

PINE RIVER AREA MIDDLE SCHOOL
4th-7th Grades
STUDENT HANDBOOK
2023 – 2024



Pine River Area School's Motto, Vision, and Mission

Motto

Instilling *PRide*, one student at a time!

Vision

We honor achievement and promote *PRide* in ourselves, our school, and our community.

Mission

Pine River Area Schools, in partnership with the community, will provide a safe and supportive environment to develop individuals academically, socially, and emotionally, so they are enabled to perform at their highest potential.

Table of Contents

LETTER FROM THE PRINCIPAL	4
2023 – 2024 SCHOOL YEAR CALENDAR	5
DAILY SCHEDULE	5
OFFICE STAFF AND CONTACT INFORMATION	6
BOARD OF EDUCATION	6
DISTRICT PHONE DIRECTORY	6
Teaching Staff	6
SECTION 1 – ACADEMICS	7
COURSE GUIDEBOOK	7
SPECIAL SERVICES	8
REPORT CARDS	9
PROMOTION, PLACEMENT, AND RETENTION	9
SECTION 2 – Student Code of Conduct	10
RULES/DISCIPLINE/DUE PROCESS	10
DRESS AND GROOMING	10
CELL PHONES & OTHER TECHNOLOGY	12
ALCOHOL, TOBACCO, VAPING and DRUGS	12
WEAPONS	13
Knowledge of Dangerous Weapons or Threats of Violence	14
BULLYING AND AGGRESSIVE BEHAVIOR TOWARD STUDENTS	14
Student Consequences for breaking the Code of Conduct	15
Level I Offenses	15
Level II Offenses	16
Level III Offenses	16
Level IV Offenses	17
Level V Offenses	19
ELASTIC CLAUSE	21
PROCEDURES FOR DUE PROCESS UNDER TITLE IX JURISDICTION	21
PROCEDURES FOR DUE PROCESS NOT UNDER TITLE IX JURISDICTION	22
SECTION 3 – Attendance	24
TARDINESS	24
CHECKING IN AND OUT	25
MORNING DROP-OFF AND AFTERNOON PICKUP	25
SECTION 4 – TRANSPORTATION	25
BUS EXPECTATIONS	25
BUS CONDUCT VIOLATION CONSEQUENCES	26
BUS PASSES	26
SECTION 5 – GENERAL INFORMATION	27
PARTNERSHIP WITH PARENTS	27
COMMUNICATING WITH MULTIPLE FAMILY HOMES	27
INJURY AND ILLNESS	27
VIDEO SURVEILLANCE	27
ENROLLING IN SCHOOL	28
EMERGENCY INFORMATION	28

SCHEDULING AND ASSIGNMENT	28
LOCKERS	28
EARLY DISMISSAL & EMERGENCY CLOSINGS & DELAYS	29
IMMUNIZATIONS	29
USE AND DISPENSING OF MEDICATIONS	29
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS	290
CONTROL ON NON-CASUAL-CONTACT COMMUNICABLE DISEASES	300
INDIVIDUALS WITH DISABILITIES	300
STUDENT RECORDS	30
STUDENT SUPPLIES, FEES, AND FINES	319
LIBRARY-MEDIA CENTER	31
STUDENT VALUABLES	31
REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES	31
BREAKFAST AND LUNCH	31
FIRE AND TORNADO DRILLS	32
HOMELAND SECURITY/EMERGENCY LOCKDOWNS	32
STUDENT SALES/ADVERTISING	32
FIELD TRIPS	33
CRISIS PREVENTION	33
DRINKS IN SCHOOL SETTING	33
SEARCH AND SEIZURE	33
SECTION 6 – ATHLETICS	34
Athletic Events	34
Pine River Area Schools Athletic Code and Policy Book Revised 2023-2024	34
SECTION 7 – FORMS	35
Athletic Forms	35
Bullying Form	37
Handbook/Parent Signature	39

LETTER FROM THE PRINCIPAL

Dear Students and Families,

We are so happy that you are a part of the BUCKS Family! Middle school is a time for you to continue your curiosity and expand your knowledge. To do that we want to build a school that is full of experiences both in and out of the classroom. Your job is to be **B**rave. Be willing to try new things. Be willing to experience “different.” Your job is also to be **U**nderstanding. Not everyone will be as good as you at some things, you will not be as good as others at some stuff. That’s okay, we are all experiencing the world on our own terms. Your job also includes being **C**ommitted. You have to show up everyday. You must give your best effort to your education everyday. Being **K**ind is mandatory. We must always treat others with a caring heart, compassionate soul and thoughtful mind. The human experience demands that we take care of each other. We must be **S**afe in all we do. We always need to think of what “could” happen. We must always “look out” for other people. Help them up when they’ve fallen. Let’s be a school that embraces everyone where they are at in this journey called life. If we are all B.U.C.K.S, then the 2023-2024 school year is going to be a great year at Pine River Middle School.

Here’s to a GREAT YEAR, GO BUCKS!!

Never hesitate to reach out to me in person, by phone, or by email!

With Pine River PRide,

[Brian Mumby](#)

Middle School Principal

brian.mumby@pineriver.org

(p) 231.829.3114 x3

PINE RIVER AREA SCHOOLS

2023-2024 Calendar

BOE Approved; May 8, 2023

AUGUST, 2023						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22 PD	23 PD	24 PD	25	26
27	28	29	30	31		

Students - 4
Staff - 7

Open House—8/23
Tail Gate—TBD
Semester 1 Begins—8/28

Students - 20
Staff - 20

MLK Day—1/15
Semester 1 Ends—1/19
(89 Student Days)
Semester 2 Begins—1/22

JANUARY, 2024						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	*1	*2	3	4	5	6
7	8	9	10	11	12	13
14	*15	16	17	18	19]	20
21	[22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					*1	2
3	*4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Students - 19
Staff - 19

Labor Day Weekend—9/1-4

Students - 19
Staff - 20

Pupil Count Day—2/14
In-Service—2/16
President's Day—2/19

FEBRUARY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16 PD
17	18	*19	20	21	22	23
24	25	26	27	28	29	

OCTOBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	*13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31 PD				

Students - 21
Staff - 21

Pupil Count Day—10/4
PTC—10/11(Eve), 12(Alt)
Fall Break—10/13
Half Day In-Service—10/31

Students - 16
Staff - 16

PTC in March—TBA

MARCH						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	*25	*26	*27	*28	*29	30
31						

NOVEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1 PD	2	3	4
5	6	7	8	9	10	11
12	13	14	*15	16	17	18
19	20	21	22	*23	*24	25
26	27	28	29	30		

Students - 18
Staff - 19

In-Service—11/1
Opening Day—11/15
Thanksgiving—11/23-24

Students - 22
Staff - 22

Spring Break—3/25-3/29

APRIL						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	*22	23
24	*25	*26	*27	*28	*29	30
31						

Students - 15
Staff - 15

Students - 22
Staff - 22

HS Graduation 2:00pm—5/19
Memorial Day—5/27

MAY						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	*27	28	29	30	31	

180 Student Days, 185 Staff Days

- PD—Professional Development Days (5 Day Minimum Required by State)
- PA—Pupil Count Days
- *—Scheduled Days Off
- []—Starting/Ending of School Semesters
- Pine River Days

Students - 4
Staff - 4

Semester 2 Ends—6/6
(91 Student Days)

JUNE						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

*Make-up days/hours due to weather/other reasons, will be made up after the last student day as necessary. Exams and records will be moved back accordingly.

DAILY SCHEDULE

Pine River Middle School (4th-7th Grades) Daily Schedule

- 7:45 A.M. Students report to their designated areas for breakfast or supervision.
- 8:05 A.M. First Bell – Students released to classrooms
- 8:10 A.M. Class Begins
- 10:59-11:25 6th/7th grade lunch
- 12:11-12:56 4th/5th grade lunch / recess
- 3:14 P.M. Dismissal Bell

Dismissal on half-days will be 11:15 a.m.

