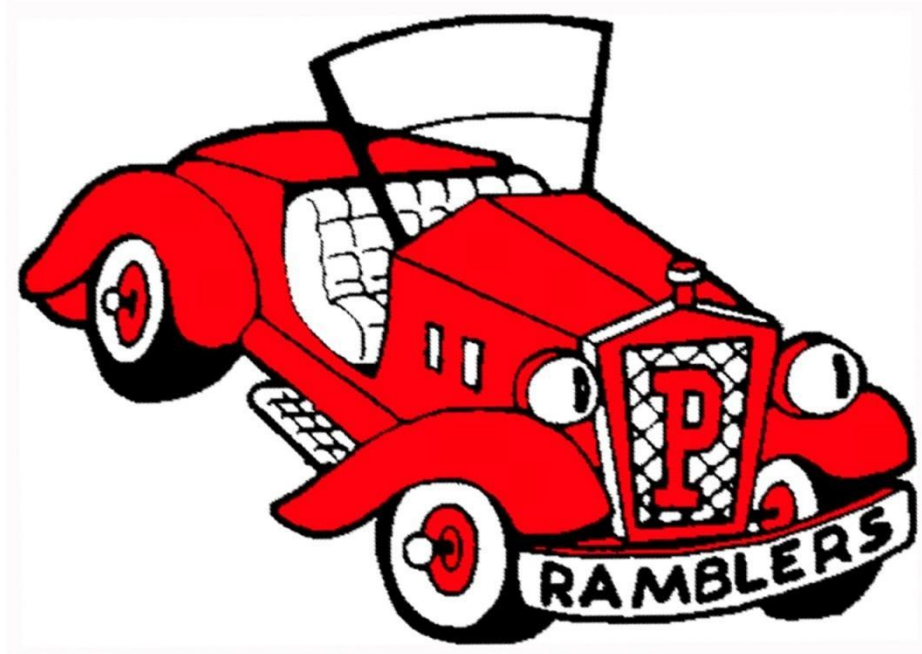


# **Student/Parent Handbook**

## **Perry Middle School** **2023 - 2024**



# WELCOME RAMBLERS!

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## Perry Middle School Student/Parent Handbook 2023-2024

Perry Middle School  
2775 Britton Road  
Perry, Michigan 48872  
(517) 625-6196 Main Office  
(517) 625-0120 Fax  
[www.perry.k12.mi.us](http://www.perry.k12.mi.us)

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The student handbook should also be used in conjunction with the PPS Student Code of Conduct. The School Board's comprehensive policy manual is available for public inspection through the district's website or you may find policy documents at the Administration Building located at 2665 Britton Road in Perry, Michigan.

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### ***District Mission Statement***

The mission of the Perry Public Schools, a community center dedicated to educational excellence, is to prepare our students for life in the 21<sup>st</sup> Century, by assuring them the most effective teaching and learning environment.

### ***Middle School Mission Statement***

The mission of Perry Middle School is to maintain a respectful place of learning that prepares all students to make responsible educational and life choices.

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## GENERAL INFORMATION

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### **Bus Transportation**

The district provides bus transportation to and from school for students living 1 mile or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents/guardians must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. The building principal must approve exceptions in advance.

While students are on the bus, they are under the supervision of the bus driver. In most cases, the bus driver can handle bus discipline problems. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director and/or the building principal with guidance from the PPS Student Code of Conduct.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their student before the beginning of the school year and regularly during the year.

In the interest of the student's safety, all students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Only good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Video cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the Transportation Director.

Cross Reference: MASB 4300 <i>Student Transportation Management</i> ; NEOLA 8600 <i>Transportation</i>
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### **Entering and Exiting the Building**

Students are permitted in the building at 7:55 AM before the start of the school day. At this time, students must be in the designated areas. Students are welcome to enter the academic portion of the building at 7:55 AM to prepare for their daily classes. The school day begins at 8:05 AM and concludes at 2:50 PM.

- Students at school fifteen (15) minutes after school is dismissed are required to be with a supervisor.
- Students who are with a supervisor will be allowed to stay until a teacher dismisses those students before the teacher leaves. Teachers are responsible for making sure those students under their supervision leave the building.

### **Students are required to check in and check out of the building through the office whenever they are to be excused during the school day. Students must be excused before they depart. Failure to do so may result in disciplinary action.**

Students who become ill at school must report to the office immediately. Health needs are urgent. Students need to go home if they are too ill to be in class. Parents (or designee) will be contacted. Transportation home is a parent's responsibility. The student may return to school the next day.

Parents who choose to enter the school to pick up their children at the end of the school day must wait in the lobby until dismissal time.

### **Emergency School Closings**

In case of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. Our school calling system will notify all families of school closings at the main phone number you provide at enrollment. Please contact the school office if you need to change the phone number or if you prefer to stop this service. If bad weather or other emergency occurs during the school day, please listen to local media stations for possible early dismissal information. Again, the calling system will call your main number with this information.

For your student's safety, make certain your student knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

Cross Reference:

MASB 4080 *Emergency Closings*

### **Fees, Charges, and Fines; Waiver of Student Fees**

The school may establish fees and charges to cover the costs for certain extracurricular and noncredit activities. Materials for clubs, independent study, or special projects, as well as transportation costs and admission/participation fees for District-sponsored trips and activities may be included. Fees will not be charged for any mandatory school activity or required curriculum activity. Extra-curricular activities for which fees are charged may not be used in determining credit or grades in any course. A fee shall not exceed the combined cost of the service(s) provided and/or materials used.

When school property, equipment, or supplies are damaged, lost, or taken by a student, whether in a regular course or extra-curricular offering, a fine may be assessed. The fine will be reasonable, seeking only to compensate the school for the expense or loss incurred. The late return of borrowed books or materials from the school libraries will be subject to appropriate fines. Failure to pay the fines may result in loss of privileges.

A student whose parent/guardian is unable to afford these fees may request a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Cross Reference:

MASB 8485 *Athletics Participation Fees*; MASB 8700 *Student Activity Fees*; MASB 8990 *Fines*; MASB 8990 *Fees*; NEOLA 5513 *Care of District Property*; NEOLA 6152 *Student Fees, Fines, and Supplies*; NEOLA 9160 *Charges for Industrial/Technical Projects*

### **Grading**

School report cards are issued to students on a quarterly marking period basis. For questions regarding any specific grades, please contact the course teacher to set up a meeting. The decision to pass a student in any course is based upon successful completion of the curriculum, attendance, performance on and/or participation in projects, and any other testing.

Cross Reference:

MASB 5010 *Grading*; NEOLA 5410 *Promotion, Placement, and Retention*; NEOLA 5421; NEOLA 5420 *Reporting Student Progress*

### **Incompletes**

Students must make up incompletes within ten (10) school days after the quarterly marking period ends. If work is not made up, the grade for the incomplete assignment(s) will become an 'F'.

### **Health Policies**

#### **Communicable Diseases**

The school will observe recommendations of the Michigan Department of Community/Public Health regarding communicable diseases.

1. The student's parent/guardian is required to notify the school office if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian provides the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross Reference:

MASB 5370 *Communicable Diseases*; MASB 8510 *Communicable Diseases*; NEOLA 8450 *Control of Casual-Contact Communicable Diseases*; NEOLA 8453 *Direct Contact Communicable Diseases*

#### **Emergency Medical Authorization**

The student's parent/guardian should complete the school district's emergency medical treatment authorization form to indicate their preference of hospital, doctor, and dentist for emergency treatment. Of course, in an emergency situation the student should be transported to the nearest medical facility able to render appropriate care, regardless of parental preference. Typically, the decision to transport a student immediately to the nearest medical facility is made by an EMT (emergency medical technician) or other first responder. The school will do the best they can to honor parental choice.

Cross Reference:

NEOLA 5341 *Emergency Medical Authorization*

### **Head Lice**

The school will observe the following protocols regarding head lice:

1. The student's parent/guardian is required to notify the school office if their student is suspected of having head lice.
2. Infested students may be sent home following notification of the parent/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the infestation.
4. **A student excluded because of head lice will be permitted to return to school ONLY when the parent/guardian brings the student to school to be checked by the school counselor, the school secretary, or the building principal and the student is determined to be free of the head lice and eggs (nits).** Infested students are prohibited from riding the bus to school to be checked for head lice.

Cross Reference:  
MASB 8515 *Head Lice Policy*

### **Immunizations**

All students must be properly immunized at the time of registration or not later than the first day of school pursuant to Michigan Health Department regulations. A required vaccine may be waived or delayed in the following circumstances:

- A. A valid medical contraindication exists to receive the vaccine. The student's physician must provide written certification of the contraindication.
- B. The student's parent/guardian holds religious or philosophical beliefs against receiving a vaccination. The parent/guardian must submit/provide a written waiver from the Health Department.
- C. The student has received at least one (1) dose of each immunizing agent and the next dose(s) are not due yet.

