** Grading is handled by individual teachers. For information on how a particular class is graded, please contact the individual teacher.

**HALL PASSES** A student must have a pass signed by a staff member before entering the hall during class time. Hall passes will be kept to a minimum.

**HOMEWORK** The Springport Public Schools adheres to the policy that homework is an integral part of the education process. Due to the nature of many of our courses, it is inevitable that homework will be assigned. Parents should monitor their child's work and keep in contact with the school. The following guidelines will apply for work missed due to an absence:

1. Work incomplete through an absence will be made up within the time equal to the absence (i.e. two days absent, two days to make upwork.)
2. If absent on the day of a quiz or pre-scheduled test, the student will make up the missed exam or quiz upon return.
3. Any incompletes not made up in the specified period of time will become failures and recorded as such.
4. Report card incompletes must be made up by the end of the fourth week of the next marking period.
5. Final decisions concerning incompletes and make up work rest with the principal.
6. All work completed during an in-school suspension will receive full credit if turned in at the end of the day.
7. Students are to be aware of the individual procedures as laid out by their individual teachers concerning work missed and make-ups.

**HOMEBOUND INSTRUCTION** Springport Schools shall arrange for individual instruction to students who are not able to attend classes because of a physical or emotional disability. Parents should contact the office regarding procedures and application information for such instruction. Homebound instruction may be in the format of virtual instruction.

**HONOR ROLL** Students maintaining a 3.0 grade point average for a marking period will be named to the Honor Roll.

**INJURY AND ILLNESS** All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures. Any student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

**LEAVING THE CAMPUS** All middle school students leaving the campus during the regularly scheduled school day are to have secured permission from the office before doing so. Parents (or other approved adults) who pick up students before the end of the day must sign the student "out" in the office. Any student leaving during the school day without permission will be considered truant and the discipline policy enforced. The school cannot accept responsibility for the safety of any student should they decide to leave the school without

permission. All students are to leave the school at the end of the school day unless they are involved in an extracurricular activity or are under direct supervision of a school approved adult. Students are to have appropriate transportation at the conclusion of the activity or event. Students without appropriate transportation may be dismissed from future activities and events.

**LOCKERS** Lockers are the property of the school district and are provided to students for their use. They are subject to search by school officials. Locker assignments are made by the office and no changes are to be made without permission from the office. Students are not to bring items or articles of great value or large sums of money to school. Students have the responsibility to keep their lockers neat, clean, and free from graffiti, food, and open containers. Students are encouraged to have locks on their lockers. Students may bring their own locks provided they leave a spare key (or the combination) with the office.

**LOITERING AND TRESPASSING** Violation of good school order sometimes occurs when persons pay unauthorized visits to the school or school property. All visitors, students, and non-students alike, are to report to the office, and receive a visitors pass to indicate the reason for being at school. Approval must be granted for visitors to remain at school. Students not involved in after-school activities need to leave the school premises within fifteen (15) minutes of dismissal. Students who loiter on the school premises without involvement in an after-school activity will be subjected to disciplinary procedures.

**LOST AND FOUND** The lost and found department is located in or in front of the office. Any article lost or found should be reported to the office. Articles may be claimed by properly identifying the item by the rightful owner. Items will be disposed of monthly.

**LUNCH PERIOD AND CAFETERIA GUIDELINES** Each student has an assigned lunch period. The following are specific points of emphasis for the lunch period/cafeteria:

1. Students are to be in the cafeteria or under the direct supervision of an adult during lunch period.
2. During lunch periods, students are to use the two restrooms near the cafeteria.
3. Students should have their student ID in order to purchase a school lunch. Student numbers are used to store account information.
4. Students may bring checks made out to "Springport Schools" and use the envelopes provided in the kitchen to deposit money into their accounts. Pay Schools on-line payment is available on the district website.
5. Refer to the cafeteria matrix for further details.

**LIBRARY** The library contains materials (books, magazines, and reference materials) for your use. Students are expected to follow the library matrix at all times. Students may check out materials from the library in preparing for class or for personal use. During the school day, a student must have a pass from a teacher to use the library. All materials are to be returned by the due date or a fine will be imposed for overdue materials. The library has an automated system for check-out.. Fines for overdue materials (magazines, books and Reference books) are \$.05 per school day. All fines must be paid before any new materials can be checked out.. If materials are lost, a replacement cost must be paid.

**MEDICATION** Before any prescribed medication or treatment may be administered to any students during school hours, the board shall require the written prescription from the child's physician accompanied by the written authorization of the parent. A parent or guardian must also authorize any self-medication by the student. Before any non-prescribed medication or treatment may be administered, the board shall require the prior written consent of the parent along with a waiver of any liability to the district for the administration of medication. Forms are available in the office.

**PARENT-TEACHER CONFERENCES** Parent-teacher or student-led conferences will be held in the fall and spring of the school year. This is an excellent opportunity for parents to meet with teachers to discuss the progress of their child at school and in their individual classes.

### **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORT (PBIS)**

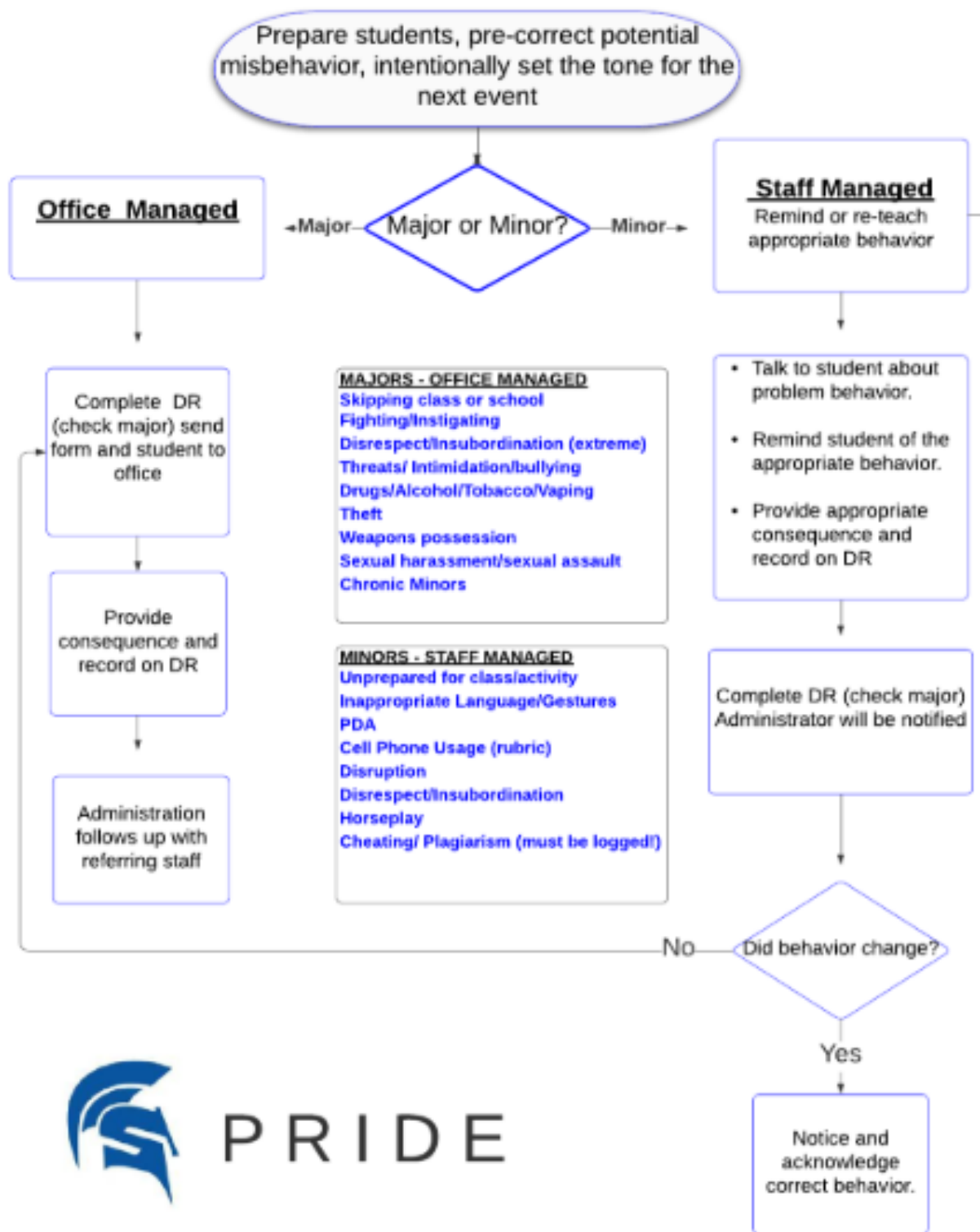
#### **What is PBIS?**

- A shift in our traditional thinking.
- Positive and teaches students in a clear, explicit manner WHAT we want them to do.
- An acknowledgement system is available to students.
- A way to support everyone to create the kinds of schools where all students are successful.
- A commitment to addressing student behavior through systems change.
- Minor behaviors will be dealt with by classroom teachers in the manner and order seen in Springport Behavior Flow Chart.
- Major behaviors will be referred to the Dean of Students and consequences will follow the Springport Behavior Flow Chart.