MS OFFICE STAFF AND CONTACT INFORMATION

231-829-3141 Option #3
Mrs. Wien - Secretary
Mr. Mumby - Principal
Mrs. Vanderhoof - Asst. Principal
Mr. Jackson - School Success Worker

DISTRICT PHONE DIRECTORY

Main phone number, 231-829-3141
Superintendent - Mrs. Michelle Gill - Option 1 – (Fax) 231-829-4410
Transportation, option 2 High School Office (8th -12th Grades), option 4
Athletics, option 5 Food Service, option 6
Counselor 8th-12th Grades, option 7 Enrollment Registrar, option 8

DISTRICT ADDRESS:

Pine River Area Schools
17445 Pine River Road
Leroy, MI 49655

BOARD OF EDUCATION

Mr. Kevin Delancey, President
Mrs. Heather Smith, Vice President
Mrs. Katy Draper, Secretary
Mr. Tom Shook, Treasurer
Mrs. Kim Dean, Trustee
Mr. Rob Kulpa, Trustee
Mr. Mike Kelso, Trustee

Middle School Teaching Staff

4th Grade

Mr. Eric Gebhard
Ms. Macey Dean
Mrs. Kelly Workman

5th Grade

Mrs. Madeline Malloy
Mrs. Laurie Olendorf
Mr. Dylan Penhallurick

6th/7th Grade

Mr. Charles Kerner
Mrs. Heather Eastlund
Mr. Dan Gussert
Mr. Austin Halladay
Mrs. Stephanie Johnson
Mrs. Janelle Hill

Intervention Specialists/Special Education

Ms. Deborah Light
Ms. Lauren Heilman
Ms. Tamra Smith

Specials

Mr. Devin Ruppert Ms. Kaitlyn Ware
Ms. Jessica Gardner Mr. Nate Swanson
Mrs. Brende Henry Mr. Eric Thompson

Support Staff

Mrs. Teri Cosgrove Mrs. Lani Rouse
Mrs. Jessica Nix Mrs. Nicole Barth
Mr. Adam Kurtinaitis Ms. Hannah Ruetz

Food Service

Mrs. Michelle Carper

SECTION 1 – ACADEMICS

Course Descriptions

Below is a comprehensive list of all courses taught at Pine River Middle School Grades 4-7. All courses are aligned to the Common Core State Standards, Grade Level Content Expectations, the Michigan Curriculum Framework, or course content expectations as appropriate. A brief description of courses offered at Pine River Middle School can be found by clicking the following link:

https://docs.google.com/document/d/1MYWRcH4o_HJcbQsGrpcgllYnhFZGTU8_gJjHpgq_2vs/e/dit

4TH GRADE

Core Classes (year):

ELA, Writing, Math, Science, Social Studies

Specials (rotation):

Music, Physical Education, Art, Life Skills

5TH GRADE

Core Classes (year):

ELA, Writing, Math, Science, Social Studies

Specials (rotation):

Music, Physical Education, Art, Life Skills

6th GRADE

Core Classes (year):

ELA, Math, Science, World History and Geography, Foundational Math, Foundational ELA

Specials (rotation):

Band, Physical Education, Art, Life Skills, Technology, Informational Literacy, STEM, Communications

7th GRADE

Core Classes (year):

ELA, Math, Science, Social Studies, Foundational Math, Foundational ELA

Specials (rotation):

Band, Physical Education, Art, Life Skills, Technology, Informational Literacy, STEM, Leadership, Outdoor Environmental Science

SPECIAL SERVICES

Students at Pine River Area Schools, along with families, are offered various services to optimize educational benefits:

The County Health Department provides vision and hearing screening for students throughout the school year.

The Intermediate School District provides the district with a highly trained staff to help in testing, evaluation, and program planning. A school social worker is also available to help with counseling and program planning for students who have special needs. A speech therapist visits Pine River Area Schools two days a week to work with identified students.

Special Education, Title I and 504 Plans are aligned with the core curriculum and offer “in- school support” in all core curricular areas, with Title I servicing only K-5. Title I is a federally funded program and adheres to strict guidelines. Additionally, Special Education programs are available throughout the district to service students with needs.

Counseling Services (4-12) are guided by the American School Counseling Association (ASCA) National Model. Through advocacy and leadership, counselors will facilitate removing barriers that inhibit the success of students. Collaboration and communication between stakeholders will help ensure Pine River Area Schools are a safe and supportive environment for our students. Counselors assist with personal, college and career, academic, and behavioral coaching. Any student who has a need for additional support should make an appointment to see the counselors, except in an emergency situation when they should notify their classroom teacher of their emergency need to see the counselor.

Academic Success Workers are available to all students enrolled at Pine River Area Schools. In the spirit of empowering success for all students at Pine River, teachers will notify parents/guardians/primary caregiver(s) of any student who is failing classes within one week of realizing the deficiency: the teacher will use the phone number and email supplied through the office- please ensure contact information is up-to-date. It is the joint responsibility of the students, the parents/guardians and staff to monitor the process of any such plan. If you feel your student needs such a meeting, please contact the 4-7 Building Office to be directed to the principal or the Academic Success Coordinator for the appropriate grade level.

REPORT CARDS

4th -7th Grades

A standard grading procedure has been developed to indicate the learning/growth a student has achieved with grade level content expectations. In general, students are given academic grades based upon test results, daily in-class work, homework and projects. Classroom participation and other employment behaviors will be communicated outside of the academic grade, such as collaboration, turning work in on time, arriving on time and preparedness. Although these skills are important, they do not reflect academic learning or the student's level of understanding grade level content standards.

Progress will be reported to parents/guardians, at a minimum, every 3 weeks, and a report card generated at the end of the trimester. The report cards indicate a student's academic progress for each trimester of the year. Please feel free to call or set up an appointment with your child's teachers if you have questions or concerns about your child's progress or report card.

A common grading practice that is based on empirically identified best grading practices is utilized at each grade level, with the goal of providing consistent instruction, assessment and grading practices to reflect a student's learning within the curriculum standards. 6th & 7th Grade teachers will provide a syllabus that is aligned and provides more specifics with this grading practice. We view the grades to be representative of the following, as it pertains to demonstrating learning/understanding: A= Distinguished; B= Exceeds Expectations; C=Proficient/Expected; D= Below Expectations; F= Not Yet/Unacceptable.

PROMOTION, PLACEMENT, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. If retention is being considered, all stakeholders [teacher(s), parents, principal, counselor, etc.] will meet to discuss the best option for the student. The principal has the final responsibility for determining the promotion, placement, or retention of each student. For further details, refer to Pine River Area Schools' Policy 5410.

SECTION 2 – Student Code of Conduct

RULES/DISCIPLINE/DUE PROCESS

The primary responsibility of the school is to provide all students an opportunity to acquire knowledge and skills in a safe environment. In order to acquire this knowledge and skill, it is necessary to observe certain standards of conduct. It is also recognized that certain social skills must be taught to provide

the student with acceptable behavior in order to achieve success in the world. Discipline is at the sole discretion of the school's staff and administration. Due process ensures that disciplinary action is imposed only after a review of the facts and/or special circumstances of the situation. It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident. Students are expected to be courteous and polite at all times and to follow school rules. Every effort will be made by the staff to solve disciplinary problems within the school setting without excluding a pupil from school.

**Restorative practices will be applied when possible during discipline measures in accordance with available resources.*

***The Board of Education establishes, while the pupil is under the jurisdiction of their school, the types of misconduct, which can lead to temporary suspension or expulsion from the school, as outlined in this student handbook and other district policies*

****Every attempt will be made to contact home whenever behaviors are consistent or the severity of the discipline warrants a formal contact. However, please allow up to 24 hours for contact to be made.*

Persistent disobedience is defined as occurring more than 3 times in a two week period.