Cross Reference:  
MASB 8480 *Immunization*; MASB 8480 *Vision Testing*; NEOLA 5320 *Immunization*

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the student by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. Students are not authorized to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Possession of over the counter or prescription medication by a student may result in discipline per the PPS Student Code of Conduct.**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form.

Cross Reference:  
MASB 2780 *Administration of Medication by School Personnel*; MASB 8670 *Administration of Medication by School Personnel*; NEOLA 5330 *Use of Medications*; MCL 380.1178; MCL 380.1179

### **Law of Agency**

Occasionally, a parent will find it necessary to have another adult assist them in communicating and transacting school business with teachers, administrators and other school officials. Certain procedures will require written verification for authorization of the person by the parent/guardian of the child. Also, other transactions will require the parents' personal attention for which the school district will not recognize the authorization of another adult substituting for the parents/guardian. Should a parent/guardian find it necessary to have another adult assist in communication or transacting business with the school district, he or she contacts the principal's office to determine the requirements of the school district with respect to the particular circumstances. The school district must reserve the right to decline communication or transact school business regarding any student with anyone other than the parent/guardian of the student, except as may be required by law.

### **Media Center Policies and Procedures**

Students are encouraged to visit and to use materials. The Media Center is open from 8:05 AM – 2:50 PM daily. Additional times vary. **ALL STUDENTS MUST HAVE A PASS WHEN ENTERING THE MEDIA CENTER.** Upon entering the Media Center, please sign in. A teacher must accompany more than five (5) students coming from one classroom at one given time. Students must have his/her passbook signed to leave the Media Center during class time. Materials may be checked out for two weeks unless otherwise noted. Students with overdue materials will not be allowed to use the Media Center except with a class until the overdue materials are returned or paid for.



### **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. Each school shall conduct at least six (6) fire drills, two (2) tornado drills, and three (3) lockdown drills each school year. At least three (3) of the fire drills shall occur in the fall. There may be other drills at the direction of the administration. A warning to the students will not precede drills.

Cross Reference:

MASB 4040 *Safety*; NEOLA 8420 *Emergency Evacuation of Schools*; MCL 29.19

### **Tornado Information**

Upon being informed that a tornado warning is in effect, the students will be directed into designated areas and supervised by adults. Principals are authorized to release students to their parents.

### **School Breakfast & Lunch Program**

Breakfast and lunch is served every school day. Lunch is not served on Early Dismissal days. Every effort is made to serve fresh and nutritional foods. Our food service staff follows all guidelines and laws regarding School Breakfast and Lunch Programs. All lunch foods served and/or eaten in our cafeteria must remain in the cafeteria. Due to Health Code considerations and School Board direction, lunch may not be eaten in the halls.

Our school has a "Closed Campus" policy and students are not permitted to leave school during lunch without prior approval from a parent/guardian and in the company of the parent/guardian, or pre-approved adult. Final approval, however, will be given by the middle school principal.

Breakfast and Lunch accounts can be prepaid and parents may access and set up an account online through our district website at [www.goperry.org](http://www.goperry.org)

Free or reduced price meals are available for qualifying students. For an application, contact the school office.

Cross Reference:

NEOLA 8531 *Free and Reduced-Price Meals*

### **School Security**

For the safety and protection of all students, parents, staff, and any visitors at Perry Middle School, we will direct all visitors through the front doors during the school day.

1. All doors will be unlocked in the morning at 7:55 AM and will remain open until after the last bell to begin the first period. At that time all exterior doors will be locked for the remainder of the school day.
2. The front student entrance near the office will become the main entrance for students after 8:05 AM.

JUSTIFICATION: The front doors are the only doors that lead directly to the office area that is staffed at all times. All other entrances are blind to the office.

### **Video Monitoring Systems**

A video monitoring system may be used on school buses and a video monitoring system may be used in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on videotape, that recording may be used as the basis for imposing student discipline. If criminal conduct is recorded, a copy of the tape may be provided to law enforcement personnel.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability. This rule prohibiting animals on school property may be temporarily waived by the building principal in the case of a unique educational opportunity for students, provided that: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### Visitors

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, provide identification, their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as guests and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. **If you are not wearing a name tag, you will be stopped by staff and asked to sign in at the office.** All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in an appropriate manner will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Cross Reference:

MASB 9400 *Public/Parent(s)/Guardian(s) Visitors to the Schools*; NEOLA 9150 *School Visitors*

### Volunteers

All school volunteers must complete the "Volunteer Information Form" (available in the school office) and be approved by the school principal before assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision with approval of the building principal. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Cross Reference:

MASB 7485, 9230 *Volunteers*; NEOLA 3120.09 *Volunteers*

## **ATTENDANCE POLICIES**

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Michigan law requires that whoever has custody or control of any student between ages 6 and 18 (unless the student has already completed high school graduation requirements) shall assure that the student attends public school during the entire school year. Michigan law requires that the student's attendance be continuous and consecutive for the school year fixed by the school district.

Michigan law includes the following exceptions to the mandatory school attendance requirement:

1. The student is attending a state approved nonpublic school, which teaches subjects comparable to those taught in the public schools to children of corresponding age and grade.
2. The student is less than 9 years of age and does not reside within 2-1/2 miles by the nearest traveled road of a public school. If transportation is furnished for pupils in the school district of the child's residence, this subdivision does not apply.
3. The student is age 12 or 13 and attends confirmation classes conducted for a period of 5 months or less.
4. The student is regularly enrolled in a public school while attending religious instruction classes for not more than 2 class hours per week, off public school property during public school hours, upon written request of the parent/legal guardian.
5. The student is being educated at the student's home by his or her parent/legal guardian in an organized educational program in the subject areas of reading, spelling, mathematics, science, history, civics, literature, writing, and English grammar.

Cross Reference:

MASB 8020 *Attendance*; MASB 8030 *Truancy*; MASB 8090 *Release of a Student During the School Day*; NEOLA 5200 *Attendance*; NEOLA 5223 *Absences for Religious Instruction*; NEOLA 5230 *Late Arrival/Early Dismissal*; MCL 380.1561

### **Closed Campus**

Once students report to the school grounds, they are expected to remain the entire day. Students who have been excused for the day may not return to campus unless they have an authorized absence (e.g., doctor's appointment, therapy) or have obtained prior permission from the principal. Parents who wish to take their child out of the school during lunch are requested to sign the student out in the school office. Closed Campus means students are not allowed to go off campus to eat lunch unless a parent has checked the student out for the purpose of taking them to lunch. Under no circumstances are students allowed to leave campus to have lunch without a parent/guardian.

### **Homebound and Hospital Instruction**

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital. For information on homebound or hospital instruction, contact the building principal.

Cross Reference:

MASB 8860 *Homebound Instruction*; NEOLA 2412 *Homebound Instruction Program*

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted two days for each day that he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. If a request for homework is made for a pre-arranged absence, parents/guardians must give 24 hours notice for homework to be gathered.

Cross Reference:

MASB 8020 *Attendance*; NEOLA 5200 *Attendance*

### **Re-Enrollment**

Enrollment, and re-enrollment, will take place at the Central Administration Building located at 2665 W. Britton Road Perry, MI 49972 during normal hours of operation.

### **Released Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

Cross Reference:

NEOLA 5223 *Absences for Religious Instruction*

### **Student Absences**

There is a direct link between attendance and academic success. We encourage all students to work towards missing as little school as possible to reach their full potential. Absences fall into four main Categories-**Absent**-these are absences that do not have outside verification, but may be noted with a parent call. **Documented**-these absences are documented by an outside source-a doctor, therapist, school nurse, for example. **School-related Absence**-these absences are resulting from school-arranged activities, such as class field trips, school-sponsored club activities, school sports. **Suspension**-these absences are due to in-school or out-of-school suspensions due to a violation of the PPS Code of Conduct and will be noted as such within the attendance records.

In the event of any absence, the student's parent or guardian is required to call the school at 625-6196 before 8:05 AM to explain the reason for the absence. If a call has not been made to the school, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence.

Attendance letters from the school will be sent home between 5 and 9 days of undocumented absence, and again between

10 and 14 days absent. At the 10th undocumented absence, the school will schedule a meeting with the parent/guardian to create a plan to improve student attendance. At the 15th undocumented absence, the Shiawassee County Truancy Officer will notify parents/guardians that they have five (5) days to contact the principal to schedule another meeting to revise the student's attendance plan. In the event the pattern of truancy continues, the Shiawassee County Truancy Officer has the option to petition the court due to the student's lack of attendance. A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00 or imprisonment for not less than 2 nor more than 90 days, or both. The student can also be held responsible and face a penalty of probation or other consequences from the court system.

**Cross Reference:**

MASB 8020 *Attendance*; MASB 8030 *Truancy*; MASB 8090 *Release of a Student during the School Day*; NEOLA 5200 *Attendance*; NEOLA 5223 *Absences for Religious Instruction*; NEOLA 5230 *Late Arrival/Early Dismissal*

**Tardiness**

Any student who is late for class without an acceptable excuse shall be noted as tardy. A student is considered tardy if they are not in the classroom at the beginning of the class period. A student who arrives late to school is considered tardy unless excused by a parent. Chronic tardiness may result in truancy action.