#### **PBIS List of Major and Minor Behaviors**

<b>MINOR BEHAVIORS Teacher Handled</b>	<b>MAJOR BEHAVIORS Office Handled</b>
Defiance	Abusive Language/Inappropriate Language/ Profanity
Disrespect	Defiance/Disrespect/Insubordination
Disruption	Disruption
Dress Code Violation	Dress Code Violation
Inappropriate Language	Fighting/Instigating Fights
Physical Contact/Physical Aggression	Cheating/Plagiarism/Theft
Unprepared	Harassment
Property Misuse	Inappropriate Display of Affection
Improper Cell Phone Use/Technology Violation	Sexual Harassment/Assault
Tardiness	Skiping Class (Truancy)
Public Displays of Affection (PDA)	Threats/Intimidation/Bullying
	Use/Possession of: Drugs/Alcohol/Tobacco/Vaping
	Weapons Possession
	Chronic Minors





\*DR=Discipline Referral

## Springport Middle/High School Discipline Matrix

PRIDE	Hallway	Cafeteria	Recess Location	Bathrooms	Bus	Field Trips/Guest Speakers/Assemblies
<b>P</b> Perseverance Keep going despite obstacles and challenges.	<ul style="list-style-type: none"> <li>Use time wisely.</li> <li>Maintain positive relationships.</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently in line.</li> <li>Be inviting to others.</li> </ul>	<ul style="list-style-type: none"> <li>Wear appropriate clothing.</li> <li>Resolve conflicts peacefully.</li> <li>Play until the end of recess.</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn.</li> <li>Use between class periods.</li> <li>Avoid negative interactions/behaviors.</li> </ul>	<ul style="list-style-type: none"> <li>Handle conflicts peacefully.</li> <li>Practice self-control.</li> </ul>	<ul style="list-style-type: none"> <li>Give every experience a chance.</li> <li>Be positive!</li> <li>Maintain focus.</li> </ul>
<b>R</b> Respect Treat others like you would want to be treated.	<ul style="list-style-type: none"> <li>Keep hands to yourself.</li> <li>Walk on the right.</li> <li>Close lockers quietly.</li> </ul>	<ul style="list-style-type: none"> <li>Make requests of others.</li> <li>Express appreciation.</li> <li>Keep hands to yourself.</li> <li>Walking feet.</li> <li>Use inside voices.</li> <li>Keep food on your plate.</li> </ul>	<ul style="list-style-type: none"> <li>Stay within the boundaries.</li> <li>Be kind.</li> <li>Use equipment as intended.</li> <li>Include everyone during play.</li> </ul>	<ul style="list-style-type: none"> <li>Go, flush, wash, leave.</li> <li>Take care of the area properly.</li> <li>Use appropriate voice levels and language.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal space.</li> <li>Use kind words and actions.</li> <li>Use earbuds/headphones</li> <li>Get permission before taking pictures.</li> <li>Use appropriate voice levels and language</li> <li>Make requests of others</li> </ul>	<ul style="list-style-type: none"> <li>Express appreciation.</li> <li>Limit side conversations.</li> <li>Maintain personal space.</li> <li>Participate when and in the manner asked.</li> <li>Use appropriate voice and language.</li> </ul>
<b>I</b> Integrity Be a good person when no one is watching.	<ul style="list-style-type: none"> <li>Use polite language.</li> <li>Hug and release.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself and others.</li> <li>Positive conversations.</li> <li>Pay for what you take.</li> </ul>	<ul style="list-style-type: none"> <li>Use polite language.</li> <li>Use phones appropriately.</li> <li>Use the correct doors for entrance/exit.</li> <li>Follow the correct process.</li> </ul>	<ul style="list-style-type: none"> <li>Go where you say you're going.</li> <li>Clean up after yourself.</li> <li>Take care of your belongings.</li> <li>Keep your phone in your pocket.</li> </ul>	<ul style="list-style-type: none"> <li>Admit and apologize when you make mistakes.</li> </ul>	<ul style="list-style-type: none"> <li>Represent with PRIDE.</li> <li>Go where you say you're going.</li> <li>Clean up after yourself and others.</li> <li>Take care of your belongings.</li> <li>Keep your phone in your pocket.</li> </ul>
<b>D</b> Dependability Be trustworthy and reliable.	<ul style="list-style-type: none"> <li>Pick up after yourself and others.</li> <li>Carry a pass.</li> <li>Report problems to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Use correct bathrooms for your location.</li> <li>Be where you are supposed to be.</li> <li>Report problems to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Return equipment to the proper locations.</li> <li>Be where you are supposed to be.</li> <li>Report problems to staff.</li> </ul>	<ul style="list-style-type: none"> <li>Report problems to a staff member.</li> <li>Carry a pass.</li> </ul>	<ul style="list-style-type: none"> <li>Remain seated at all times.</li> <li>Keep hands and feet inside the bus at all times.</li> <li>Face forward.</li> <li>Report problems to a driver.</li> </ul>	<ul style="list-style-type: none"> <li>Practice active listening.</li> <li>Give the speaker your full attention.</li> <li>Be where you are supposed to be.</li> <li>Report problems to staff.</li> </ul>
<b>E</b> Excellence Everything counts.	<ul style="list-style-type: none"> <li>Be an upstander.</li> <li>Take PRIDE in our school.</li> </ul>	<ul style="list-style-type: none"> <li>Make healthy choices</li> <li>Be a positive example for others.</li> </ul>	<ul style="list-style-type: none"> <li>Make recess an enjoyable time for everyone.</li> <li>Help others positively.</li> </ul>	<ul style="list-style-type: none"> <li>Keep the space clean.</li> <li>Model positive behaviors.</li> <li>Use time efficiently.</li> </ul>	<ul style="list-style-type: none"> <li>Leave it better than you found it.</li> <li>Help the bus be a safe place to be.</li> </ul>	<ul style="list-style-type: none"> <li>Be cooperative and willing to learn.</li> <li>Ask appropriate questions.</li> </ul>
 <b>Staff</b> Model positive behavior.	<ul style="list-style-type: none"> <li>Enforce safety.</li> <li>Scan, move, and interact positively with students.</li> </ul>	<ul style="list-style-type: none"> <li>Scan, move, and interact positively with students.</li> <li>Pay your lunch bill.</li> </ul>	<ul style="list-style-type: none"> <li>Scan, move, and interact positively with students.</li> <li>Enforce safety and rules.</li> </ul>	<ul style="list-style-type: none"> <li>Be present near the bathroom to monitor noise levels &amp; behavior.</li> </ul>	<ul style="list-style-type: none"> <li>Enforce safety.</li> <li>Support the bus driver.</li> <li>Scan and interact positively with students.</li> </ul>	<ul style="list-style-type: none"> <li>Scan, move, and interact positively with students.</li> <li>Spread yourself out amongst the students.</li> </ul>