DRESS AND GROOMING

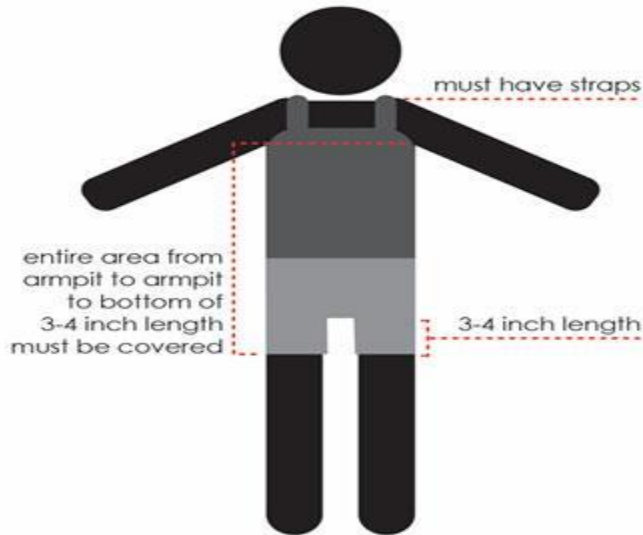
Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.
2. Shoes or footwear must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Hoodies, hats, headgear, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.

4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.



The administration at each school reserves the right to determine what constitutes appropriate dress.

Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

If a student refuses to alter his/her dress, then the student will go home or be sent to ISS for the remainder of the day. The student may be suspended out-of-school for the next day.

This list is not exhaustive, and includes, but is not limited to what is mentioned above.

CELL PHONES & OTHER TECHNOLOGY

A “wireless communication device” is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The following devices are examples: cell phones, smart watches, Air-Pods, tablets/iPads, walkie-talkies, and personal computers. They would be anything that allows a person to record and/or transmit, on either a real-time or delayed basis, sound, video or still images, text, or other information. The purpose of this policy is to minimize

classroom disruption, maximize learning, and maintain order in the classroom while protecting individuals from being recorded, photographed, or videotaped without permission.

- Cell phones are allowed on campus, but may not be used during the school day.
- Cell phones, air pods/wireless headphones, or smart watches MUST be kept in student lockers.
- A student may possess and use a WCD on a school vehicle provided they have permission from the adult in charge.
- School personnel who witness students using WCDs/cell phones will confiscate them. Violations of the cell phone policy will be dealt with according to the consequences listed below.
- The use of cell phones and other WCDs in locker rooms and restrooms is always prohibited.
- The student who possesses a cellular phone or WCD shall assume responsibility for its care. At no time shall the District be responsible for preventing theft, loss, or damage to cell phones or WCDs brought onto its property.
- “Sexting” is prohibited. Sexting is the electronic transmission of sexual messages or pictures, usually through an electronic device via smart phone or cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline of up to fifty-nine (59) days out of school suspension or recommendation for expulsion, confiscation of the WCD, and contact of local law enforcement authorities.
- Students are prohibited from using a WCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated and may subject the offender to discipline for bullying/cyberbullying. See also Board Policy 5207.

ALCOHOL, TOBACCO, VAPING and DRUGS

The Pine River Board of Education has established that the use of tobacco or “vaping” on school property is prohibited completely and at all times, 24 hours a day, every day of the week. This includes all buildings and property (track, football field, ball fields, playground, etc.).

The School has a “Drug Free” zone that extends 1000 feet beyond the school boundaries as well as any school activity and transportation. This means that any activity, possession, sale, distribution, or use of drugs, alcohol, fake drugs, steroids, inhalants, or look-alike drugs is prohibited. Attempted sale or distribution is also prohibited. Underage drinking, tobacco, vaping and drug use are in violation of school policy and a crime in Michigan. Students found using or in possession of tobacco products/vaping materials or other delivery paraphernalia, including but not limited to: cigarettes, cigars, spit tobacco, snus, snuff, tobacco strips and sticks, dissolvable tobacco products, hookah, e-cigarettes, electronic nicotine delivery devices --in whole or part -- and any new and emerging tobacco products-- alcohol, drugs, or look-alikes, (smoking, chewing, vaping, drinking or under the influence of alcoholic beverages or any of the above), will be suspended or expelled and law enforcement officials may be contacted. This includes and pertains to those drugs prescribed for medicinal use which are listed/controlled substances--misuse, possession of another student’s prescription is also a violation of this policy. Sale also includes the possession or sale of over-the-counter medication to another student.

Students with doctor-prescribed medication/drugs need to have parent-signed forms on file to allow the possession of and dispensation of these prescriptions in the office only (with the exception of inhalers, epi-pens, etc. with the approval of the building principal).

The following steps will be taken in any alcohol, tobacco and/or drug or look-alike drug situation:

- Parent/guardian will be notified immediately and will be requested to take the student home

for the duration of the day

- Student will be referred to Student Assistance Program
- Completion of age or substance appropriate educational sessions of student
- Professional family screening will be available
- Law enforcement/court system will be involved as necessary

WEAPONS

A weapon includes, but is not limited to firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives with a blade over three (3) inches, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be permanently expelled from school, subject to a petition for possible reinstatement if she/he brings onto or has in his/her possession on school property or at a school-related activity any of the following:

- Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun etc.)
- Explosives, fireworks, and chemical-reaction objects such as smoke bombs, pipe bombs, small firecrackers, and poppers are forbidden and dangerous.

Any object that is used to threaten, harm, or harass another student may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another student can be a felony and/or cause for civil action.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons. Threats of violence are required to be reported directly to the principal. Failure to report such knowledge may subject the student to discipline, including but not limited to out of school suspension up to and including possible recommendation for expulsion.

BULLYING AND AGGRESSIVE BEHAVIOR TOWARD STUDENTS

Bullying/Aggressive behavior of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This

policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Procedure:

1. Any student that believes he/she has been/or is the victim of harassment, should immediately report the situation to the teacher, the principal, counselor or school success worker. Complaints will be investigated in accordance with state law and Policy 5207. Every student should, and every staff member must report any situation that they believe to be aggressive behavior toward a student. Reports may be made to those identified above. Reports or complaints may be through email, voicemail, regular mail, or leaving a sealed note. While reports may be made anonymously, formal disciplinary action will not be taken solely on the basis of an anonymous report without other corroborating evidence.
2. District policy/format for investigation will be followed, including prompt notification requirements. If the investigation finds bullying or other aggressive actions occurred, it will result in prompt and appropriate remedial action. This may include up to expulsion for students, up to discharge for an employee, exclusion for parents, guests, volunteers, and contractors, and removal from any officer position and/or a request to resign for Board members.
3. Every reasonable effort will be made to maintain confidentiality during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations. Under certain circumstances, the identity of the reporting student may become obvious even without disclosure by school personnel.
4. If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5202.
5. School District Title IX Coordinator/Compliance Officer – Brent Ruppert, High School principal, 17445 Pine River Road, LeRoy, MI 49655, Telephone (231) 829-3141, ext. 4 or Heidi Hayes, 408 W. Gilbert St., LeRoy MI 49655, Telephone (231) 768-4481.

The state agency for investigation of complaints:

Michigan Department of Civil Rights, Executive Office, Capital Tower Bldg., Ste. 800, Lansing, MI 48913.

Telephone (517) 335-3165

The federal office for investigation of complaints: U.S. Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, OH 44114

Non-Retaliation/False reports

Retaliation against any person for complaining about or participating in an investigation on bullying or other aggressive behavior, is prohibited. Suspected retaliation should be reported in the same manner as bullying/aggressive behavior.

Student Consequences for breaking the Code of Conduct

Students are afforded the opportunity to take a five (5)-minute break in the library at the teachers' discretion. These are used proactively in an effort to allow the student time to reflect on their behavior, and change it before formal disciplinary action is enacted. Should a student accumulate three, five (5)-minute breaks in one day, they will automatically be assigned an after school detention.

****If a student accumulates ten, five (5)-minute breaks, they will be assigned a Saturday School and be placed on a behavior contract. Each additional five, (5)-minute break after the tenth will result in a lunch detention.*

****These numbers reset each Trimester.*

Restorative Practices will always be reviewed and applied when possible during discipline measures in accordance with available resources.