**Truancy**

A parent or other person in parental relation who fails to comply with the Michigan Compulsory School Law is guilty of a misdemeanor, punishable by a fine of not less than \$5.00 nor more than \$50.00 or imprisonment for not less than 2 nor more than 90 days, or both.

**Cross Reference:**

MASB 8020 *Attendance*; MASB 8030 *Truancy*; NEOLA 5200 *Attendance*; MCL 380.1599

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**TARDY POLICIES**

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Punctuality is an essential virtue in the modern world. Perry Middle School firmly believes reinforcing punctuality each and every day helps students:

- become more engaged learners: Being late for class disrupts the student's own (and others') learning, as well as the teacher's ability to teach.
- become better citizens: Teaching students time management skills teaches them to be more responsible, more efficient, and more accountable for their own behavior.

Students must fully be in their assigned classroom when the bell rings. Once the bell rings, teachers shall no longer admit students to classes; tardy students shall instead proceed immediately to the office secretary, who shall mark them tardy, sign a pass, and send them back to class.

Once a class has begun, no students shall be admitted to any class without a signed pass from the middle school office or a teacher. Once the bell has rung, students shall not use the restroom, remain at their lockers, or otherwise linger in the halls. Failure to report without delay to the office will result in not only being marked tardy, but truant, and shall result in disciplinary consequences.

Tardies may be either "excused" or "unexcused":

- **Unexcused Tardy:** A failure to arrive at class on time caused by the student or his/her family.
- **Excused Tardy:** A late arrival to a class on time due to a school-related reason or other cause verified by middle school staff. Parents may excuse a small number of tardies for students arriving at school late.

Note: Students who report to the office over ten (10) minutes past the ringing of the class bell shall not be marked tardy,

but shall be marked absent from that class. This absence may be excused or unexcused, per the attendance policy, and will count toward chronic absenteeism.

**Consequences for Unexcused Tardies:**

The consequences for unexcused tardiness shall accumulate for the entire day, rather than per class period. Unexcused tardies shall accumulate for an entire marking period, then “reset” to zero on the first day of the next marking period. Students may miss participation in educational activities or other assignments by being tardy.

Consequences per unexcused tardies will be determined by the building principal in conjunction with the PPS Student Code of Conduct. The general progression of consequences will be:

- Tardies (Office): #1 –# 3 = Warnings, #4= Time Out + parent notification, #5= Time Out + parent notification, #6= 30 minute after-school detention + parent notification, #7= 30 minute after-school detention + parent notification, #8 + above=progressive discipline+parent notification

## **STUDENT EXPECTATIONS**

This policy is applicable to all students during their enrollment at Perry Middle School. It is applicable at all times when a student is on school property, at school sponsored events, or otherwise under the school's jurisdiction.

**Attendance at School Activities: Extracurricular and During School Hours**

Attendance at school-sponsored activities is a privilege. All school rules, including the PPS Student Code of Conduct, are applicable at all times when a student is on school property, at school sponsored events, or otherwise under the school's jurisdiction.

**Backpacks/School Bags**

Backpacks and school bags are not to accompany the student to the classroom unless specific situations or arrangements have been made with the building principal. All personal items not approved for, or needed during instructional time should be kept in the school provided locker.

**Drinks/Liquids**

Drink containers may be allowed in the school building, as long as they do not cause a disruption to the learning environment. In order to maintain the appearance of the building, students are allowed to have non-colored liquids in the academic areas of the building.

**Field Trips and Excursions**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline per the PPS Student Code of Conduct.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

Cross Reference:

MASB 7490 *Field Trips and Excursions*; NEOLA 8640 *Transportation for Field and Other District-Sponsored Trips*

### **Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Cross Reference:  
MASB 8245 *Gangs*

### **Hazing**

Hazing activities of any type are inconsistent with the educational process, a violation of Michigan criminal law, and are prohibited at all times. Hazing means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition.

Cross-reference:  
MASB 8320 *Hazing*; NEOLA 5516 *Student Hazing*; MCL 750.411t

### **Lockers**

Lockers or desks assigned to students are provided for the storage of personal property and school materials of the student to whom the locker is assigned. This is for the convenience of the student while attending school. The locker area remains the property of the school district and the district retains control of the locker area. ***THE LOCKER AREA IS SUBJECT TO INSPECTION BY SCHOOL AUTHORITIES AT ANY TIME*** (School Code 1306). The student's privacy rights shall be respected "regarding any items that are not illegal or against school policy." Lockers are not to be used to store any items or materials that are prohibited from being in the possession of the student by law and/or school rules. School authorities will confiscate any such items found in the locker area. The office staff assigns lockers. Students must remain with their assigned locker for the remainder of the year.

### **Public Display of Affection**

Students are expected to conduct themselves within the limits of common sense and propriety. Physical displays of affection, INCLUDING holding hands, are not acceptable at school. Show your affection by demonstrating respect for your special friend.

### **Responsibility Tickets**

As a way to help reinforce our CARES expectations, students will need to use a "responsibility ticket" any time they are looking to leave the classroom. Four responsibility ticket recording sheets (one per quarter) are in the planner at the end of the handbook section. Each grade level teaching team will decide the amount of "responsibility tickets" that will be given per marking period. We have a goal of students making more responsible time efficiency decisions.

### **Perry Middle School Responsible Thinking Classroom (RTC)**

*Students have the right to learn and teachers have the right to teach in safety.*

*No one has the right to disrupt, to prevent other students from learning or to violate the rights of others.*

### **Purpose:**

In order to reach our goal of reducing classroom and hallway disruptions and to assure a safe and orderly learning environment for all children, the Responsible Thinking Classroom (RTC) will be used throughout Perry Middle School. RTC is a tool for our students and staff members to employ in order to facilitate growth and learning in a consistent and safe

environment. Through the use of the Responsible Thinking Classroom, students will learn and be asked to self-manage their behavior.

The RTC is not based on rewards and punishment because that places responsibility for the actions on the person with authority instead of the student, where it belongs. Mutual respect is fostered through the questioning process. Children learn, with assistance, how to make a plan to help them deal with future situations. Confidence is built when students make their own choices to obey the rules and, by doing that, experience success.

The RTC is based on the book, *Discipline for Home and School* by Edward E. Ford. Simply stated, the Perceptual Control Theory says: "Human beings act when they are trying to control their perceptions of the world to make it conform to internally set goals" (Ford 1997). In other words, we change our actions only when we see a difference between our present situation and what we want.

#### **What happens when children choose to disrupt class?**

When children choose to disrupt class they are asked a series of questions:

- What are you doing?
- What are you supposed to be doing?
- What happens if you disrupt again?

In many cases, the questioning process alone helps students get back on task. If children avoid answering a question, it is repeated. If they persist in not dealing with the situation, or if they continue to disrupt a second time during that class period, the child has chosen to disrupt class. At this time, the teacher will say "we are here to learn, I am sorry you are choosing the Responsible Thinking Classroom." The student must then report to the Responsible Thinking Classroom (RTC).

#### **What happens to children in the Responsible Thinking Classroom?**

The RTC is a place where children are taught how to think for themselves, deal with their problems through effective plan making, and develop self-discipline. The RTC Supervisor is there to help the student through the entire RTC process. At first, students may perceive this room as punitive, like a detention room. They quickly learn that it is a place where they are treated with respect. They see it as a place where others care about them and want them to succeed. Students remain in the RTC as long as they need to or until they finish their plan. Children are responsible for their missed class work while they are in RTC.

When students are committed to solving their problem, they write a plan. The children ultimately have to learn to resolve conflicts in their lives. Using questions, the plan guides students through a thinking process designed to enable them to take responsibility for their actions, understand the result of those actions, and achieve their goals without disturbing others. The RTC Supervisor assists the children in writing plans.

#### **When do students return to class from the RTC?**

Students stay in the RTC until they have completed their plan. Once the plan has been written, and reviewed by the RTC Supervisor, the student is allowed to return to class. If the plan is not completed before the end of the hour, the student is sent to their next hour.

#### **What are the stages of the Responsible Thinking Process?**

- Teachers will contact parents/guardians when a student chooses to utilize RTC
- After the 2nd disruption students will be sent to the RTC
- 3rd time a student chooses RTC in a semester, parents WILL BE notified
- 5th time a student chooses RTC in a semester we will set up an intervention meeting with staff, parents and students
- 7th time a student chooses RTC - one day In-School Suspension
- 8th visit - student will serve a 1-3 day In-School Suspension
- 9th visit and beyond - student will serve Progressive Discipline

### **School Dress Code/Student Appearance**

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Student dress (including accessories) may not advertise, promote, or depict alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or inappropriate images. Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language/symbols, including gang symbols. Appropriate footwear must be worn at all times. In some cases, school-issued athletic apparel does not meet the dress code (form-fitting Track shorts/bodysuits/Volleyball shorts, Gymnastics/Swimming apparel for example).