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Academic Dishonesty (Cheating /Plagiarism)</b>	Students are to do their own work on tests, quizzes, homework, and all other school assignments. In addition to the consequences listed, the student will lose credit for the work involved.	-Doc in SWIS for documentation only -Parent contact -Teacher managed	-Doc in SWIS for further action -Parent contact -Teacher managed with administrator support as needed	-Doc in SWIS for further action -Parent contact -Teacher managed with administrator support as needed	-Doc in SWIS for further action -Parent contact -Teacher managed with administrator support as needed
<b>Class Tardiness</b>	Students are expected to be in class on time each period and should plan their day so they have needed materials with them. Students entering class late with a pass in their agenda should not be disciplined.	-Reteach expectation -Teacher marks tardy in Powerschool	-Reteach expectation and warning (by teacher) -Teacher marks tardy in Powerschool	-Teacher marks tardy in Powerschool and notifies student detention will be coming. -Referral to SWIS and lunch detention	-Teacher marks tardy in Powerschool and notifies student detention will be coming. -Referral to SWIS and lunch detention
<b>Defiance/ Repetitive Disruption/Insubordination / Non-Compliance to Staff</b>	Students are expected to comply with reasonable requests of school employees including giving their name when asked.	-15 sec intervention -Doc in SWIS for further action <a href="#">-Think About It Form</a> -Possible ISS and SEL lessons -staff contacts parent	-15 sec intervention <a href="#">-Think About It Form</a> -Doc in SWIS for further action - ISS and SEL lessons -staff contact parent -letter home	-Send to office/Request Office support <a href="#">-Think About It Form</a> -Doc in SWIS for further action -parent contact by office staff - ISS and SEL lessons -Referral to Tier 2 -Assess for temporary behavior plan	-Send to office/Request Office support <a href="#">-Think About It Form</a> -Doc in SWIS for further action -parent contact by office staff - ISS/OSS and SEL lessons -Referral to Tier 2 -Assess for temporary behavior plan -Letter home -Parent meeting -Assess for temporary Behavior plan/no passing time
<b>Disrespect</b>	Students will be respectful to others at all times. Abusive language, gestures, and/or verbal/physical abuse is not acceptable.  Minor: Short, one time occurrence, infrequent, rude, lacking tact  Major:Prolonged, repetitive, significant	-Reteach expectation -15 sec intervention	-Reteach expectation -15 sec intervention -Classroom Intervention/Restorative Conversation -Doc in SWIS as Doc only	-Reteach expectation -15 sec intervention -Classroom Intervention/Restorative Conversation -Doc in SWIS as Further Action	-Reteach expectation -15 sec intervention -Doc in SWIS as Further Action
<b>Drug/Alcohol Violations</b>	Students are not permitted to be under the influence of, or have in their possession, any form of illegal drug or controlled substance (including alcohol or prescription medication) on school property or at any school event. Students are not to have on their person any drug-related paraphernalia or look alike. Selling of drugs, buying or the intent thereof is also a violation.	-Doc in SWIS for further action -Referral to administrator, 1-10 days OSS with -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency	-Doc in SWIS for further action -Referral to administrator, 1-10 days OSS -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency	-Doc in SWIS for further action -Referral to administrator, -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency	-Doc in SWIS for further action -Referral to administrator, -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency

	*Possible Superintendent's Hearing / Police Involvement				
Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Fighting / Instigating/Recording a Fight</b>	<p>Students attending Springport Middle/High School have the right to an education. Students involved in fighting disrupt that process. Students who encourage or promote conflict will be considered as instigating a fight and receive the following consequences.</p> <p>*Families/administrator may request police involvement</p>	<p>-Doc in SWIS for further action</p> <p>-SEL Lesson(s)</p> <p>-Referral to administrator, 1-3 days ISS/OSS.</p> <p>-Parent contact</p>	<p>-Doc in SWIS for further action</p> <p>-SEL Lesson(s)</p> <p>-Referral to administrator, 3-5 days ISS/OSS.</p> <p>-Parent contact</p> <p>-Possible referral to JUMP/community agency</p>	<p>-Doc in SWIS for further action</p> <p>-SEL Lesson(s)</p> <p>-Referral to administrator, 5-10 days ISS/OSS.</p> <p>-Parent contact</p> <p>-Possible referral to JUMP/community agency</p> <p>-No passing time/After school activity</p>	<p>-Doc in SWIS for further action</p> <p>-SEL Lesson(s)</p> <p>-Referral to administrator, possible Superintendent's Hearing</p>
<b>Inappropriate Displays of Affection (PDA)</b>	Students attend school to learn and should not be displaying their affection to others while on school grounds.	-Reteach of expectation	<p>-Reteach of expectation</p> <p>-Doc in SWIS for documentation only</p> <p>-Parent contact by person who observed PDA</p>	<p>-Doc in SWIS for further action</p> <p>-Parent contact</p> <p>-SEL Lesson(s)</p> <p>-Assess for alternate passing time</p>	<p>-Doc in SWIS for further action</p> <p>-Parent contact</p> <p>-SEL Lesson(s)</p> <p>-Assess for alternate passing time</p>
<b>Inappropriate Language/Profanity</b>	Students are expected to use school appropriate language.	-Reteach expectation	<p>-Reteach expectation</p> <p>-Classroom Intervention</p> <p>-Doc in SWIS as Doc only</p>	<p>-Reteach expectation</p> <p>-Staff call home</p> <p>-Doc in SWIS for further action</p> <p>-w/in 24 hrs, restorative conversation b/t staff and student</p>	<p>-Staff fills out T2 referral form</p> <p>-Doc in SWIS for further action</p>
<b>Inappropriate Location/Out of Bounds</b>	<p>Students will remain in the building and on school grounds at all times during school hours unless specific permission to leave is granted. Students are expected to be in the appropriate location according to their schedule/consequence assigned. (Ex of out of bounds, in the bathroom vs at recess, left class w/o permission, past boundaries at recess)</p> <p>*BIP (Behavior Intervention Plan)</p> <p>*Consequences for skipping assigned lunch detentions are at teacher/administrator discretion</p>	<p>-Reteach expectation</p> <p>-If appropriate, staff marks UA in Powerschool</p> <p>-Doc in SWIS and Lunch Detention</p> <p>If student left school grounds,</p> <p>-Doc in SWIS for further action</p> <p>-Parent contact</p> <p>-SEL Lesson(s)</p> <p>-Possible BIP/referral to small group</p> <p>-Referral to administrator, 1 lunch detention</p>	<p>-Reteach expectation</p> <p>-If appropriate, staff marks UA in Powerschool</p> <p>-Referral to SWIS and Lunch Detention/ISS</p> <p>-Possible referral to small group/BIP</p> <p>If student left school grounds,</p> <p>-Doc in SWIS for further action</p> <p>-Parent contact</p> <p>-SEL Lesson(s)</p> <p>-Possible BIP/referral to small group</p>	<p>-Reteach expectation</p> <p>-If appropriate, staff marks UA in Powerschool</p> <p>-Referral to SWIS and Lunch Detention/ISS</p> <p>-Possible BIP</p> <p>-Possible referral to small group/community agency</p> <p>If student left school grounds,</p> <p>-Doc in SWIS for further action</p> <p>-Parent contact</p> <p>-SEL Lesson(s)</p> <p>-Possible</p>	<p>-Reteach expectation</p> <p>-If appropriate, staff marks UA in Powerschool</p> <p>-Referral to SWIS and Lunch Detention/ISS</p> <p>-Possible BIP</p> <p>-Possible referral to small group/community agency</p> <p>If student left school grounds,</p> <p>-Doc in SWIS for further action</p> <p>-Parent contact</p> <p>-SEL Lesson(s)</p> <p>-Possible</p>