Prior to applying consequences, administrators shall review the following seven (7) factors:

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

Level I Offenses

1. Student out of area without permission
2. Tardies 1-3
3. Cell Phone 1 & 2
4. Horseplay- Running/pushing, rough play, no intent to harm
5. Behavior not appropriate for public school (IDA, yelling, etc.)
6. Failure to participate in or be prepared for classroom activities
7. Minor infraction of technology policy
8. Repeated distracting behaviors after redirect
9. Not taking responsibility for actions
10. Dress code violations

Consequences

1st offense - Warning, and/or 5 Minute Break

2nd offense - Lunch Detention(s), Reflection Sheet

3rd offense - In-School Suspension

4th offense - Up to 3 Day Out of School Suspension

Persistent disobedience - up to (10) day out of school suspension and conference with parents, refer to courts, refer to superintendent for long-term suspension or Board expulsion

Level II Offenses

1. Leaving class without permission
2. Tardies 4-8
3. Cell Phone 3

4. Dangerous horseplay (includes throwing snowballs or other items not meant to be thrown) or physical, unwanted contact less than a fight.
5. Disrespect of peers (either verbal or written) some examples would be: spreading rumors, name-calling (non-discrimination), and other inappropriate behaviors.
6. Arguing with staff
7. Lying/dishonesty
8. Major disruptive behavior
9. Unauthorized use of school or private property (including but not limited to chromebooks.
10. Defacing or vandalizing school property (desks, tables, walls, lockers, purposefully making a mess, etc.)

Consequences

1st offense - Lunch Detention

2nd offense - 3 days lunch detention, potential after school detention

3rd offense - up to a three (3) day In-school suspension

4th offense - up to a five (5) day Out of school suspension

Persistent disobedience - five (5) to ten (10) day suspension, conference with parents, refer to courts, refer to superintendent for long-term suspension or Board expulsion.

Level III Offenses

1. Inappropriate language, verbal or written, inappropriate materials and/or websites, or Internet misuse (swearing/vulgarity/obscenities) not including level IV and V offenses
2. Tardies 8+
3. Cell Phone 4+
4. Physical contact other than fighting (menacing, rough-housing) but with intent to dominate or harm.
5. Discriminatory language - race/ethnicity/sexuality
6. Non-compliance with adult requests, includes guest staff. (Open defiance, etc.)
7. Theft - school or personal property
8. Leaving school grounds without authorization
9. Moderate aggression of a non-physical form (intimidation, encouraging a fight, verbal assault, etc.)
10. Major infraction of technology policy

Consequences

1st offense - Parent Phone Call and In School Suspension

2nd offense - up to a three (3) day Suspension and Parent Conference

3rd offense - up to a five (5) day Suspension and Parent Conference, Mandatory Behavioral Contract

Persistent Disobedience - five (5) to ten (10) day suspension, parent conference, refer to courts, refer to superintendent for long-term suspension or Board expulsion.

Level IV Offenses

Student will receive multi day suspensions or expulsion for the following school violations:

1. **Plagiarism/Academic Dishonesty/Falsification of Identification/Forgery***

Consequences

1st offense - Lunch Detention(s) and/or In School Suspension and/or Restorative Practice, loss of credit on assignment, with opportunity to complete again, if it was a major summative assessment.

2nd offense - In School Suspension and/or up to two (2) day suspension, with opportunity to complete assignment again as in 1st consequence above with teacher and principal approval.

3rd offense - up to five (5) day suspension, possible loss of credit for the semester

4th offense - up to ten (10) day suspension, possible loss of credit for year, possible recommendation to superintendent for long-term suspension or Board expulsion.

*Falsification of Identification/Forgery may result in immediate multi-day suspension/recommendation for expulsion.

Plagiarism is defined as:

Cheating: According to American University (2023), "Academic integrity essentially means 'intellectual honesty': honesty in the use of information, in formulating arguments, and in other activities related to the pursuit of knowledge and understanding."

Examples of academic dishonesty that would be subject to consequences include but are not limited to the following:

- Using any part of an assignment from someone or something else, AI like ChatGPT, and submitting it as one's own.
- Allowing, with knowledge, another student to use an assignment or test to submit as their own.
- Looking at and/or copying another person's work and submitting the work as their own.
- Assisting with knowledge, another student to use an assignment or
- Using any type of notes or technology without teacher approval.
- Committing plagiarism, which includes but is not limited to the following:
 - Quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
 - Presenting an idea, theory, or formula originated by another person as one's own.
 - Using information, which is not common knowledge, including statistics and demographics, without documentation from the source that compiled it.
 - Copying or pasting from the Internet or another document material that is not one's own without documentation from the source.
- Unauthorized possession and/or the use of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

If the violation occurs while writing a standardized test sponsored by an agency other than Pine River Middle School, the agency will be notified of the violation.

- i. Cheating on a standardized test invalidates any incentives associated with said test.
- ii. Standardized test must be retaken if possible

2. Fighting/Physical Assault*

Consequences**

1st offense - up to three (3) day suspension, possible contact of law enforcement

2nd offense - three (3) to five (5) day suspension and mandatory contact of law enforcement

3rd offense - five (5) to ten (10) day suspension and/or recommend long-term out of school expulsion to the superintendent; contact of law enforcement

**If a fight occurs at school, both students will be removed from class for the remainder of the day. This allows the students time and space to process. It also allows administrators the opportunity to complete their investigation before handing out formal consequences.*

***If medical personnel are required as a result of mutual combat or assault, the aggressor will automatically be out for a minimum of five (5) days and law enforcement notified.*

3. **Creating a Disturbance/Endangering Others** (physically through action stopping normal operation of the school building/classroom; placing others in physical jeopardy/posing impairment of health)

Consequences

1st offense – 10 day suspension out of school, law enforcement notified

2nd offense – recommendation to superintendent for long-term suspension or expulsion, law enforcement notified.

4. **Sexual Harassment/ Physical Harassment/Racial Intimidation/Racial Slurs**

Consequences

1st offense - up to three (3) day suspension from school, and/or Restorative Practice, possible law enforcement notified

2nd offense - up to five (5) day suspension from school, law enforcement notified

3rd offense - five (5) to ten (10) day suspension and/or recommend expulsion to the superintendent, law enforcement notified

5. **Sexually Graphic Materials/Websites/Intentional Exposing Oneself (sexting, ect):**

Possession/distribution/viewing of materials of a sexual nature is prohibited on all school property including buses and after hours. Students viewing/possessing/distributing such materials will face disciplinary action, including immediate out of school suspension up to possible expulsion and notification of law enforcement authorities.

Consequences

1st offense: up to ten (10)- day out of school suspension; and notification of law enforcement.

2nd offense: recommendation for long-term suspension or expulsion and notification of law enforcement.

Additional Offense: out of school suspension pending expulsion hearing.

Note: Michigan law now views “sexting” as a child pornography/CSC violation and requires notification of law enforcement.

6. **Theft/Vandalism or Destruction of Property:** This category includes actions such as theft, vandalism or destruction of school property, or personal property, on school premises.

Consequences

1st offense - up to five (5) day suspension, and/or Restorative Practice, notify local law authorities and restitution if appropriate

2nd offense - up to ten (10) day suspension, notify local law authorities and restitution if appropriate

3rd offense – up to ten (10) day suspension, notify local law authorities and restitution if appropriate, recommend long-term suspension or expulsion to the superintendent.

Level V Offenses: Student will receive multi-day, out of school suspension, from 10 days to 59 days, and/or recommendation for expulsion for the following school violations:

1. **Bomb threats, Explosions or other Serious Endangerment** or others that have the potential of causing harm to individuals (ie. phoning in a threat, planting or attempting to set off an explosive to create panic, harm to property or people, or introduction of a toxic chemical or biological sensitive to the school). Any such action by a student will result in the following disciplinary measures:

Consequences

1st offense - recommendation of long-term suspension up to fifty-nine (59) day out-of-school suspension made to the superintendent, notify local authorities OR recommend expulsion to the superintendent

2. **Possession of a Weapon**, which includes, but is not limited to, firearms, guns of any type whatsoever including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons and explosives. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It makes 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 student other than the one who possessed the weapon brought a weapon on District property, that student shall also be subject to the same disciplinary action.