A student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student or others may be subject to discipline. A student who is referred to the office for a dress code violation will be subject to discipline as defined in the Code of Conduct.

Cross Reference:  
MASB 8240 *Student Appearance*; NEOLA 5511 *Dress and Grooming*

### **Sexual Harassment**

Sexual harassment has no place in a school setting and will not be tolerated. Sexual harassment consists of unwelcome sexual conduct, either verbal or physical, which unreasonably interferes with a student's educational right, privilege, advantage or opportunity or which creates an intimidating, hostile or offensive educational environment. The Board of Education's policy prohibiting sexual harassment and related grievance procedures may be obtained from the building principal. Reports of sexual harassment should be made to the school's building principal or to the school counselor.

Cross Reference:  
MASB 8018 *Discriminatory Harassment of Students*; NEOLA 5517 *Harassment of Students*; MCL 380.1300a

### **Skateboards/Skateboarding**

Skateboards and riding skateboards are not allowed on the campus at Perry High School or Perry Middle School. Skateboarding on campus is considered dangerous and a liability to the school district.

### **Student Fundraising**

The principal must approve fundraising activities by school organizations in advance. Organization sponsors assume the responsibility for supervising the project, accounting for funds, making reports, and other details involved in the project.

Cross Reference:  
MASB 3800 *Fundraising and Student Activity Fund*; NEOLA 5830 *Student Fundraising*

### **Textbooks**

For many classes, the district provides textbooks for student use throughout the course. A textbook condition report is completed when books are handed out and once again upon collection. Students are responsible for all books assigned to them and will be fined for any damages. Books that are lost or in need of repair will incur a charge to be assessed by the main office.

### **Technology Use**

Use of personal cell phones, iPods or other technology tools are permitted only before school, during lunch, after school, and during passing time. Use of any device for taking pictures or recording school activities are permitted only under the direct supervision of a teacher. Any other use will result in the loss of the privilege of using personal technology tools at school.

All technology systems and passwords belong to Perry Middle School and Perry Middle School retains the right to search all files and directories. Students must not: give, take, or access passwords; move, rename, hide, alter, or delete programs, files



or applications; install files or programs not specifically licensed to, or sanctioned by PPS, or access DOS unless instructed to do so per the terms of the computer policy. Systems managers must approve any disks used in the system. **USERS ARE ONLY ALLOWED TO ACCESS THEIR OWN FILES.** Each student is held responsible for following the terms of the computer policy. **The “Internet Acceptable Use Acknowledgement” form must be signed and on file before a student is allowed to use any of the school’s technology.**

The school district's telecommunications network is intended for legitimate business and educational purposes only. As a monitored telecommunications network, no stated or implied guarantee is made regarding the privacy of electronic mail (e-mail) or any other telecommunications transmitted or received over this network. **THE SCHOOL DISTRICT RESERVES AND WILL EXERCISE THE RIGHT TO REVIEW, AUDIT, INTERCEPT, ACCESS AND DISCLOSE ALL MATTERS ON THE SCHOOL DISTRICT'S E-MAIL SYSTEM AT ANY TIME, WITH OR WITHOUT NOTICE AND THAT SUCH ACCESS MAY OCCUR DURING OR AFTER THE REGULAR SCHOOL DAY.**

Cross Reference:

MASB 4250 *Computer Software Copyright*; MASB 4510 *Computer Network*; NEOLA 2531 *Copyrighted Works*; NEOLA 7540.01 *Technology Privacy*; NEOLA 7540.03 *Student Network and Internet Acceptable Use and Safety*; NEOLA 7540.05, 7550 *Electronic Mail*

**Acceptable Use of Technology Resources**

The purpose of this Agreement is to grant access to and define acceptable use of the District’s technology resources (“Technology Resources”). Technology Resources are any type of instrument, device, machine, equipment, technology, or software that is capable of transmitting, acquiring, or intercepting, any telephone, electronic, data, internet, audio, video, or radio transmissions, signals, telecommunications, or services, and include without limitation (1) internal and external network infrastructure, (2) Internet and network access, (3) computers, (4) servers, (5) storage devices, (6) peripherals, (7) software, and (8) messaging or communication systems.

In exchange for the use of the District’s Technology Resources either at school or away from school, you understand and agree to the following:

1. Your use of the District’s Technology Resources is a privilege that may be revoked by the District at any time and for any reason.
2. You have no expectation of privacy when using the District’s Technology Resources. The District reserves the right to monitor and inspect all use of its Technology Resources, including, without limitation, personal e-mail and voice-mail communications, computer files, databases, web logs, audit trails, or any other electronic transmissions accessed, distributed, or used through the Technology Resources. The District also reserves the right to remove any material from the Technology Resources that the District, at its sole discretion, chooses to, including, without limitation, any information that the District determines to be unlawful, obscene, pornographic, harassing, intimidating, disruptive, or that otherwise violates this Agreement.
3. The Technology Resources do not provide you a “public forum.” You may not use the Technology Resources for commercial purposes or to support or oppose political positions or candidates unless expressly authorized in advance by a teacher or administrator as part of a class project or activity. You may, however, use the Technology Resources to contact or communicate with public officials.
4. The District’s Technology Resources are intended for use only by registered users. You are responsible for your account/password and any access to the Technology Resources made using your account/password. Any damage or liability arising from the use of your account/password is your responsibility. Use of your account by someone other than you is prohibited and may be grounds for suspension from the Technology Resources and other disciplinary consequences for both you and the person(s) using your account/password.
5. You may not use the Technology Resources to engage in bullying, which is defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more pupils either directly or indirectly by doing any of the following:

- a. Substantially interfering with educational opportunities, benefits, or programs of one or more pupils;
- b. Adversely affecting the ability of a pupil to participate in or benefit from the educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress;
- c. Having an actual and substantial detrimental effect on a pupil's physical or mental health; or
- d. Causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Use of other communication/messaging devices (including devices not owned by the District) to engage in bullying may be grounds for discipline.

6. If you misuse the Technology Resources, your access to the Technology Resources may be suspended and you may be subject to other disciplinary action, up to and including expulsion. Misuse includes, but is not limited to:
  1. Accessing or attempting to access material that is "harmful to minors." Material that is "harmful to minors" includes any picture, image, graphic image file, or other visual depiction that (1) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (2) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (3) taken as a whole lacks serious literary, artistic, political, or scientific value as to minors.
  2. Accessing or attempting to access material that is unlawful, obscene, pornographic, profane, or vulgar.
  3. Sexting, which includes, without limitation, possessing, sending, or distributing nude, sexually explicit, or sexually suggestive photographs, videos, or other visual depictions of yourself or another person.
  4. Vandalism, which includes, without limitation, any malicious or intentional attempt to harm, steal, destroy, or disrupt user data, school material, or school hardware or software.
  5. Hacking, which includes, without limitation, gaining or attempting to gain access to, modifying, or obtaining copies of, information belonging to others or information you are not authorized to access.
  6. Unauthorized copying or use of licenses or copyrighted software.
  7. Plagiarizing, which includes the unauthorized distributing, copying, using, or holding out as your own, material that was written or created by someone else, without permission of, and attribution to, the author/creator.
  8. Posting or distributing confidential or inappropriate information meant to harass, intimidate, or embarrass others.
  9. Allowing someone else to use your account or password or not preventing unauthorized access to Technology Resources when leaving them unattended.
  10. Using or soliciting the use of, or attempting to use or discover the account information or password of another user.
  11. Attempting to or successfully disabling security features, including technology protection measures required under the Children's Internet Protection Act ("CIPA").
  12. Misusing equipment or altering system software without permission.
  13. Commercial for-profit activities, advertising, political lobbying, or sending mass mailings or spam. However, you may contact a public official to express an opinion on a topic of interest.
  14. Using the Technology Resources in any way that violates any federal, state, or local law or rule.
7. You must promptly disclose to your teacher or other school employee any content you view or receive over the

Technology Resources that is inappropriate or that makes you feel uncomfortable, harassed, threatened, or bullied, or that contains sexually explicit content. You should not delete such content until instructed to do so by a staff member.

8. It is the policy of the District, as a recipient of certain federal funds, to monitor the online activities of its minor students and provide technology protection measures on its computers with Internet access designed to prevent minors from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors.
9. It is the policy of the District to prohibit its minor students from (1) accessing inappropriate matters on the Internet; (2) engaging in hacking or other unlawful online activities; and (3) accessing materials that are harmful to minors. It is also the policy of the District to educate students about cyberbullying awareness and response and about appropriate online behavior, including disclosing, disseminating, or using personal information and safely and appropriately interacting with other individuals in social networking websites, chat rooms, by e-mail, and other forms of direct electronic communications.
10. The District does not guarantee that measures described in paragraphs H and I will provide any level of safety or security or that they will successfully block all inappropriate material from the District's students. You agree that you will not intentionally engage in any behavior that was intended to be prevented by paragraphs H and I.
11. The District does not warrant or guarantee that its Technology Resources will meet any specific requirement, or that they will be error free or uninterrupted; nor will the District be liable for any damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the Technology Resources.
12. You are responsible for the proper use of the Technology Resources and will be held accountable for any damage to or replacement of the Technology Resources caused by your inappropriate use.