			-Possible 3 day ISS	BIP/referral to small group -Possible 3-5 days ISS/OSS	BIP/referral to small group -Possible 7-10 days ISS/OSS
<b>Offense</b>	<b>Expectation</b>	<b>First Offense</b>	<b>Second Offense</b>	<b>Third Offense</b>	<b>Fourth Offense</b>
<b>Lying/Providing Misleading Information</b>	All students are expected to be honest and truthful. Intentionally giving misleading information to staff members is not acceptable. Severity of the incident will be considered.	-Reteach of expectations	-Doc in SWIS may be documentation only or for further action -Parent contact -Possible SEL Lesson(s)	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Possible 1-3 days ISS	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Possible 3-5 day ISS
<b>Material/Property Misuse</b>	School supplies are provided to support and enhance student learning opportunities. Materials need to be used in the manner in which directed	-Reteach of expectation -Teacher managed with Administrator support as needed	-Reteach of expectation -Teacher managed with Administrator support as needed -Doc in SWIS for documentation only or for further action -Parent contact	-Doc in SWIS for further action -SEL Lesson(s) -Parent contact -Potential short/long term restricted privileges	-Doc in SWIS for further action -SEL Lesson(s) -Parent contact -Potential short/long term restricted privileges
<b>Physical Aggression</b>	Students are expected to control their emotions at all times. An unprovoked attack on another individual will be considered physical aggression. The severity of the physical aggression/assault and/or injury to the other person will be considered.  *Consequence, Superintendent's hearing and/or police notification may be determined by threat assessment and/or Response Management and Support Plan  * Families/administrator may request police involvement  *BIP (Behavior Intervention Plan)	-Doc in SWIS for further action -SEL Lesson(s) -Parent contact -Referral to administrator, possible 1-3 days ISS/OSS.	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible 1-5 days ISS/ OSS -Possible referral to JUMP/community agency -Assess for BIP/Alternate Passing time	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible 1-10 days ISS/ OSS -Possible referral to JUMP/community agency -Assess for BIP/Alternate Passing time	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible 1-5 days ISS/ OSS -Possible referral to JUMP/community agency -Assess for BIP/Alternate Passing time -Referral to administrator, Superintendent's hearing and police notification
<b>Skiping Class</b>	Students are expected to attend all classes according to their schedule  *BIP (Behavior Intervention Plan).	-Reteach expectation -Staff marks UA in Powerschool -Referral to SWIS and Lunch Detention	-Reteach expectation -Staff marks UA in Powerschool -Referral to SWIS and Lunch Detention/ISS -Possible referral to small group/BIP	-Reteach expectation -Staff marks UA in Powerschool -Referral to SWIS and Lunch Detention/ISS -Possible referral to small group/community agency -Possible BIP	-Reteach expectation -Staff marks UA in Powerschool -Referral to SWIS and Lunch Detention/ISS -Possible referral to small group/community agency -Possible BIP

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Smoking/Vaping</b>	Springport schools are a smoke-free environment in the building, on the grounds, and on the buses. <b><u>Possession of cigarettes/tobacco/paraphernalia and other smoking material/lookalikes will be considered a violation.</u></b>	-Doc in SWIS for further action -Referral to administrator, (1-3 days ISS/OSS) -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency	-Doc in SWIS for further action -Referral to administrator, 3-5 days OSS -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency	-Doc in SWIS for further action -Referral to administrator, 5-10 days OSS -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency	-Doc in SWIS for further action -Referral to administrator, 10+ days OSS -Parent contact -SEL Lesson(s) -Possible referral to JUMP/community agency
<b>Technology Violation</b>	Devices should be used for appropriate educational and administrative purposes. Students are expected to limit their usage to the content specific to the classroom instruction.	-Reteach expectation -Doc in SWIS for documentation only or for further action -Teacher managed with Administrator support as needed	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Teacher managed with Administrator support as needed -Potential temporary restricted computer privileges.	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Potential temporary/long term restricted computer privileges.	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Potential temporary/long term restricted computer privileges.
<b>Theft</b>	Students are expected to take care of their own property and never take anything that belongs to someone else or Springport Schools.  * Police will be notified when appropriate.	-Doc in SWIS for further action -Parent contact -Referral to administrator, 1-3 days ISS/OSS -SEL Lesson(s) -Possible restitution	-Doc in SWIS for further action -Parent contact -Referral to administrator, 3-5 days ISS/OSS -SEL Lesson(s) -Possible restitution	-Doc in SWIS for further action -Parent contact -Referral to administrator, 5-10 days ISS/OSS with Superintendent's Hearing -SEL Lesson(s) -Possible restitution	-Doc in SWIS for further action -Parent contact -Referral to administrator, 10+ days OSS with Superintendent's Hearing -SEL Lesson(s) -Possible restitution
<b>Threats / Intimidation /Harassment</b>	Students are expected to handle conflicts with other individuals in a non-violent manner. The use of verbal intimidation or physical threats is not acceptable.  *Consequence determined by threat assessment and Response Management and Support Plan.	-Doc in SWIS for further action -Referral to administrator -SEL Lesson(s) -Completion of Threat Assessment	-Doc in SWIS for further action -Referral to administrator, 1-3 days ISS/OSS -SEL Lesson(s) -Completion of Threat Assessment	-Doc in SWIS for further action -Referral to administrator, 5-10 days OSS -SEL Lesson(s) -Completion of Threat Assessment	-Doc in SWIS for further action -Referral to administrator, 10+ days OSS with possible Superintendent's Hearing -SEL Lesson(s) -Completion of Threat Assessment
<b>Weapons Possession</b>	Students are not to be in possession of any weapon on school grounds or at school activities. Knives, guns, clubs, or other devices that could be used as weapons are all against school rules.  *Completion of Threat Assessment with consequence, Response Management Support Plan (RMS), Superintendent's hearing and police notification determined by TA	-Doc in SWIS for further action -Parent contact -Referral to administrator, possible 1-10 days OSS -SEL Lesson(s) -Completion of Threat Assessment	-Doc in SWIS for further action -Parent contact -Referral to administrator, 10+ days OSS -SEL Lesson(s) -Completion of Threat Assessment.	-Doc in SWIS for further action -Parent contact -Referral to administrator, 10+ days OSS -SEL Lesson(s) -Completion of Threat Assessment.	-Doc in SWIS for further action -Parent contact -Referral to administrator, 10+ days OSS -SEL Lesson(s) -Completion of Threat Assessment

Offense	Expectation	First Offense	Second Offense	Third Offense	Fourth Offense
<b>Vandalism / Destruction of School Property</b>	Students are expected to respect and care for the property of the school district and others at all times. Chromebooks and lockers, though assigned to students, are still school property.  *Possible 10+ days OSS, with Superintendent's hearing and police notification	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible ISS/OSS -Restitution and/or maintenance work if applicable..	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible 1-3 days ISS/OSS. -Restitution and/or maintenance work if applicable.	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible 1-10 days ISS/ OSS. -Restitution and/or maintenance work if applicable.	-Doc in SWIS for further action -Parent contact -SEL Lesson(s) -Referral to administrator, possible 1-10+ days OSS -Restitution and/or maintenance work if applicable.

<b>Other</b>	<ul style="list-style-type: none"> <li>· Bomb Threats/Arson – OSS with a Superintendent's hearing</li> <li>· False Alarm – OSS with a Superintendent's hearing</li> <li>· Incendiary Devices/Smoke Bombs/Fireworks – OSS with a Superintendent's hearing</li> <li>· Falsely reporting any serious incident is a felony. The Springport police will prosecute violators to the fullest extent of the law.</li> </ul> <p>*Immediate notification of the Springport or State Police Department for all above incidences</p>
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***Note:***  
***Principal / Administrator will have final authority over consequence and/or restorative given.***

**Special Note:** The board shall permanently expel a student in grade 6 or above if that student commits physical assault at school against a District employee, volunteer, or contractor. (Physical assault is defined as “intentionally causing or attempting to cause physical harm to another through force or violence”). In addition, the board shall suspend or expel a student in grade 6 or above for a period of time determined at the Board's discretion if the student commits verbal assault at school against a District employee, volunteer, or contractor or makes a bomb threat or similar threat directed at school building, property, or at a school related activity.

#### **DETENTION**

Teachers may assign detention to be served with the assigning teacher for violations of the discipline code. Students will be scheduled for detention and notification when it must be served.