In accordance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone, possession on school property or at a school-related activity any of the following:

- A. any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
- B. any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- C. any similar object that is intended to invoke bodily harm or fear of bodily harm (e.g. air gun, blow-gun, toy gun, etc.)

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on.

Intentional injury to another can be a misdemeanor, felony and/or a cause for civil action.

Consequences

1st offense - out of school suspension pending Board expulsion hearing, notify local authorities

3. **Bullying, Cyberbullying, False Fire Alarm, and other Aggressive Behavior Toward**

Students or Staff or other adults on school property or as part of a school function

Bullying/Cyber Bullying/False Fire Alarm, and other Aggressive behavior of students is prohibited, and will not be tolerated. This includes inappropriate conduct by other students as well as any other person in the school environment, including employees, Board members, parents, guests, contractors, vendors and volunteers. It is the policy of the District to provide a safe and nurturing educational environment for all of its students. This policy applies to all activities on school property and to all school sponsored activities whether on or off school property.

Consequences

1st offense - three (3) day out-of-school suspension, notify local law enforcement authorities if applicable [and restitution if applicable]

2nd offense - five (5) to ten (10) day out-of-school suspension, notify local law enforcement authorities, meeting with a parent/guardian, (and restitution if applicable)

3rd offense - ten (10) day out-of-school suspension or recommend to superintendent up to fifty-nine (59) days out-of-school suspension or expulsion, notify local law enforcement authorities

4th offense -- suspension out-of-school, pending long-term suspension or expulsion hearing, notify local law enforcement authorities

Other Offenses:

1. Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons, or threats of violence to the principal. Based on the result of the purposeful inaction and information withheld, such offenses will be examined on a case-by-case basis with questions and conditions examined (was there student death, staff injury, parent or student injury, etc.); any such failure to report may subject the student to discipline from in-school suspension up to and including possible recommendation for expulsion and notification of law enforcement. The withholding of information pertaining to an offense will be dealt with according to that specific level of offense--Example: withholding information regarding a Level IV offense will result in discipline according to the Level IV consequence rubric).

2. Disobedience

While students are at school, part of a school function, or being transported to the same, school staff are acting "in loco parentis," which means staff are allowed to question and direct a student, as would a parent. This applies to all staff, not just teachers assigned to a student. If given a reasonable direction by a staff member, or asked a reasonable question, the student is expected to comply. Refusing such requests, questions, or directives, may result in discipline for Level I through III. If accompanied by the Creation of a Disturbance, any such disobedience will be dealt with as a Level IV offense. Chronic disobedience can result in long term suspension or expulsion.

3. Unauthorized use of School or Private Property

Students are expected to obtain permission to use any school property or any private property located on school premises. Any unauthorized use shall be subject to disciplinary action. This includes the use of the Internet and communication networks in a manner not sanctioned by policy and administrative guidelines. Violations of this rule could include trespassing, etc., and result in suspension or expulsion.

4. Threatening And/Or Actual Physical Contact/Harm Of Others In A Seriously Aggressive And/Or Sexual Manner

Any student threatening and/or having physical contact in a seriously aggressive and/or sexual manner with school personnel or other students, physically, verbally or written:

Consequences

1st offense - up to ten (10) day suspension, notify local authorities, and consider recommending expulsion to the superintendent.

2nd offense – mandatory recommendation for expulsion

Possession of a Firearm, Arson, and Criminal Sexual Conduct

In compliance with State law, the Board shall permanently expel any student who possesses a dangerous weapon in a weapon-free school zone or commits either arson or criminal sexual conduct in a District building or on District property, including school buses and other school transportation.

ELASTIC CLAUSE

The school administration reserves the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in the Student Handbook. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents.

PROCEDURES FOR DUE PROCESS UNDER TITLE IX JURISDICTION

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact one of the School District's Title IX Coordinators/Compliance Officers listed below:

GRIEVANCE PROCEDURES FOR TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, SECTION 504 OF THE REHABILITATION ACT OF 1973:

Section I

If any person believes that the Pine River Area Schools or any part of the school organization has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, or (3) Section 504 of the Rehabilitation Act of 1973, he/she may bring forward a complaint, which shall be referred to as a grievance to:

Brent Ruppert, High School Principal or
brent.ruppert@pineriver.org
Pine River Area Schools
17445 Pine River Rd.
LeRoy, MI 49655
(231) 829-3141 ext. 1

Heidi Hayes, Elementary Principal
heidi.hayes@pineriver.org

Step 1 - A written statement of the grievance signed by the complainant shall be submitted to the superintendent within five (5) business days of receipt of answers to the informal complaint. The superintendent shall ensure that the Title IX/Compliance Officer receives the complaint within the stated time frame.

Step 2 - The Coordinator shall ensure the investigation follows the established protocol and that there is a reply to the complainant within a reasonable amount of time, usually fifteen (15) days.

Step 3 - If the complainant remains unsatisfied he/she may appeal through a signed, written statement to the Board of Education within five (5) business days. In an attempt to resolve the grievance, the Board of Education shall meet with concerned parties and their representatives within forty (40) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4 - If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulation on which this notice is based may be found in the Superintendent's office.

PROCEDURES FOR DUE PROCESS NOT UNDER TITLE IX JURISDICTION

In cases of suspension and expulsion, the following procedure and due process shall be followed:

- A. Procedures for Institution of Temporary Suspension (up to ten days out of school):
1. The pupil shall not be judged guilty by virtue of being accused.
 2. An informal investigation shall be conducted by the administration for the purpose of obtaining all information pertinent to a fair decision.
 3. An opportunity shall be made for the pupil to be heard and to present their view of the occurrence. Students refusing to answer staff/administration's questions or leaving the interview or campus does not constitute a violation of this opportunity.
 4. Prior to applying consequences, administrators shall review the following seven (7) factors:
The pupil's age.
The pupil's disciplinary history.
Whether the pupil is a student with a disability.
The seriousness of the violation or behavior committed by the pupil.
Whether the violation or behavior committed by the pupil threatened the safety of any pupil or staff member.
Whether restorative practices will be used to address the violation or behavior committed by the pupil.
Whether a lesser intervention would properly address the violation or behavior committed by the pupil.
 5. If a temporary suspension is the decision of the principal/acting administrator, the pupil and their parents shall be informed of the reason why, the start and end dates, and the ability and means by which to make up any missed work.
 6. There is no appeal process for a short-term/temporary suspension of ten (10) days or less.
 7. The principal will take the initiative to confer with parents and student to make plans for returning to the classroom or bus.

B. Procedure for Long-Term Suspension or Expulsion: Should the principal/assistant principal or dean of students of the school believe suspension longer than ten (10) days or expulsion is necessary, they shall make such a recommendation to the superintendent. The recommendation shall be accompanied by all documents pertinent to the case. Whenever a principal/dean of students makes a recommendation of this nature, the student shall be suspended from school pending the decision of the superintendent, or in case of recommendation of expulsion, the suspension shall continue pending the decision of the Board of Education.

1. Long-Term Suspension:

- a. When a recommendation is made to the superintendent by a principal or dean of students for a suspension longer than ten (10) days but less than sixty (60) days, the superintendent must make a decision on the principal's request and respond to the parent or guardian of the pupil within ten (10) school days of the date of the initial suspension. Upon receipt of the principal's recommendation, the superintendent may conduct a hearing, continue and/or extend the investigation, or make other inquiries in making a determination. The

superintendent then will make a determination whether to accept the building principal's recommendation, modify the recommendation, or remove the discipline in whole or part and make this decision known to the student's parent/guardian via e-mail or U.S. mail or another agreed upon, written method. This communication shall specify the length of suspension and the conditions under which the student will be returned to school.

- b. The parents or guardian shall also be advised of their right to appeal the superintendent's decision by submitting a written request to the Board of Education. The Board will hear any appeal within thirty (30) days at its next regular meeting or scheduled workshop. The student will remain out of school during the appeal process and be on administrative "authorized absence" while awaiting a hearing.