#### **Weapons-Free Schools**

In order to provide a safe learning environment for all children, our schools must be weapon-free.

- A. Michigan law requires the Board of Education to permanently expel a student for possession of a dangerous weapon on school property or in a school vehicle. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, and knife with a blade over three inches in length, or a knife opened by mechanical device [regardless of blade length], iron bar, or brass knuckles.
- B. As a matter of District policy, the Board of Education may also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle, which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB gun, pellet gun, look-alike gun, and knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, pepper spray, or any item that is used to threaten someone.
- C. School officials shall immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object that may be used to cause or threaten harm to others.

#### **Possession/Use/Under Influence of Illicit Drugs/Alcohol**

A student will not possess, use, offer to buy or sell, be under the influence of, or purport to buy or sell, a controlled substance, dangerous drug, prescription drug, counterfeit drug, intoxicating substance, or alcohol. These standards of conduct apply to all students while on school property or in school sponsored transportation, as well as to all student participants in any school-sponsored activity or function regardless of location, date, or time. The manufacture, distribution, sale, possession, use, or being under the influence of the following substances is prohibited:

- Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- Any alcohol or any alcoholic beverage.
- Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.

- Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- Any abusable glue, aerosol or other chemical substance, including but not limited to lighter fluid and any other fluid for inhalation. This includes any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- Over-the-counter medications used to induce a “high” or other physical/mental state not aligned with product indications.
- “Look-alike” or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- Malt beverages labeled as “nonalcoholic” (including, but not limited to, Sharp’s, O’Douls, Kingsbury Malt Beverage and Zing Malt Beverage), regardless of alcoholic content.

#### **Possession Drug Paraphernalia**

Drug paraphernalia include devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. Such instruments also include hash pipes, water pipes, cigarette papers, apparatus used for rolling marijuana cigarettes, spoons used for the inhalation of cocaine, hypodermic syringes, and other similar materials. Because of the intended use implied by these implements, their manufacture, distribution, sale, use, or possession is prohibited.

#### **Possession/Use/Sale of Tobacco/Vape/Vaping Device**

In compliance with state law and in the interest of health and safety, students shall not smoke, or use tobacco in any form, including “vaping” devices, have “look alike” tobacco product containers, or have in their possession on any property, or in any bus, or building owned or operated by the district, or at any school function regardless of location, date, or time. Perry Public Schools have been designated as a Drug Free Zone that extends 1,000 feet beyond the school property. Tobacco use is prohibited in the Drug Free Zone. The amended Public Health Code prohibits tobacco use in all buildings owned by public schools. In addition Perry school policy prohibits use of tobacco by any person on school property 24 hours each day, seven days per week.

**CARES Positive Behavior Expectations**

<b>Expectation</b>	<b>Arrival/ Dismissal</b>	<b>Classroom/ Instructional Time</b>	<b>Hallway</b>	<b>Bathroom</b>	<b>Media Center</b>
<b>Cooperative</b>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Hold the door for others</li> <li>• Include others</li> <li>• Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Share your thoughts in a positive way</li> <li>• Clean up your area</li> <li>• Allow others to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Be helpful and patient with others</li> <li>• Share space</li> <li>• Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Give others privacy</li> <li>• Pick up after yourself</li> <li>• Flush</li> <li>• Keep graffiti off walls, doors</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice or whisper</li> <li>• Pick up after yourself</li> <li>• Push in chairs</li> <li>• Treat books and covers with care</li> </ul>
<b>Always Responsible</b>	<ul style="list-style-type: none"> <li>• Take care of belongings</li> <li>• Wait patiently in designated areas</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Bring needed supplies</li> <li>• Follow teacher directions</li> <li>• Try your best</li> </ul>	<ul style="list-style-type: none"> <li>• Get to class or lunch on time</li> <li>• Lockers are only for storing your belongings</li> <li>• Report concerns to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Use only what you need</li> <li>• Put trash in its place</li> <li>• Report concerns to an adult</li> <li>• Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>• Adjust/move monitor only with adult permission</li> <li>• Use main entrance unless directed by an adult</li> <li>• Follow adult directions</li> </ul>
<b>Everyone Safe</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Stay in own personal desk/table space</li> </ul>	<ul style="list-style-type: none"> <li>• Walk facing forward, on the right-hand side</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Wash your hands</li> <li>• Keep water and soap in the sink</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Keep gum, food, water out of the Media Center</li> </ul>

<b>Expectation</b>	<b>Cafeteria</b>	<b>Locker Room</b>	<b>Office</b>	<b>Non-School Hours</b>	<b>Assembly</b>
<b>Cooperative</b>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Wait your turn in line</li> <li>• Include other students at your table</li> <li>• Use table manners</li> <li>• Leave your area clean</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Help each other be on time</li> <li>• Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Wait your turn</li> <li>• Stay in designated area</li> <li>• Give others privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Clean up after yourself and others</li> <li>• Be helpful to visiting students/parents</li> <li>• Show positive school spirit at extracurricular events</li> </ul>	<ul style="list-style-type: none"> <li>• Use respectful words</li> <li>• Use an indoor voice</li> <li>• Listen to the speaker</li> <li>• Feet on the floor</li> </ul>
<b>Always Responsible</b>	<ul style="list-style-type: none"> <li>• Food is only for eating</li> <li>• Put trash in its place</li> <li>• Eat your own meal</li> <li>• Pay for what you take</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Get yourself ready</li> <li>• Put your own belongings in your locker</li> <li>• Leave others' things alone</li> </ul>	<ul style="list-style-type: none"> <li>• Complete assigned work if directed</li> <li>• Return to class quickly if directed</li> <li>• Ask adult before using phone</li> <li>• Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>• Use school equipment appropriately</li> <li>• Stay in designated areas of building</li> <li>• Follow adult directions</li> <li>• Leave others' things alone</li> </ul>	<ul style="list-style-type: none"> <li>• Stay with your group</li> <li>• Walk to the end of your row and sit</li> <li>• Follow adult directions</li> </ul>
<b>Everyone Safe</b>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Report big spills to an adult</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> <li>• Keep your belongings locked up</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk</li> <li>• Keep hands and feet to self</li> </ul>	<ul style="list-style-type: none"> <li>• Walk with your group</li> <li>• Walk on the stairs</li> <li>• Use aisles</li> <li>• Keep hands and feet to self</li> </ul>

## DISCIPLINE

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**Disciplinary Infractions Guideline: (see PPS Student Code of Conduct)**

## STUDENT RIGHTS

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### **Accommodating Persons with Disabilities**

Persons with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Persons with disabilities having questions about accessibility or needing accommodations should contact the superintendent or building principal. Notification of the need for accommodation should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

PRESS 8:70, *Accommodating Individuals with Disabilities*

### **Education of Students with Disabilities**

It is the intent of the school district to ensure that students who are disabled within the definition of the Individuals with Disabilities Education Act ("IDEA") or Section 504 of the Rehabilitation Act of 1973 ("Section 504") are identified, evaluated, and provided with appropriate educational services.

The school district provides a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the school.

For the provision of special education programs and services under the IDEA, the term "student with a disability" means a person between ages 3 and 26 for whom it is determined that special education services are needed. A student who reaches age 26 after September 1 is a "student with a disability" and entitled to continue a special education program or service until the end of that school year.

For the purposes of complying with Section 504, a "student with a disability" is a person who:

1. Student has a physical or mental impairment, which substantially limits one or more of the student's major life activities;
2. Student has a record of such impairment. OR
3. Is regarded as having such impairment.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Cross Reference:

NEOLA 2460 *Special Education*; NEOLA 2460.02 *Least Restrictive Environment Position Statement*

### **Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973 when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education or Section 504 student will be expelled if the student's misconduct is a manifestation of his/her disability as determined through a manifestation hearing. Any student with a disability whose misconduct is not a manifestation of his/her disability may be suspended or expelled pursuant to school disciplinary procedures.

Cross Reference:

MASB 7173 *Students with Disabilities – IDEA and Section 504*; MASB 8350 *Student Suspension and Expulsion, Application to Students with Disabilities*; NEOLA 5605 *Suspension/Expulsion of Students with Disabilities*

### **Freedom to Publish**

Students are entitled to express in writing their personal opinions. The distribution of such materials may not interfere with or disrupt the educational process. The author(s) must sign such written expression(s).

Students who edit, publish, or distribute handwritten, printed or duplicated material among their fellow students within the school must assume responsibility for the content of such publications. Libel, obscenity and personal attacks are prohibited in all publications.

Unauthorized commercial solicitation will not be allowed on school property at any time. An exception to this rule will be the sale of non-school sponsored student newspapers published by students of the school district. Distribution will be limited to times and places designated by the school authorities.