Anytime a student is assigned an initial lunch detention, they will be asked to complete the Suite 360 Assessment. When a student is assigned an ISS, they will complete a PRIDE packet and potential Suite 360 lessons before they may return to the classroom.

If a student has 7 days suspension, they will then be referred to the Tier III intervention team.

**POLICY OF NON-DISCRIMINATION** The Board of Education declares it to be the policy of this district to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, sex (Including sexual orientation and sexual identity), place of residence within the

boundaries of the district, or social or economic background, to learn through the curriculum offered in this district.

**PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS** Springport Middle School is concerned for the safety of students and attempts to comply with all federal and state laws to protect students and staff from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the district's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan will be made available upon request.

**REVIEW OF INSTRUCTIONAL MATERIALS** Parents have the right to review any instructional materials being used in the school. They also may observe instruction in any class. Any parent who wishes to review materials or observe instruction must contact the principal 24 hours prior to coming to the school. Parents' rights to review teaching materials and instructional activities are subject to reasonable restrictions and limits.

**SCHEDULING** Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on a student's needs and available class space. Any changes in a student's schedule should be handled through the middle school office.

**SCHOOL CLOSING** In the event it is necessary to close school because of an emergency, local radio and television stations will be notified. To receive an automated phone call, please log into your student's PowerSchool account and make sure your contact is up to date and activated. To keep communication lines open, parents and students are asked not to call the school or school personnel. Generally, if a school closing is necessary because of the weather, the decision will be made as soon as possible in the morning.

**SCHOOL GROUPS** Springport Middle School offers a wide variety of extra-curricular activities including (but not limited to) athletics, Student Council, NJHS, and other groups on a limited basis. Students are encouraged to participate and get involved in school activities. Students may arrive at their next activity no more than 15 minutes early and need to be supervised by an adult while on school property.

**SEARCH AND SEIZURE** Search of a student and his/her possessions may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the health and safety of others. All searches of school property may be conducted with or without a student's consent. Students are provided lockers and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated. In the course of any search, students' privacy rights will be respected regarding any items that are not illegal or against school policy. For information regarding the use of technology and the searching of informational databases, please refer to the district's user agreement policy, available in the middle school office.

**SEXUAL HARASSMENT** Any student who believes that they are the victim of sexual harassment (defined as any unsolicited and unwelcome sexual conduct or overtone that may be verbal, physical, written, or visual) are to call this to the attention of the Anti- Harassment Complaint Coordinator,. All complaints will be investigated and if the complaint is valid, discipline will be handled as part of the Student Rights and Responsibilities section of this handbook.

**STUDENT ILLNESS** Students who become ill at school or students who are in need of minor first aid are to



report to the office. In the case of first aid efforts, should the problem be solved the student will return to class. In the event of an illness, every effort will be made to contact parents so that arrangements may be made to pick up the student. If parental contact cannot be made, other numbers on the student enrollment card will be called in an attempt to have the student picked up from school. After reporting to the office, students may use personal cell phones to call home. This is to ensure that staff are aware of student illnesses.

**TELEPHONE** The telephone in the office is not to be used for personal calls not related to school activities. Permission must be granted from a staff member before the office phone is used by students. In the event of an emergency, messages will be delivered to students.

**TEXTBOOKS AND MATERIALS** Necessary texts and sufficient materials for each class will be supplied by the school district. If school property is lost, the student will be expected to immediately make arrangements to purchase a school owned replacement. At the close of the school year, the students will be expected to return materials in the condition that they were issued, less normal wear and tear. Any wear beyond normal use will be determined by school personnel and the student will be held responsible for the cost of replacement of books and materials.

**THEFT IN SCHOOL** Care of personal property is the responsibility of the student. Cases of theft are to be reported to the office and, to the extent possible, school authorities will investigate the theft. Students and their parents are encouraged to file a police report on all thefts. To discourage theft, students should not bring items or articles of great value to school, nor should they give their locker combination to other students. Students are strongly encouraged to lock lockers when not in use.

**VISITORS PASS** Students wishing to bring a guest to school must make arrangements and obtain office approval in advance of the visit. Students may contact the office to fill out the appropriate forms for a visitor. Visiting students will generally not be allowed if their school is in session. Any person not a member of the student body or staff must have permission to be on the premises between 7:30 a.m. and 2:30 p.m. No visitors will be allowed the day before or the day following a scheduled vacation or on exam days.

**WEAPON POSSESSION** A weapon includes conventional objects like guns, pellet guns, knives, chains, 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 to an object used to threaten or injure another. This includes, but is not limited to padlocks, pens, pencils, jewelry, and so on. Criminal charges may be filed for this violation and possible school board action. Possession of a weapon will subject a student to permanent expulsion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

**WORK PERMITS** Applications for work permits by students less than the age of eighteen (18) may be done by contacting the office. No student under the age of 18 may work without a permit.

## **STUDENT RIGHTS AND RESPONSIBILITIES SPRINGPORT MIDDLE SCHOOL**

1. **PREAMBLE:** We believe that each student is unique and has the potential for making positive contributions to society. We recognize that in order to function in society, individuals need to master certain basic skills and need to continue learning throughout life. We believe that while learning the need for and the

value of group dynamics, individuals will come to know and appreciate their worth and that of others. We believe that by accepting and fulfilling appropriate responsibilities, individuals will come to value resultant privileges. Therefore, we commit ourselves in a cooperative effort with parents and the community to provide an atmosphere that will allow students to:

1. Be accountable for their own actions and to realize that with privileges go responsibilities.
2. Acquire the values and attitudes necessary for responsible citizenship.
3. Display a positive attitude toward learning and the school environment.
4. Know and obey the rules and decisions of those in authority.
5. Demonstrate appreciation for the dignity and integrity of all.
6. Respect the inherent rights of others and to display tolerance for persons belonging to various cultural, social, and ethnic groups.
7. Develop a sense of responsibility to groups in which they participate.

Public schools serve many age groups whose rights differ according to their levels of maturity. We believe that a public school must have an orderly environment in which learning is not jeopardized by disruptions. Students must be given opportunities to bear responsibilities and to accept the reasonable exercise of authority. One of the most important student responsibilities is to obey all school rules and policies. A necessary assumption is that students will accept the responsibilities inherent in their rights and that school staff members will use their authority with respect for the integrity and human dignity of their students.

The Board is responsible for setting guidelines for governing schools, for providing a proper educational climate, and for the discipline of students. It is the policy of the Board that the basic premise of order will be maintained in the schools. First priority will be given to the safety of our students and the attainment of quality education, free from disruption, for those students who seek it and accept the related responsibilities.

We confirm that education cannot proceed without good discipline, fairly and consistently applied. Good discipline may be described as the absence of distractions, frictions, and disturbances, which interfere with the optimal functioning of the student, the class, and the school. It is also the presence of a friendly, yet businesslike, rapport in which students and school personnel work cooperatively toward mutually recognized and accepted goals. (See PBIS information above.)

To assist in the implementation and accomplishment of our students' conduct goals, the Board has adopted specific policies and regulations as instruments to bring about a positive educational climate in our schools.

2. APPLICATION: Copies of this policy shall be distributed to all administrative offices for use in developing building level regulations. School administrators are expected to deal promptly with safety and disciplinary problems and to establish, communicate, and require consistent behavioral standards in their schools. While it is recognized that fixed rules do not cover all situations, specific regulations to support the purpose of this policy do need to be developed at the building level. Such regulations shall fall within the following guidelines:

2.1 Any rules which form the basis for discipline shall be distributed to students, their parents, and staff throughout the school year. A process shall be developed at the building level to assure parent receipt of regulations and to discuss these regulations with students. All reasonable efforts will be made to notify parents and students of any changes in rules which occur during the school year by letter and posting.

2.2 No student shall be suspended or expelled except on the basis of published rules which reasonably inform students of due process as stated in section 10.

3. STUDENT RIGHTS: In a learning environment, students have the right to inquire and express themselves in a manner that will further enhance their education. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, the school, and the community. Students and staff share the

responsibility of creating an environment in which optimal learning is possible. With maturity and responsibility, students should strive to develop good critical judgment and an independent search for truth. As students undertake to fulfill the obligations and duties outlined in this document, the school community, of which they are a part, agrees to respect the basic freedoms of students.