2. Expulsion:

- a. Any recommendation for expulsion, sixty (60) days or more, shall be made by the superintendent to the Board of Education shall be in writing, and shall set forth the grounds for the recommendation.
- b. Upon receiving a recommendation for expulsion, the Board of Education shall set a date, time and place for a hearing of such recommendation and notify the parents, by mail, of said hearing, at least five (5) school days before the date of the hearing.
- c. Following the conclusion of the hearing, the Board of Education shall determine whether the pupil shall be expelled. The decision of the Board of Education shall be communicated in writing and mailed to the parents or guardian of the pupil within five (5) school days from the date of the hearing.

C. Rules & Procedures for Conducting Board of Education Hearings for Long-Term Suspension [in excess of ten (10) days up to fifty-nine (59) days] & Expulsion:

1. Written notice shall be given of the time, date, and place of the hearing.
2. The pupil or parent may be represented by an attorney or other advisor of their choosing.
3. Witnesses may be presented at the hearing.
4. The hearing is not a court proceeding and court rules of evidence shall not be enforced at such a hearing.
5. There may be present at the hearing the principal, superintendent, the Board of Education attorney and such other resource personnel that the Board of Education deems necessary to assure the proper adjudication of the case. The superintendent has the authority to suspend students out of school up to fifty-nine (59) days.

NOTE: Students who have had any discipline referrals that resulted in suspensions may be ineligible from attending a school sponsored event which includes dances. Any excessive absences/tardies may also exclude participation in school sponsored activities as well. If students are failing one or more courses, they may not be able to attend school sponsored activities including all dances, activity nights, etc. as determined by the administration.

SECTION 3 – Attendance

ATTENDANCE

A doctor's note is required for medical appointments or health conditions that cause an absence and not counted toward the 10 allowable absences.

Parents/Guardians are not encouraged to take their child out of school for family vacations. If a family vacation must be scheduled during the school year, the parents/guardians should discuss the matter with the principal and the student's teacher(s) to make the necessary arrangements. This should be done at least 5 days before the expected absence.

Any absence that is not verified with a medical doctor's note, or otherwise pre-arranged and approved by the administration, will count toward the allowable days. Repeated truancy will be reported to the Intermediate District Truant Officer.

The administration, Academic/Behavior Success Coordinator, teachers, and/or School Success Worker will take the following steps to ensure regular communication per Trimester:

1. At (5) absences, a letter is sent to parent/guardian, phone call home.
2. At (10) absences, a letter is sent and the family will be referred to the ISD truancy officer. A truancy case may be filed with the county court. Parents/Guardians are expected to contact the school to set-up a meeting regarding the number of absences your student has accumulated.

Religious Observances - According to state statute, students may be released from school for religious instruction. A request for a release form must be filled out and signed by the parent/guardian and on file in the office before the student may be released. These absences will not count towards the 8 allowable days.

Absence from school due to suspension shall be considered an authorized absence, and by law, are neither excused or unexcused. A suspended student will be responsible for making up school work missed due to suspension.

TARDINESS

Tardiness disrupts the start of a school day or class period. Much information is given at the start of the day. Students need to be in class on time. A student who is not in his/her assigned location by the start of the school day shall be considered tardy. If a student is late in arriving at school, they are to report to the school office before proceeding to his/her classroom.

A parent/guardian-student-administrator meeting may be called for students frequently late to school to discuss a plan of action. Parents play an important role in ensuring that their child maintains a good record for attendance and punctuality. Thank you for your continued support as we work together to provide a successful educational experience for your child.

CHECKING IN AND OUT

Students coming into the school building after school has begun must check in at the office before reporting to class. Students must report to the office in order to make parent contact and check out,

before leaving the building. If a student rides a school bus to school, they are considered in attendance and must officially check out if leaving early.

No student who has a medical disability which may be incapacitating may be released without a person to accompany him/her. No student shall be released to anyone who is not authorized such custody by the parents.

MORNING DROP-OFF AND AFTERNOON PICKUP

For the safety of all students, parents/guardians dropping off their student(s) in the morning and picking up students at the end of the school day are expected to do so in the **BACK parking** lot. This lot is clearly marked with the expected flow of traffic and staff is also visible and present to help with safety and traffic. Parents/Guardians are welcome to drop their child off at school in the morning by either walking them in or using the drop off lot located behind the high school. Supervision of students begins at 7:45 a.m. when the building opens. Classes begin at 8:10 a.m. To honor academic time, all parents and guests must exit the building by 8:00 a.m. unless you have prior approval.

If you have a question concerning the pick-up lot, please feel free to contact the school for additional information. Thank you in advance for adhering the expected drop off and pick-up expectations to help us ensure the safety of all of our Pine River Area Students.

SECTION 4 - TRANSPORTATION

BUS EXPECTATIONS

Bus drivers will not drop off K-3 students unless there is evidence of a parent/guardian or pre-arranged emergency contact physically present at the stop or if they are accompanied by a sibling, or if other arrangements for that day have been made through the office by a parent or guardian. Students in grades 4-12 will be dropped off at the address stipulated at the start of the year until modified by the transportation department.

The rules and regulations listed below are the result of careful study based upon past experiences in the operation of a school bus system. Students who are riding to and from school on transportation provided by the school are required to follow all basic safety rules:

1. Be on time at designated bus stops. Buses will not wait for late students. Give buses a five minute leeway. Students should be dressed appropriately for inclement weather. Expect to walk a short distance to a bus stop as required by state regulations.
2. Stay off the roadway while waiting for the bus. Form a single file line to get on the bus.
3. Wait until the bus is completely stopped before moving toward the bus. Walk in front of the bus when crossing the road. Wait for the driver to give a paddle signal to cross.
4. All students shall ride their assigned bus, and get off at their assigned stop, unless a bus pass signed by the office has been presented to the driver.
5. No visitors or parents may ride the bus.
6. Inform the driver or the bus garage if your child is going to be absent from school. If no one boards the bus at a designated stop for two days, the bus garage must be contacted before the

driver will stop again. (Bus garage: 231-829-3941).

7. Remain seated while the bus is in motion and sit where the driver assigns.
8. Do not cause a disturbance on the bus.
9. Keep head, hands, arms, and legs inside the bus at all times.
10. Keep the bus clean. No glass containers of any kind are allowed on the bus.
11. Eating and drinking is allowed on the bus, however, it is a privilege that may be given at the bus driver's discretion.
12. Keep books, packages, coats, and all other objects out of the aisle.
13. School rules involving fighting, pushing, inappropriate language, gestures, weapons, electronic equipment etc. are in force on the bus at all times.
14. Water, water containers, shaving cream, balloons, etc. are not to be brought on the bus for any reason.
15. Report any damage you observe to the driver. Damage to the interior or exterior of the bus will result in payment for damages and in suspended bus riding privileges.
16. Students shall not tamper with the school vehicle or any of its equipment.

BUS CONDUCT VIOLATION CONSEQUENCES

1. As with all disciplinary procedures, student age and level of bus riding experience will also be considered when starting the disciplinary process. Most bus write-ups will result in immediate consequences at school, such as lunch detentions or other loss of privilege. Students that consistently display negative behavior only on the bus, may be given bus suspensions as opposed to suspensions from school and/or after school detentions. This will be determined by the school administration and the transportation supervisor. The behavior matrix that has been approved by the school board will be used to determine the consequences that are appropriate for the behavior on the bus.

BUS PASSES

Parents may request bus passes for their student(s) to ride home with another student. Such requests **MUST BE** received by 12:00 p.m. To ride another bus, have a visitor ride with you, or get on or off at a stop other than your designated stop, you must have prior approval from the Director of Transportation. Bus passes may be approved, on a limited basis, if there is space from the transportation located in the bus garage. Passes must be for presently traveled routes. No verbal passes except as approved by the transportation department, 231-829-3941. Students will not be allowed to call home and request a bus pass. These arrangements should be made outside of school time.