### **Freedom of Speech and Assembly**

Students are entitled to verbally express their personal opinions. Such verbal opinions shall not interfere with the freedom of others to express themselves or infringe upon the rights of others. The use of obscenities or personal attacks is prohibited. Students have the freedom to assemble peacefully. There is an appropriate time and place for the expression of opinions and beliefs. Conducting demonstrations and/or student meetings that interfere with the educational process is inappropriate and prohibited.

### **Interviewing of Students by Police**

A student suspected of a violation of federal, state or local laws may be interviewed on school property by a police officer or any other authority, only if a school official is present at all times during the interview. A student may be turned over to a law enforcement officer if such person possesses a warrant. All efforts will be made to notify parents.

### **Non-School-Sponsored Publications/Websites**

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language; or
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

#### **Cross Reference:**

MASB 4250 *Computer Software Copyright*; MASB 4510 *Computer Network*; MASB 9370 *Free Materials Distribution in School*; NEOLA 2531 *Copyrighted Works*; NEOLA 7540.01 *Technology Privacy*; NEOLA 7540.03 *Student Network and Internet Acceptable Use and Safety*; NEOLA 7540.05, 7550 *Electronic Mail*

### **Search and Seizure**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" include school liaison police officers.

#### **1. School Property and Equipment, Personal Effects of Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (i.e., lockers, desks), as well as personal effects left in those locations by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially-trained dogs.

#### **2. Students**

School authorities may search a student and/or the student's personal effects in the student's possession (e.g., purses, wallets, knapsacks, bookbags, lunch boxes, cell phones) when there is a reasonable suspicion that the search will produce evidence that the particular student has violated or is violating either the law or the school district's rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

#### **3. Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

#### **Cross Reference:**

MASB 8130 *Searches of Motorized Vehicles, Lockers and Students*; NEOLA 5771 *Search and Seizure*; MCL 380.1306; MCL 380.1313



## ANTI-BULLYING POLICY

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It is the policy of the District to provide a safe educational environment for all students. Bullying of a student at school is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

### **Prohibited Conduct**

1. **Bullying.** Bullying of a student at school is strictly prohibited. For the purposes of this policy, "bullying" shall be defined as:

Any written, verbal, or physical act, or any electronic communication, that is intended or that a reasonable person would know is likely to harm one or more students either directly or indirectly by doing any of the following:

- a. substantially interfering with educational opportunities, benefits, or programs of one or more students;
- b. adversely affecting a student's ability to participate in or benefit from the District's educational programs or activities by placing the student in reasonable fear of physical harm or by causing substantial emotional distress;
- c. saving an actual and substantial detrimental effect on a student's physical or mental health; or
- d. causing substantial disruption in, or substantial interference with, the orderly operation of the school.

2. **Retaliation/False Accusation.** Retaliation or false accusation against a target of bullying, anyone reporting bullying, a witness, or another person with reliable information about an act of bullying is strictly prohibited.

### **Reporting an Incident**

If a student, staff member, or other individual believes there has been an incident of bullying in violation of this policy, s/he shall promptly report such incident to the appropriate principal or designee, or the Responsible School Official(s), as defined below. A report may be made in person, via telephone, or in writing (including electronic transmissions). If an incident of bullying is reported to a staff member who is not the appropriate principal or designee, or a Responsible School Official, the staff member shall promptly report the incident to one or more of the aforementioned individuals.

1. **Anonymous Reporting.** To encourage reporting of suspected bullying or related activities, each principal, with advice and consent of the Responsible School Official(s), shall be responsible for creating, publicizing, and implementing a system to permit individuals to make anonymous reports. Any such system shall emphasize that the District's ability to investigate anonymous reports may be limited.
2. **Complaints Against Certain School Officials.** Complaints of bullying by the building principal or designee may be reported to the Superintendent. Complaints of bullying by the Superintendent may be reported to the President of the Board of Education.

### **Investigation**

All reported allegations of a policy violation or related complaint about bullying shall be promptly and thoroughly investigated by the building principal or designee. A description of each reported incident, along with all investigation materials and conclusions reached by the principal or designee shall be documented and filed separately with similar materials in the District's central administrative office.

### **Notice to Parent/Guardian**

If the principal or designee determines that an incident of bullying has occurred, s/he shall promptly provide written notification of the same to the parent/guardian of the victim of the bullying and the parent/guardian of the perpetrator of the bullying.

### **Annual Reports**

At least annually, the building principal or designee, or the Responsible School Official shall report all verified incidents of bullying and the resulting consequences, including any disciplinary action or referrals, to the Board of Education. The annual Board report may be given in writing, in person at a regular Board meeting, or as otherwise requested by the Board of Education. The annual Board report will be available by the June Board meeting of each calendar year.

**Responsible School Official**

The Superintendent ("Responsible School Official") shall be responsible for ensuring the proper implementation of this policy throughout the District. The foregoing appointment shall not reduce or eliminate the duties and responsibilities of a principal or designee as described in this policy.

**Posting/Publication of Policy**

Notice of this policy will be: (a) annually circulated to all students and staff, (b) posted in conspicuous locations in all school buildings and departments within the District, (c) annually discussed with students, and (d) incorporated into the teacher, student, and parent/guardian handbooks.

## NOTICES

### **Pesticide Application Notice**

The school district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

Perry Public Schools  
Mr. Rod Adair – Buildings and Grounds  
2665 Britton Road  
Perry, MI 48872  
(517) 625-3108

Notification will be given before application of the pesticide. Prior notice **is not required** if there is imminent threat to health or property.

Cross Reference: MASB 4056 <i>Pest Management</i> ; NEOLA 8405 <i>Environmental Health and Safety Issues</i> ; MCL 324.8316
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### **Student Records**

School student records are confidential and information from them will not be released other than as provided by law.

A federal law known as the "Family Educational Rights and Privacy Act" ("FERPA") gives parents and eligible students (age 18 and older) the following rights with respect to their student records.

1. **RIGHT TO INSPECT:** You have the right to inspect and review substantially all of your education records maintained by or at the school district. This right extends to the parent of a student under 18 years of age and to any student age 18 or older.
2. **RIGHT TO REQUEST AMENDMENT:** You have the right to seek to have corrected any parts of an education record, which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if a designated school official decides not to alter the education records according to your request. If no change is made to the education record after the hearing, you have a right to place a written rebuttal in the record.
3. **RIGHT TO PREVENT DISCLOSURES:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of the Board of Education to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.
4. **RIGHT TO COMPLAIN:** You have the right to file a complaint with the U.S. Department of Education concerning the alleged failure of the school district to comply with FERPA. Your complaint should be directed to:

Family Policy and Compliance Office  
U.S. Department of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

5. **RIGHT TO OBTAIN POLICY:** You have the right to obtain a copy of the policy adopted by the Board of Education in compliance with FERPA.

Perry Public Schools  
Administration Office  
Karri LaFehr  
2665 Britton Road  
Perry, MI 48872

6. **RIGHT TO OBJECT TO RELEASE OF DIRECTORY INFORMATION:** Generally, school officials must have written permission from the parent of a student or an eligible student before releasing any information from a student's record. However, FERPA allows school districts to disclose, without consent, "directory" type information the Board of Education has designated specific personally identifiable information contained in a student's education record as "directory information". Directory Information includes the student's name, address, telephone number, date and place of birth, major field of study, participation in school activities or sports, photograph, weight and height of athletic members, dates of attendance, diplomas, awards, and previous school attended. Prospective employers, colleges, armed forces recruiters, etc., may request directory information.

Unless you advise the school district that you do not want any or all of this information released, school officials may release personally identifiable information, which it has designated as directory information. Upon such objection, this information will not be released without prior consent of the parent or eligible student.

You have two weeks from the receipt of this notice to advise the school district in writing of any or all of those types of information about the student which you refuse to permit the school district to designate as directory information. You objections should be addressed to:

Perry Public Schools  
Administration Office  
c/o Karri LaFehr  
2665 Britton Road  
Perry, MI 48872

**Cross Reference:**

MASB 8940 *Student Records*; NEOLA 2416 *Student Privacy and Parental Access to Information*; NEOLA 5780 *Student/Parent Rights*; NEOLA 8330 *Student Records*

**Equal Opportunity/Nondiscrimination Statement**

The Perry Public School District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, age, or religion in its programs and activities. The following person has been designated to handle inquiries regarding the School District's nondiscrimination policies:

Perry Public Schools  
Dr. Lori Haven, Superintendent  
2665 Britton Road  
Perry, MI 48872  
(517) 625-3108

For further information, you may also contact:

Office for Civil Rights  
U.S. Department of Education  
600 Superior Avenue East, Suite 750  
Cleveland, OH 44114-2611  
Telephone: 216-522-4970  
FAX: 216-522-2573;  
TDD: 877-521-2172  
E-mail: OCR.Cleveland@ed.gov

**Cross Reference:**

MASB 8010 *Equal Educational Opportunity*; MASB 8015 *Non-Discrimination and Complaint Procedures*; NEOLA 2260 *Nondiscrimination and Access to Equal Educational Opportunity*

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The Perry Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of the Perry Board of Education that no person on the basis of race, color, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in any program or activity to which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Any question on Title VI, which prohibits discrimination on the basis of race, color, or national origin, section 504 which prohibits discrimination on the basis of handicap, or Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex, should be directed to: Perry Public Schools, Superintendent, 2665 Britton Road., Perry, MI 48872.