### 3.1 Relationships with the school district

3.1.1 In dealing with students, the school district will respect all the rights guaranteed to them by the Constitutions and Laws

of the United States and the State of Michigan. 3.1.2 The school district, all of its facilities and services, and all organizations are open to all students without regard to race, religion, creed, sex (includes sexual orientation and sexual identification), handicap, or national origin. 3.2 Evaluation of Students

3.2.1 Academic evaluation of students in a course is based solely on performance in meeting standards established and clearly communicated by the instructor in that course.

### 3.3 Confidentiality of Information

3.3.1 All information about student views, beliefs, and political associations which members of the school acquire in the course of their work as teachers, administrators, advisors, and counselors is confidential information. Improper disclosure of confidential information is a serious violation of the obligation of confidentiality. Judgment of a student's ability and character, however, may be provided under appropriate circumstances. 3.3.2 No student information will be released on or off campus except in cases where students pose a clear and present danger to themselves or others; in cases where students give written consent that their records be released to themselves or a third party; in cases where a court order orders a counselor to release information to a specific court or judge; or in cases in which the student was/is a victim or perpetrator of child abuse or neglect. 3.4 Student Associations

3.4.1 Students are free to form and join associations, which advance the common interests of the members. Such

organizations must be conducted in accordance with school district regulations and public law.

## 4. STUDENT RESPONSIBILITIES:

### 4.1 General Regulations Concerning Student Conduct

4.1.1 The Board of Education is the legal authority for the control of student conduct at the Springport Public Schools. The building principal is the designated officer responsible to the Superintendent of Schools for student conduct. Misconduct of students is reported to the building principal or to persons designated by the building principal to receive such reports.

4.1.2 The School district shall take disciplinary action in cases concerning student's actions or offenses occurring on school district owned or controlled property or when at an event sponsored by other schools or school organizations in which the Springport Public School district is participating. Where the interests of the school district are clearly involved, the district shall have the necessary authority to take disciplinary action.

4.1.3 Violation of state or local law in a manner which affects the school district shall be treated as an offense under these regulations.

4.1.4 Violation of the athletic training rules or bus regulations shall be treated as an offense under these rules.

### 4.2 Specific Regulations Concerning Student Conduct

4.2.1 A student is expected to attend classes regularly, in accordance with state law, and to be on time in order to benefit

from the instructional programs and to develop habits of punctuality, self-discipline, and responsibility.

4.2.2 A student is expected to submit written or other work in a course that is the product of his/her own efforts. Plagiarism (the copying of the language, structure, ideas, and/or thought of another and representing it as his/her own work), cheating (the giving or receiving of an unauthorized aid or assistance or the actual giving or receiving of unfair advantage on any form of academic work), or other forms of academic dishonesty are prohibited.

4.2.3 A student shall not intentionally furnish false or misleading information (written or verbal statements or any untruth) to school officials or on official school records. Furthermore, he/she shall not forge, alter, or misuse the school district, the school district name, the name of a school employee, documents, records, identification, or school district equipment.

4.2.4 A student shall not obstruct or disrupt, or attempt to obstruct or disrupt, teaching, research, administration, disciplinary procedures, or other school activities.

4.2.5 A student's dress and appearance shall not present health or safety problems or cause disruptions.

4.2.6 A student shall not enter, or attempt to enter, closed school facilities; disrupt or attempt to disrupt, the scheduled use of school facilities; or remain within, or attempt to remain within school facilities after their closing unless authorized to do so by the Superintendent or his/her designee.

4.2.7 A student shall take no action which threatens or endangers the safety, health, life, or impairs the freedom of, any person(s). Nor shall a student make any verbal or written threat of such action.

4.2.8 A student shall take no action which damages or tends to damage property not the student's own.

4.2.9 A student shall not take property not the student's own without consent of the owner or the person legally responsible for it.

4.2.10 A student shall not engage in disorderly conduct as defined by state statute, or engage in disturbing the peace, as defined by common law, on school-owned or controlled property or at school sponsored functions.

4.2.11 A student shall not possess, use, fall under the influence of, manufacture, sell, or aid in the use, manufacture, production, sale, or distribution of any controlled substance, 'look alike drug', a substance purported to be illegal, or any substance currently classified as illegal, except as expressly permitted by law. A student shall not possess drug paraphernalia. Controlled substances are defined in the "Controlled Substances Act of 1971", as amended.

4.2.12 A student shall not use tobacco or tobacco substitute products on school district property and/or at school sponsored events, nor shall any student under the age of eighteen (18) possess tobacco products or leave school grounds for the purpose of using such products.

4.2.13 A student shall not possess, be under the influence of, furnish, or aid in the consumption or furnishing of, alcoholic beverages on school district property and/or at school sponsored events.

4.2.14 A student shall not possess or use firearms, explosives (including fireworks), dangerous chemicals, or other weapons on school district-owned or controlled property or at school sponsored events. Nor shall a student pose a danger to any other person(s) by using any device in a negligent manner. The setting of false fire alarms is expressly prohibited by this language.

4.2.15 A student shall comply with the directions of school district personnel acting in the performance of their regular or delegated duties, and the student must identify himself/herself to such persons upon request.

4.2.16 A student must observe rules and regulations concerning the use of school buildings and school-owned and operated facilities and services.

4.2.17 A student implicated in the violation or attempt to violate any regulation in this document, whether he/she directly commits the act constituting the violation, or aids or abets in the commission,

may be treated under the regulations as if he/she had directly committed such violation. Springport Public Schools is not responsible for theft or loss of these items.

## **BULLYING/AGGRESSIVE BEHAVIOR POLICY**

Springport Schools and the Springport Board of Education have adopted and implemented a policy prohibiting bullying at school. This policy is in response to Public Act 241, also known as Matt's Safe School Law. This NEOLA Policy can be found on the District website. Included in the student handbook is a set of "Guidelines" for anti-bullying along with the disciplinary rubric used to deal with Aggressive Behavior/Bullying.

## **SPRINGPORT PUBLIC SCHOOLS AGGRESSIVE BEHAVIOR PREVENTION GUIDELINES**

### **I. RESPECT AND SAFETY**

#### **A. Rights of Students and Staff**

It is the policy of Springport Public Schools to provide a safe, accepting and nurturing environment that is conducive to learning for all students. Therefore, no form of aggression will be tolerated on school grounds, at school activities whether on or off school property, on school transportation, or by anyone at this school. Intervention will occur when aggressive behavior comes to our attention and rules and consequences will be enforced as outlined in the school handbooks, and aggressive behavior rubrics. All students are protected under these guidelines, regardless of personal characteristics or features and regardless of the motivation or intent of the perpetrator.

#### **B. Definitions**

- *Aggression* is any gesture, word, or action that hurts a person's body, feelings, friendships, reputation, or property. It includes, but is not limited to:
  - i. Any form of physical violence, such as hitting, shoving, tripping, kicking, spitting, pinching or poking.
  - ii. Interfering with, hiding, damaging, extorting, or stealing another's property.
  - iii. Offensive, insulting, or obscene gestures with hands, fingers, or face.
  - iv. Name-calling, put-downs, humiliating remarks, taunting, offensive graffiti, notes, text messages, email, profanity, threats of emotional or physical harm, insulting a person's family, religion, ethnicity or disability.
  - v. Undermining a person's relationships with others by arranging social exclusion and shunning, spreading rumors, humiliation, gossip, or forcing others to act against their will.
  - vi. Any form of racial, cultural, or sexual harassment.
- *Bullying* is a form of aggression when one person or a group of persons, intentionally and repeatedly over time uses their greater power to hurt another person's body, feelings, friendships, reputation, or property. Bullying negatively affects and significantly interferes with the target's ability to participate in and benefit from the school's educational programs and opportunities.
- *Harassment* is a form of unwanted, abusive aggression that results in a hostile, intimidating, and discriminatory school environment. It can be based on race, color, culture, ethnicity, religion, sexual orientation, gender identity or expression, physical characteristics, or disability/impairment.