SECTION 5 – General Information

PARTNERSHIP WITH PARENTS

The Board needs parents to assume and exercise responsibility for their children's behavior, including the behavior of students who have reached the legal age of majority but are still supported by the parent. We would love for you to come visit our building and be immersed in the Middle School.

Visitors, particularly parents, are welcome at school. Upon arrival, all visitors are directed to the office to sign-in and receive a name badge.

Communication to families and the community happens weekly via newsletters, website updates (www.pineriver.org), and social media groups. (Pine River Area Schools and Pine River Friends of the Middle School). If you would like to contact an employee, visit www.pineriver.org to see our staff email directory or leave a message at the building office with the secretary.

COMMUNICATING WITH MULTIPLE FAMILY HOMES

Non-custodial parents who would like to have access to their child's records should contact their school office and make arrangements with the principal. Duplicate copies of report cards, progress reports, school newsletters, etc. will gladly be sent unless documentation from the court is provided by the custodial parent indicating that the non-custodial parent does not have rights to the information.

If one parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the non-custodial parent. Absent legal notice or court order, the school will presume that the student may be released into the care of either parent.

INJURY AND ILLNESS

All injuries must be reported to a staff member 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. Parents will be notified. If parents are not available, the alternate name appearing on the Emergency Information Form will be contacted. If neither is available, the principal or their designee will take responsibility, including the decision-making process in contacting emergency medical personnel and/or calling 911. Student safety and well-being are our number one priority.

A 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.

VIDEO SURVEILLANCE

For the safety of our students, staff, and community members, a digital video monitoring system is used to assist with the surveillance of activities, both inside and outside of all schools in the district 24 hours a day, 7 days a week.

ENROLLING IN SCHOOL

Ms. Kim Miller- Registrar; Enrollment Registrar, 231-829-3141 option 8

New students must be enrolled by a parent or legal guardian. When enrolling, parents must provide copies of the following:

- A birth certificate or similar document
- Court papers allocating parental rights and responsibilities, or custody (if appropriate)

- Proof of residency
- Proof of immunizations

Homeless students who meet the Federal definition of homeless may enroll and will be under the direction of the District Liaison for Homeless Children with regard to enrollment procedures. MS Principal Mr. Brian Mumby is our District Liaison contact person.

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. A student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District.

EMERGENCY INFORMATION

Every fall, each student is required to have an Emergency Information Form filled out by his/her parent or guardian and return it to school. The information on this form is necessary in order for the school to handle sick or injured students properly and quickly. **The emergency information must be continuously updated as changes occur.** It is very important for the school to have a way to contact the parent or designee in case of an emergency. No student will be allowed to participate in afterschool activities or field trips until this information is returned to the office.

SCHEDULING AND ASSIGNMENT

Many considerations are required when placing students into classrooms, such as: gender balance, cognitive balance, blend of abilities, special education needs, Title I placements, disabilities, teacher recommendation, factors for students being retained, and other factors as well. Parents are requested to entrust the system to make decisions based on our observations and your child's best interests while at school or part of a school function.

LOCKERS

Students are expected to use the lockers assigned to them for their belongings. Items outside of the lockers will be placed in the lost-and-found. Although items may be misplaced by students at school, it is the responsibility of the student to recover their lost items. Locker assignments are a part of registration; the locker combination is for your use and should not be shared with friends. Lockers are school district property. Students are responsible for all contents on and in the locker; signage on the outside of the locker must be school appropriate, school-approved, and is subject to removal by staff. School administrators may inspect lockers at any time and reserve the right to remove individual locks. Locks shall not be set so that they can be opened without the use of a combination. Violations may result in consequences such as loss of locker.

EARLY DISMISSAL & EMERGENCY CLOSINGS & DELAYS

When poor weather conditions exist, school may be delayed or canceled for the entire day. School may also close early due to poor weather. Also, please listen to the radio or T.V. when poor weather conditions exist. Please listen for the title "Pine River Area Schools" on Channel 9 & 10 or radio stations WKJF, WATT, WBRN, or WTCM. Please do not call the school. If an emergency is determined and school is closed for the day or dismissed early, parents will be notified by our automated phone system. If the

school must be closed or the opening of school is delayed because of inclement weather or other conditions, the School will notify families by sending out an automated phone call to the most recent contact phone numbers on file. Parents and students are responsible for knowing about emergency closings/delays and weather conditions.

No student will be allowed to leave school prior to dismissal time without a written request signed by the parent or designated person on file in the school office or the parent coming to the school office to request the release. No student will be released to a person other than a custodial parent without written permission signed by the custodial parent or guardian.

IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements. If a student does not have the necessary immunizations or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and is mandated by State law. Any questions about immunizations or waivers should be directed to the school secretary or principal. Schools are required to report the immunization status of each student to the State twice a year. In addition to student removal, failure to comply may result in a penalty of State aid to the district.

USE AND DISPENSING OF MEDICATIONS

In order for a student to receive medication from a school employee, a written statement giving permission to administer the medication prescribed by the attending physician must be sent to the school by the parent or guardian. Because of liability, we must have a note with dispensing instructions from your family doctor and a completed form. The school will no longer dispense medication without this information. The medication must be in its original container. Note: It is the student's responsibility to come into the office to take the medication. **Forms are available on the school website or may be requested in the office.**

The parent, guardian, or designated adult, **MUST** bring any medication to the office and not send it with a student. Medicine brought by a student will be returned at the end of the day to the student to be returned home.

Any unused medication unclaimed by the parent will be destroyed by school personnel when the prescription is no longer to be administered or at the end of a school year.

School personnel will not hold, store, dispense or assist in dispensing any substance which violates State or federal law.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

A school has a high concentration of people, therefore it may be necessary to remove or isolate a student who has been ill or has been exposed to a communicable disease, or has head lice. Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Parents will be notified of any removals.

CONTROL ON NON-CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual-contact communicable diseases, the School has an obligation to protect the safety of staff and students. In these cases, the person in question will have his/her status reviewed to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless the County Health Department suggests that evidence warrants exclusion for the safety of others.

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

INDIVIDUALS WITH DISABILITIES

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA) and State law. Contact your child's teacher or the school principal to inquire about evaluation procedures and programs.

STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, other than a for-profit organization unless parents provide written notification to the principal or secretary stating that they do not want directory information shared.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents or guardian. The Family Education Rights and Privacy Act (FERPA) is followed and adhered to throughout the District. Parents have the right to review and receive copies of all educational records.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA (Protection of Pupil Rights Amendment). Parents who believe their rights have been violated may file a complaint with:

***Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605 Washington, D.C. www.ed.gov/offices/OM/fpco***

STUDENT SUPPLIES, FEES, AND FINES

The District will provide all basic supplies needed to complete the required course curriculum. The student and/or his/her family may choose to purchase their own supplies if they desire to have a greater quantity or quality of supplies.

Student textbooks are the property of the school and are issued to students for their use. Books misused will need to be replaced and the student will be assessed the cost.

Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. All fines and fees will carry over from one year to the next if not paid in full.

LIBRARY-MEDIA CENTER

In addition to the traditional library role, our library also serves multiple other purposes. Students may be sent there by teachers for a break or to have tests read aloud. Students will also be sent there if they are in trouble and need to speak to the principal/assistant principal. The library also serves as our In School Suspension room.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. Items such as toys, jewelry, expensive clothing, airpods, electronic equipment, trading cards, etc. are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

REVIEW OF INSTRUCTIONAL MATERIALS AND ACTIVITIES

Parents have the right to review any instructional materials being used in the school. Any parent who wishes to review materials or discuss instruction must contact the teacher or principal prior to coming to the school. Parents are encouraged to email their child's teacher prior to calling the principal. Parents' rights to review teaching materials, and instructional activities are subject to reasonable restrictions and limits.

BREAKFAST AND LUNCH

Breakfast and lunch will be free this year. If your child would like to purchase an a-la-cart milk, it will cost an additional \$0.40. In order to put money into your student's account, parents/guardians may use the online services available through the [Food Serve Portal](#) located online at pineriver.familyportal.cloud. Parents can make deposits to student accounts, set daily spending limits for ala carte purchases, view eating habits, and receive low-balance email alerts when the account falls below \$5.00.