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Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_

### Quarter One Responsibility Tickets

Penalty _____ date	:	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
		L B	L B	L B	L B	L B	L B	L B
		D MC	D MC	D MC	D MC	D MC	D MC	D MC
		T NH	T NH	T NH	T NH	T NH	T NH	T NH

L=Locker B=Bathroom D=Drink T=Tardy MC=Media Center NH=No Homework Gray Areas = Phone Home

### Quarter Two Responsibility Tickets

Penalty _____ date	:	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
		L B	L B	L B	L B	L B	L B	L B
		D MC	D MC	D MC	D MC	D MC	D MC	D MC
		T NH	T NH	T NH	T NH	T NH	T NH	T NH

L=Locker B=Bathroom D=Drink T=Tardy MC=Media Center NH=No Homework Gray Areas = Phone Home

### Quarter Three Responsibility Tickets

Penalty _____ date	:	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
		L B	L B	L B	L B	L B	L B	L B
		D MC	D MC	D MC	D MC	D MC	D MC	D MC
		T NH	T NH	T NH	T NH	T NH	T NH	T NH

L=Locker B=Bathroom D=Drink T=Tardy MC=Media Center NH=No Homework Gray Areas = Phone Home

### Quarter Four Responsibility Tickets

Penalty _____ date	:	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____
		L B	L B	L B	L B	L B	L B	L B
		D MC	D MC	D MC	D MC	D MC	D MC	D MC
		T NH	T NH	T NH	T NH	T NH	T NH	T NH

L=Locker B=Bathroom D=Drink T=Tardy MC=Media Center NH=No Homework Gray Areas = Phone Home

## Sentences: All Grades

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- Complete thoughts with subject (who or what)
- Predicate (what is being done)
- Capital letters and proper punctuation

Example:

The dog (subject) ran (verb/starts the predicate) down the road.

## Short Answer / Short Response

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- Contains 4 or less complete sentences
- Proper grammar and punctuation used
- Uses academic language
- Often begins with a restatement of the question
  - Q: What is the importance of the Bill of Rights?
  - A: The importance of the Bill of Rights is....

## Paragraph: 5th Grade

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- Contains 5-8 complete sentences
- Topic Sentence (TS)
- 3 Detail Sentences (DS)
- Concluding Sentence (CS)

## Basic Paper Writing: 5th & 6th Grade (precursor to essay)

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- 4-5 paragraphs
- Opening paragraph may contain a thesis statement or claim
- 2-3 body paragraphs with proper citation/support, examples, details
- Closing paragraph that may restate the thesis or include reflective thought



## Basic Essays: 7th & 8th Grade

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- 5 paragraphs
- Opening paragraph with thesis statement or claim
- 3 body paragraphs with proper citation/support
- Closing paragraph properly restating the thesis or contains a Call to Action

## Expository / Explanatory Writing

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This genre of writing includes several different types of writing all with their own requirements.

- Description
- Sequence/Process
- Compare & Contrast
- Cause & Effect
- Problem & Solution
- Summary

The following link provides a good graphic of each of these.

<https://docs.google.com/a/perry.k12.mi.us/document/d/1fekgUV58DPaQ3EikUbstwL3QedCM4iWQ1t6UUMZcwRs/edit?usp=sharing>

## **PUNCTUATION**

<b>.</b>	<p style="text-align: center;">FULL STOP</p> <p style="text-align: center;">A full stop marks the end of a sentence.</p> <p>Tom pushed his bicycle all the way home. One of the tires had a puncture.</p>
<b>?</b>	<p style="text-align: center;">QUESTION MARK</p> <p style="text-align: center;">A question mark indicates the end of a question.</p> <p style="text-align: center;">What is your name?</p> <p>Do you need a full stop if you have used a question mark? No.</p>
<b>!</b>	<p style="text-align: center;">EXCLAMATION MARK</p> <p style="text-align: center;">An exclamation mark is used to end a dramatic sentence or statement.</p> <p style="text-align: center;">Don't put your hand in the fire!</p> <p style="text-align: center;">Halt!</p>
<b>“ ”</b>	<p style="text-align: center;">SPEECH MARKS</p> <p style="text-align: center;">Speech marks indicate direct speech. i.e. the exact words spoken.</p> <p style="text-align: center;">Single or double inverted commas may be used.</p> <p style="text-align: center;">"I like football," said Jimmy.</p>
<b>,</b>	<p style="text-align: center;">COMMA</p> <p style="text-align: center;">A comma indicates a natural pause in a sentence and separates items in a list.</p> <p>Andy, stopping for a moment, considered the junk on his bedroom floor: a football boot, a computer magazine, his model helicopter, a dirty tracksuit, rollerblades, and his missing homework.</p>
<b>:</b>	<p style="text-align: center;">COLON</p> <p style="text-align: center;">A colon precedes an explanation or an example of what has gone before a list or a notation.</p> <p>Sarah thought it was her mother's fault: she should have tidied up and found her missing homework.</p>
<b>;</b>	<p style="text-align: center;">SEMI-COLON</p> <p style="text-align: center;">A semicolon is used to separate two sentences that are related, list of items which have several words or to divide the clauses in a sentence.</p> <p>The expedition may be on or off; it all depends on the weather.</p>
<b>( )</b>	<p style="text-align: center;">BRACKETS</p> <p style="text-align: center;">Brackets are used to separate extra information from the main sentence or statement.</p> <p>Dashes (see below) can also be used to separate extra information.</p>
<b>-</b>	<p style="text-align: center;">DASHES</p> <p style="text-align: center;">Dashes are also used to separate extra information from the main sentence or statement.</p> <p>Susan adjusted the microscope carefully - the controls were delicate - before focusing once more on the tiny leaf.</p>

# Hamburger Writing

Topic Sentence:

Detail #1:

Detail #2:

Detail #3:

Closing Sentence:

# TRANSITIONS

ADD INFORMATION	CONCLUDE OR SUMMARIZE	CONTRAST OR SHOW A DIFFERENCE		EMPHASIZE A POINT	
again besides moreover another together with and likewise as well furthermore additionally along with also for example furthermore	in short finally in summary in conclusion consequently due to all in all as a result accordingly to sum up thus therefore hence	but otherwise even though conversely even so yet however counter to on the other hand as opposed to on the contrary nevertheless still		again indeed to repeat truly in fact to emphasize for this reason with this in mind	
SHOW SIMILARITIES	CLARIFY	SHOW LOCATION		SHOW TIME	
in the same manner in the same way also likewise like both as similarly	that is in other words put another way stated differently to clarify	above across against along alongside amid in front of near among around away from behind below	inside off beneath beside between beyond by down into onto throughout outside over under	about after at first second prior to subsequently until meanwhile today tomorrow	before soon later afterward immediately finally during in conclusion next as soon as then

## 5 Paragraph Essay Outline

Introduction

Thesis

Body Paragraph 1

Body Paragraph 2

Body Paragraph 3

Conclusion



## 8-Sentence Accordion Paragraph Practice



*(Creative title. Avoid writing a subject.)*

Topic Sentence:

Reason/Detail/Fact with Transition:

Explain:

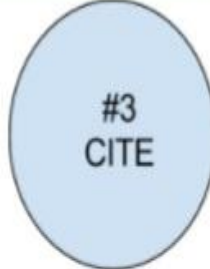
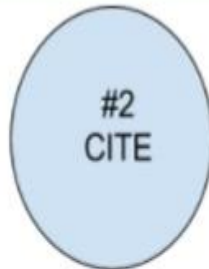
Reason/Detail/Fact with Transition:

Explain:

Reason/Detail/Fact with Transition:

Explain:

Conclusion with Closing Word:



Paragraph 1: State your claim

Topic sentence  
Give some background  
Supporting sentence  
Supporting sentence  
Closing sentence using "Nonetheless..." transition

Paragraph 2: Citation

Topic sentence that starts with "First..."  
Explain with a citation  
Explain with a citation from a different source  
Closing sentence  
Transition sentence

Paragraph 3: Citation

Topic sentence that starts with "Next..."  
Explain with a citation  
Explain with a citation from a different source  
Closing sentence  
Transition sentence "Regardless..."

Paragraph 4: Counter Argument

Topic Sentence with "Lastly, others believe ...."  
Explain with a citation  
Counter sentence (show their weakness)  
Transition sentence "Though these may be true..."