### **II. STAFF ACTION**

#### **A. When Aggression Is Witnessed By A Staff Member**

All staff members who witness aggression will take immediate action to intervene with any persons or groups of persons using or threatening to use aggression. Staff will intervene and stop the behavior immediately. Behaviors on the Aggressive Behavior Rubric will be documented and reported to the principal (or his/her designee) using the Aggressive Behavior Report Form. Pre-established consequences will be administered after an investigation is completed.

#### B. When Aggression Is Reported To A Staff Member

When a staff member has not directly witnessed aggression, but a student bystander or target has reported it, the staff member has the responsibility to take action. The staff member should gather basic information, including who was involved, what happened, where the incident occurred, when it started, and the names of any witnesses. The alleged incident should be documented using the Aggressive Behavior Report Form and given promptly to the principal or his/her designee. The incident will be investigated in a timely manner, and a plan of action and/or consequences will follow as deemed appropriate. The confidentiality of students reporting will be protected throughout the investigation process. The reporting student will be followed-up with to verify that no retaliation has occurred.

### III. STUDENT ACTION

When a student is a target of aggressive behavior, he or she is encouraged to report the incident to a staff person. It is the staff person's responsibility to report the reported incident to the principal or his/her designee using the Aggressive Behavior Report Form. Every effort will be made to protect the confidentiality of the reporting student.

When a student witnesses aggressive behavior, including bullying and harassment, he/she is encouraged to help break the "code of silence" by acting responsibly and reporting the incident to a staff person. Student bystanders are also encouraged to support the target of aggressive behavior when it is safe to do so.

### IV. PARENT ACTION

If a parent learns from a child that the child has been the target of aggressive behavior or that another child has been the target, they should encourage their child to report the incident to a staff member. If the student cannot or will not, parents should inform school authorities directly. Parents should never support or condone aggressive behavior or retaliation on the part of their child. Parents should encourage their child to report all incidents of aggression that they witness.

### V. PARENT NOTIFICATION

Aggressive behavior that is verified through investigation and falls on the Aggressive Behavior Rubric will result in the timely notification of parents or guardians. This applies to both the target of the aggression and the perpetrator of the aggression.

### VI. CONSEQUENCES FOR AGGRESSIVE BEHAVIOR

Predetermined consequences will be assigned for acts of aggression, bullying, and harassment.

Consequences will increase in severity based on the seriousness of the aggression and the more the aggressive behavior is repeated. Perpetrators who threaten retaliation and students who make false reports will receive consequences for their actions.

Each building has its own Aggressive Behavior Rubric with many similarities and some differences to meet the needs of the different student populations. These consequences are designed to correct the problem behavior and prevent another occurrence. If aggressive behavior is intentional, repeated, and involves an imbalance of power between the students involved, it will be considered bullying/harassing

behavior and incur a greater set of consequences/disciplinary measures. Some of the consequences for aggressive behavior may include:

- Verbal Intervention
- Documentation
- Meeting with the principal or his/her designee
- Written notification to parent or guardian
- Student calls parent or guardian
- Conference with principal, counselor, parent and student
- Behavior Improvement Plan/Loss of passing time
- Notification of superintendent, law enforcement
- Long term suspension/expulsion

Consequences assigned by the principal or their designee may be more severe than the Aggressive Behavior Rubric outlines based on the circumstances of the incident. School board policy and law enforcement requirements may also result in more severe consequences. On rare occasions, depending on the circumstances of an incident, consequences or disciplinary actions may be less than outlined.

## VII. AWARENESS AND TRAINING

These guidelines will be made available to all school staff, students, and parents on the district website. Copies will also be made available in the main offices of each building.

District staff, including administrators, teachers, secretaries, paraprofessionals, custodian, bus drivers, etc. will be familiarized with these guidelines and trained on an annual basis on how to use the Restorative Conversation and the Aggressive Behavior Report Form.

<b>BEHAVIOR</b>	<b>FIRST INCIDENT</b>	<b>SECOND INCIDENT</b>	<b>THIRD INCIDENT</b>	<b>FOURTH INCIDENT</b>
<b>LEVEL I</b> <b>Horseplay:</b> "Goofing around" that may include pushing, shoving, grabbing, jumping on, play fighting, rude gestures, or name calling where it is possible that body or feelings will be hurt.	<a href="#">-15 second intervention</a> -Documentation "only" in SWIS as Minor/Physical Aggression/Contact. -Warning	<a href="#">-15 second intervention</a> -Document "for further action" in SWIS -Parent contact by staff who witnessed/addressed the 2nd occurrence <a href="#">-Think About It Form</a>	<a href="#">-15 second intervention</a> -Document "for further action" in SWIS -Parent contact by Office Staff -1 Lunch/Recess Detention <a href="#">-Think About It Form</a>	<a href="#">-15 second intervention</a> --Document "for further action" in SWIS -Parent contact by Office Staff -3 Lunch/Recess Detentions <a href="#">-Think About It Form</a> -Assess for temporary behavior plan/no passing time
<b>LEVEL II</b> <b>Teasing:</b> Behaviors that would hurt the feelings of others or make them feel badly about themselves, including but not limited to – "just kidding" behaviors, laughing at someone, gossiping, insulting remarks, mimicking someone, spreading rumors, mean notes, mean tricks, name calling, etc.	<a href="#">-15 second intervention</a> -Documentation "only" in SWIS. -Warning	<a href="#">-15 second intervention</a> -Document in SWIS for further action -Parent contact by Staff who witnessed/addressed the 2nd occurrence -1 Lunch/Recess Detention <a href="#">-Think About It Form</a>	<a href="#">-15 second intervention</a> -Document in SWIS for further action -Parent contact by Office Staff -Multiple Lunch/Recess Detentions or ISS -If ISS, letter home and Restorative Practice <a href="#">-Think About It Form</a>	<a href="#">-15 second intervention</a> -Document in SWIS -Parent contact by principal or interventionist by Office Staff -1-3 days ISS/OSS -Letter home <a href="#">-Think About It Form</a> -Parent meeting -Assess for temporary Behavior plan/no passing time
<b>LEVEL III</b> <b>Moderate Intimidation:</b> Social aggression,	<a href="#">-15 second intervention</a> -Document "for further action" in SWIS	<a href="#">-15 second intervention</a> -Document "for further action" in SWIS	<a href="#">-15 second intervention</a> -Document "for further action" in SWIS	<a href="#">-15 second intervention</a> -Document in SWIS "for further action"

<p>exclusion, silent treatment, emotional blackmail, electronic intimidation, profanity/vulgarity, threats of emotional or physical violence.</p> <p><b>Moderate Physical Contact:</b> Pushing, shoving, grabbing, tripping, hitting, pulling hair, shouldering, throwing things, etc. where physical harm may occur.</p> <p><b>False Reports/Retaliation</b></p>	<p>-Parent contact by Office Staff</p> <p>-Min 2 lunch/recess detentions</p> <p>-<a href="#">Think About It Form</a></p>	<p>-Parent contact by Office Staff</p> <p>-1 day ISS</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p>	<p>-Parent contact by Office Staff</p> <p>-3 day ISS</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p> <p>-Parent meeting</p> <p>-If available, referral to small group</p>	<p>by principal-Parent contact by Office Staff</p> <p>-3 day ISS</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p> <p>-Parent meeting</p> <p>-Assess for temporary Behavior plan/no passing time</p> <p>-If available, referral to small group</p>
<p><b>LEVEL IV</b></p> <p><b>Severe Physical Contact:</b> Punching, kicking, and similar behaviors where physical harm is likely to occur.</p> <p><b>Severe Intimidation/Harassment:</b> Racial, ethnic, sexual, religious or other forms of severe harassment or intimidation, including cyber bullying.</p> <p><b>*Refer to SPS harassment policy</b></p>	<p>-Student to office</p> <p>-Document "for further action" in SWIS</p> <p>-Parent contact by Office Staff</p> <p>-Minimum 1 day ISS and SEL lesson(s)</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p> <p>-Possible police notification</p>	<p>-Student to office</p> <p>-Document in SWIS</p> <p>-Parent contact by Office Staff</p> <p>-Minimum 3 days ISS/OSS and SEL lesson(s)</p> <p>-Possible referral to small group</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p> <p>-Possible police notification</p> <p>-Parent meeting</p>	<p>-Student to office</p> <p>-Document in SWIS</p> <p>-Parent contact by Office Staff</p> <p>-Minimum 5 day ISS/OSS and SEL lesson(s)</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p> <p>-Possible police notification</p> <p>-Parent meeting</p> <p>-Behavior plan/no passing time</p> <p>-Possible referral to small group</p> <p>-Possible long-term suspension</p>	<p>-Student to office</p> <p>-Document in SWIS</p> <p>-Parent contact by Office Staff</p> <p>-Minimum 10 day OSS and SEL lesson(s)</p> <p>-Letter home</p> <p>-<a href="#">Think About It Form</a></p> <p>-Possible police notification</p> <p>-Parent meeting</p> <p>-Assess for temporary Behavior plan/no passing time</p> <p>-Possible referral to group suspension/expulsion</p>