Parents are encouraged to file a Free/Reduced lunch application. If you have not received your login and password to use the portal please contact natasha.carper@pineriver.org or call 231-829-3141, option 6.

FIRE AND TORNADO DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for the safe, prompt, and orderly evacuation of the building. Teachers are expected to review emergency procedures with students on a regular basis to ensure student preparedness in the case of an emergency.

Tornado drills will be conducted during the tornado season using the procedures provided by the State. Tornado drills will be conducted twice yearly and will use a different bell system than the one used for fire drills.

HOMELAND SECURITY/EMERGENCY LOCKDOWNS

All schools in Michigan are expected to have a crisis management plan in place. We are also required to have two 'lockdown' practices every year with students.

We have worked with local law enforcement to complete plans for protecting our students and staff should a crisis situation develop. Our plan is complete and our staff has been trained in the necessary procedures for 'lockdown' and other emergency situations, including evacuation for reunification. Periodically, we will run drills to ensure preparedness in case of an actual emergency.

A Parent/Guardian's Responsibility During a Crisis

Trust

- Trust students are safe and that we would do everything within our power to keep them safe.
- Trust authorities are doing their jobs and staff is protecting our students until the crisis is over.

Please refrain from coming to the school no matter how badly you want to pick up your student and take them home. Trust is knowing that your presence at the school could increase the risk for everyone.

Understand

- Understand that we take our role in a crisis seriously and that safety is our main priority. We do not have the capacity to call all parents and inform them of events as they occur, as phone lines are needed for authorities to use.
- Emergencies can slow communication to the home; depending on the situation, we may utilize the media to inform parents about alternate dismissal plans, lockdown situations, etc.
- Understand that if we are in Complete Lockdown, we will not open the doors for anyone. That means you will not be able to pick up your children until the crisis has passed or the lockdown has been changed.
- Understand that, as in any difficult situation, rumors will spread like wildfire. Consider carefully everything you hear and the source of that information. Keep an open mind and wait until persons of authority provide accurate information before deciding what to believe.

STUDENT SALES/ADVERTISING

No student is permitted to sell any item other than school fundraiser items in school without the approval of the school principal. Violation of this may lead to disciplinary action.

Students and parents may not post announcements or advertisements for outside activities without receiving prior approval from the principal. The principal will inform students and parents of where the items may be posted.

If a student, parent, club, or community member would like to post any advertisements and/or promotional materials, they must first be approved by the administration. For all inquiries, please provide a copy to the office and allow up to a week for approval.

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 extra curricular program. No student may participate in any school-sponsored trip without parental consent. Attendance rules apply to all field trips. Field trips are a privilege to all students and will be contingent on behavior and academics. Students will be expected to have good behavior and complete all expected expectations/assignments throughout the year in order to attend field trips. Students who have discipline referrals, suspensions, and/or performing below academic expectations may be ineligible to attend field trips.

CRISIS PREVENTION

While recognizing that students may require disciplinary action in various forms, the Board of Education cannot condone the use of unreasonable force and fear as an appropriate procedure in student discipline.

Professional staff as well as support staff, within the scope of their employment, may use and apply reasonable force and restraint to:

1. quell a disturbance threatening physical injury to self or others;
2. obtain possession of weapons or other dangerous objects upon or within the control of the student, in self-defense, or for the protection of persons or property.

DRINKS IN SCHOOL SETTING

Due to having many carpeted areas in the school, and to maintain the cleanliness of them, students are allowed to bring in clear liquids, such as water to drink during the day in a non-breakable, clear container. This container must also have a lid to prevent spilling. If a student would like to drink anything other than clear liquids, they must do so in the cafeteria during appropriate times or have prior approval from staff.

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 school if there is a reasonable suspicion that the student is in violation of the law or school rules. A search may also be conducted to protect the health and safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, chromebooks 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.

SECTION 6 – Athletics

Athletic Events

The interest and support of younger students and their families for our middle/high school teams are greatly appreciated. However, to keep these growing events safe and orderly for everyone, adult supervision of children at athletic events is required.

Pine River Area Schools Athletic Code and Policy Book Revised 2023-2024

For a complete information and a guide to our athletic code and policies please click on the following link:

https://bigteams-public-prod.s3.amazonaws.com/library/files/pineriverhighschool_bigteams_17835/files/Athletic%20Policy%202022-23.pdf

SECTION 7 – Forms

TO BE RETURNED to Pine River Area Schools' Athletic Department

Consent for Athletic Participation and Insurance Statement

Student Name _____ Grade _____

Age _____ Date of Birth _____ Male/Female _____

Parental or Guardian Consent For Athletic Participation

We have read the contents of the Pine River Area Schools Athletic Policies (*available online at www.pineriver.org*) concerning the conditions which will govern all students who participate in Pine River Athletics. We will see that our son/daughter abides by athletic policy rules and regulations as long as he/she desires to participate in athletics at Pine River Area Schools.

We also understand that Pine River Area Schools, the Board of Education, administration, and the coaching staff do not assume responsibility for injuries sustained by student-athletes in practice or games. We further understand that failure to sign this acknowledgment form does not preclude or change its enforceability. We want our son/daughter to have the privilege of participating in interscholastic athletics during the current school year.

Student-athlete Signature

Date: ____/____/____

Parent/Guardian Signature

Date: ____/____/____

**Insurance Declaration/Acknowledgement

Our son/daughter, _____, is covered by

Medical Insurance through _____, expires on date: _____.

Or check here:

We have no insurance coverage _____

It is hereby understood that our personal medical insurance will be used to cover all financial costs associated with personal injuries that my child may sustain as a result of his/her participation in athletic activities sponsored by Pine River Area Schools.

Parent/Guardian Signature

Dated: _____

*****Every student-athlete who wishes to participate in interscholastic athletics at Pine River Area Schools is encouraged to have medical insurance coverage. Pine River Area Schools does not assume financial responsibility for any medical, hospital, or ambulance expenses incurred by students resulting from their participation in interscholastic athletics at Pine River Area Schools.***

Pine River Area Schools--Referral/Documentation of Bullying/other Aggressive Behavior

Building/location: _____ **Date:** _____
Time: _____

Complaint reported by: _____
(name)

On behalf of: _____
(name)

Summary of complaint (attach more pages if necessary):

Alleged Aggressor(s):

Date(s) of Investigation: _____
*documentation attached _____ available _____

Complaint was verified _____ (as) Aggressive Behavior ___ Bullying ___
Harassment ___ Intimidation/Menacing ___ Complaint was unverified ___ False
complaint filed ___

Remedial Action/Discipline as described: _____ No remedial action warranted: _____

Authorities needed and notified: Agency: _____ Date: _____
Time: _____

No Authorities needed: _____

Parent/Legal Guardian Notification of allegation(s): For victim:

Form of notice: _____ Date: _____ Time: _____

Of alleged aggressor(s): Form of notice: _____ Date: _____
Time: _____

Reported as bullying? _____ Yes _____ No

Administrative Signature: _____

Date: _____

Submitted to Superintendent:

Not required: _____ Required: _____ Date: _____

PINE RIVER MIDDLE SCHOOL STUDENT HANDBOOK--STUDENT/PARENT-GUARDIAN

I have read, understand, and agree that I will be held to the terms and conditions of the Pine River Middle School Student Handbook.

***Student Signature**

Date

I understand that my student must comply with the terms and conditions of all rules, regulations, policies, and procedures identified in the handbook and regulations herein in accordance with board policy. I further understand that these rules apply to any student who is on school premises, on a school-related vehicle, at a school-sponsored activity, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school.

Additionally, I understand that it is expected that I conduct a personal health screener for each student in my household or under my parental care per the terms established in this handbook and per the student screener attached to this handbook.

***Parent-Legal Guardian Signature**

Date

Name of Student

Grade

***This student handbook is not all-inclusive. Other rules and consequences may be used at the discretion of the administration in accordance with district policy. The failure to sign this handbook does not exempt the student or parent from the responsibilities or policies within the handbook.**