Inappropriate language becomes harassment when it is directed at someone or the school has provided education regarding how that language/gesture could be considered derogatory to a person or a group.

## SUSPENSION

A. Short Term Suspension: A short term suspension shall be defined as a temporary refusal of a school district to allow a student to attend school and school related activities. A short term suspension generally refers to an exclusion of ten (10) or less school days. B. Long Term Suspension: A suspension of more than ten (10) days is considered a long term suspension and requires more formal due process procedures and should only be used in unusual circumstances. C. In-School Suspension (Remediation): A day or portion thereof, where students are excluded from classes. Students are to remain on school property, under supervision. All class work is to be completed during regular school hours.

10. EXPULSION: Expulsion shall be defined as a permanent exclusion of a student from school by the Board of Education.

11. DUE PROCESS: In order to assure fair and equal treatment in cases of misconduct, all students shall have the right to due process. This shall include being notified of rules and regulations, being notified of any misconduct charges, having the opportunity for a hearing, and having the right to appeal any suspension or expulsion. Due process safeguards shall be implemented as follows:

1. Notification of Policy and Regulations: Students will be given a copy of this policy at the beginning of each



school year and transfer students will be given copies at the time of enrollment. A copy of this policy will also be posted in the school. Other rules and regulations concerning students will be announced and posted from time to time.

2. Notification of Charges: Before imposing any disciplinary action involving suspension for any period of time, a student will be verbally informed of the nature of this misconduct and of the nature of the disciplinary action being contemplated. Written notice will also be given to the student and his/her parents in accordance with the provisions of section 3 (c) below.

3. Notification to Parents:

a. In the case where the student's misconduct presents a clear and present danger to the safety of persons or property, or disrupts the orderly operation of school activities, the student will be immediately suspended. In these circumstances, the parent(s) will be notified immediately and by written correspondence, as soon thereafter as practical.

b. In a case where an immediate suspension is not deemed necessary, but where it is determined by the principal that discipline should take the form of a suspension, a reasonable effort will be made by the administration to contact the parents prior to the suspension. In cases where the parent(s) cannot be contacted, the principal shall have the option to start the suspension immediately. Written correspondence will follow a notice given by telephone or personal visit.

c. It is understood that the parent(s) or guardian(s) shall have the right to be sent copies of charges and shall have the right to appeal in writing and to request a conference with the principal at a mutually agreeable time and to exercise all other rights of due process on behalf of the student where the student is a minor child.

4. Formal hearing procedure:

In all cases where expulsion or long term suspension (as defined previously) is recommended by the principal, a formal hearing shall be held. A formal hearing shall not be held in cases where a temporary suspension (as previously defined) is recommended or for those students who are on probationary enrollment.

Procedure prior to the hearing:

a. A written recommendation for the expulsion or long term suspension of a student shall be initiated by the principal or superintendent. b. The principal shall notify the student and parents by certified mail indicating the nature of the misconduct, the recommendation for expulsion or long term suspension, the date and time set for the hearing, and details of the hearing procedure.

c. The hearing shall be conducted within seven (7) school days after the initial suspension.

d. The student shall remain under suspension pending the hearing procedure.

Procedure at the hearing

a. The superintendent or his designee shall serve as the hearing officer who shall preside at the hearing and render a written determination after hearing all of the evidence presented. Such written opinion shall be the basis for the superintendent's recommendation to the Board of Education.

b. The hearing shall be an informal proceeding and formal rules of evidence or court procedures shall not be enforced.

c. The student or parents may be represented by an attorney or other adult advisor of their choosing.

d. Witnesses may be presented at the hearing and they may be questioned by all parties or their representatives.

e. There may be present at the hearing; the principal, the school district's attorney, and such additional resource persons deemed

essential to a fair and proper determination in the case. In all cases, parents or legal guardians will have the opportunity to be present. f. The hearing officer shall hear all evidence and recommendations presented and shall render a written decision within three (3) school

days after the hearing.

#### Procedure after the hearing and appeal process

- a. Copies of the hearing officer's written decision shall be sent to all parties concerned.
- b. If the hearing officer determines that an expulsion or long term suspension is not warranted, the student shall be immediately reinstated under such terms and conditions the superintendent deems appropriate. Any time lost from school over ten (10) days, pending the hearing and the hearing officer's decision, shall be expunged from the students record.
- c. If the hearing officer determines that an expulsion or long term suspension is warranted, the superintendent shall present the hearing officer's decision to the Board of Education for consideration within fourteen (14) days.
- d. The students and his/her parents will be notified of the time and place the Board will be meeting to consider the hearing officer's decision.
- e. If the student or his/her parents, acting on his/her behalf, wish to appeal the hearing officer's decision, they may do so by appearing at the Board meeting and present any new information, mitigating circumstances, or arguments that have a bearing on the matter of the student's expulsion.

12. PROBATIONARY ENROLLMENT: The enrollment of pupils, who have attained the age of sixteen (16) years and have proven unsuccessful the previous semester by one or more of the criteria listed below, shall be on a probationary enrollment:

- a. A student who has received failing grades in three or more subjects in one semester.
- b. A student who has been expelled from school or was given a long term suspension for a portion of the previous semester or school year by the Board of Education.
- c. A student who has withdrawn from school for reasons other than illness, physical disability, or change of residence.

#### 13. CONDITIONS OF PROBATION

- a. The student must demonstrate that he/she is making a sincere effort to succeed.
- b. The student must be regular in his/her attendance. Any absence, either for a whole day or a single period, must be for a reason acceptable to the principal. He/She must be at school on time and arrive at each class on time.
- c. The student must bring necessary materials to class each day.
- d. The student must accept reasonable criticism and demonstrate that he/she is making a sincere effort to get along with his/her fellow students and teachers. The Dean of Student's will inform the parents or guardians that the pupil is on probationary enrollment. A written evaluation of the pupil's progress will be made and forwarded to the parents or guardians at the mid-point between each of the regularly scheduled marking periods. If terms of the probation are broken at any time, the parents will be notified and a conference will be scheduled with the principal.
- e. Following the conference, the principal may either return the student to the school under such terms and agreements as the principal deems necessary, or the principal may recommend expulsion or long term suspension.
- f. The principal's decision will form the basis for the superintendent's recommendation to the Board of Education.
- g. The principal's decision and the superintendent's recommendation may be appealed to the Board of

Education and its decision is final.

**DOCUMENTS AVAILABLE UPON REQUEST** The following documents are available upon request from the office:

1. Civil Rights Compliance Officer
2. Directory Information
3. Request directory information not to be released to recruiters.
4. Drug prevention to parents
5. Locker search policy
6. Student privacy and parental access to information including survey, analysis and evaluations
7. Parent signature authorizing student early dismissal & access to student records
8. Blanket authorization for student field trips with co-curricular or extracurricular activity
9. Parent notification regarding sex education & AIDS classes
10. Blood borne pathogens notice to parents
11. Parent Involvement Policy