Paragraph 5: Call to Action

Re-state your claim in a different way from para. 1  
Review your a supporting idea  
Review another supporting idea  
A STRONG call to action w/1 or 2 sentences



Name: \_\_\_\_\_

# What is...

## Informative/Explanatory Writing

- Explains, informs, or teaches about a topic, concept, process, or procedure.
  - **Informative** - A writing piece that gives information, facts, or data.
  - **Explanatory** - Writing that includes a view on an experience or process, or how to do something *without* providing an argument
- Describes the topic's key features or characteristics
- Shares facts and specific details
- Uses key terminology or technical vocabulary associated with the topic

### Organizational Structures

- Cause and Effect
- Compare and Contrast
- Problem/Solution
- Example/Explanation
- Classification
- Process/How to
- Summary
- **Key Prompt Words:** explain, explore, show, detail, define, demonstrate, tell why, talk about, write why, discuss, show, clarify, inform, describe, talk about, compare/contrast, show the causes/effects of



## What is Expository Writing?

Expository writing is a type of writing that is used to explain, describe, give information, or inform. The text is organized around one topic and developed according to a pattern or combination of patterns. The writer of an expository text cannot assume that the reader or listener has prior knowledge or prior understanding of the topic that is being discussed. Since clarity requires strong organization, one of the most important mechanisms to improve skills in exposition is to improve the organization of the text. The patterns shown below are frequently used to create an expository essay. Additionally, more than one pattern may be used within an expository essay.

### Pattern Name

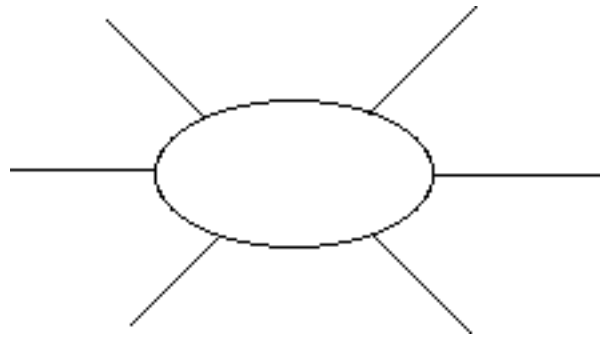
### Written and Graphic Example of the Pattern

#### Description

The author describes a topic by listing characteristics, features, and examples. It provides details about how something looks, feels, tastes, smells, makes one feel, or sounds

#### Cue Words

for example,  
the characteristics are...



#### Example of Descriptive Writing

*Expository essays are written by students to demonstrate their knowledge and understanding of a particular topic. For example, a student might use a descriptive pattern to emphasize the features and characteristics of a topic. Sequential writing emphasizes the order of events, listing items in numerical or chronological order. A writer might use a comparison or contrast pattern to emphasize the similarities or differences between two topics. A cause and/or effect pattern shows the relationship between events, while a problem/solution pattern shows a different kind of relationship that discusses a problem and suggests solutions. Variations of these patterns are sometimes used, as well as a combination of patterns to create an expository essay.*

#### Sequence or Process

The author lists items or events in numerical or chronological order.

#### Cue Words

first, second, third; next; then; finally

1.)	_____
2.)	_____
3.)	_____
4.)	_____
5.)	_____

#### Example of Sequential Writing

*Expository writing is intended to convey the writer's knowledge about a topic. While different patterns may be employed to create*

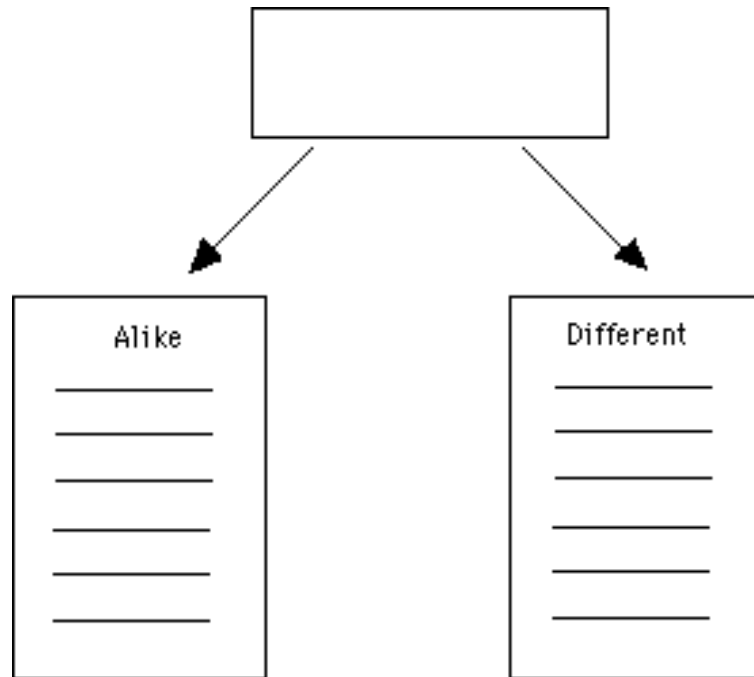
the essay, every essay contains the same features: the introduction, the thesis, the body paragraphs, and the conclusion. The introduction is the first paragraph in the essay. The introduction contains the thesis statement, one sentence that summarizes the main idea of the essay. The body paragraphs follow the introduction and explain the main topics. Lastly, the conclusion is the final paragraph that restates the main topics and the thesis. Every expository essay contains these features, in this order.

### Comparison

The author explains how two or more things are alike and/or how they are different. A **comparison essay** usually discusses the similarities between two things, while the **contrast essay** discusses the differences.

### Cue Words

different; in contrast; alike; same as; on the other hand



### Example of Compare/Contrast Writing

Expository writing has distinct features that distinguish it from creative writing. The content of an expository essay is factual and straight-forward while the content of a creative story is imaginative and symbolic. Expository essays are written for a general audience but creative stories are designed for a specific audience. The writing style of an expository essay is formal, standard and academic, while a creative story uses an informal and artistic style. The organization of an expository essay is systematic and deliberate; on the other hand, the organization of a creative story is more arbitrary and artistic. Finally, the most important difference between the two types of writing is the purpose of the text. An expository essay is written to inform and instruct, while a creative story is written to entertain and captivate.

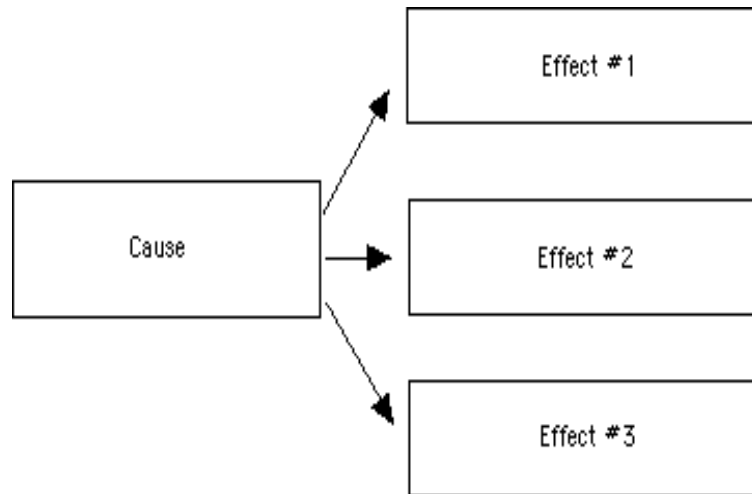
### Cause / Effect

The author focuses on the relationship between two or more events or experiences.

The essay could discuss both **causes and effects**, or it could simply address one or the other. A **cause essay** usually discusses the reasons why something happened. An **effect essay** discusses what happens after a specific event or circumstance.

#### Cue Words

reasons why; if...then; as a result; therefore; because



### Example of Cause/Effect Writing

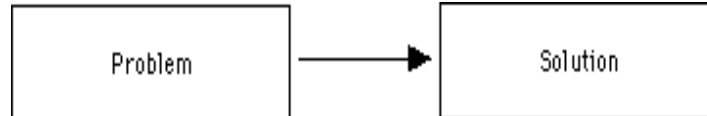
*There are several reasons why so many people attend the Olympic games or watch them on television. One reason is tradition. The name Olympics and the torch and flame remind people of the ancient games. People can escape the ordinariness of daily life by attending or watching the Olympics. They like to identify with someone else's individual sacrifice and accomplishment. National pride is another reason, and an athlete's or a team's hard earned victory becomes a nation's victory. There are national medal counts and people keep track of how many medals their country's athletes have won.*

### Problem / Solution

The author states a problem and lists one or more solutions for the problem. A variation of this pattern is the question- and-answer format in which the author poses a question and then answers it.

#### Cue Words

the problem is; the dilemma is; puzzle is solved; question... answer



### Example of Problem/Solution Writing

*One problem with the modern Olympics is that it has become very big and expensive to operate. The city or country that hosts the games often loses a lot of money. A stadium, pools, and playing fields must be built for the athletic events and housing is needed for the athletes who come from around the world. And all of these facilities are used for only 2 weeks! In 1984, Los Angeles solved these problems by charging a fee for companies who wanted to be official sponsors of the games. Companies like McDonald's paid a lot of money to be part of the Olympics. Many buildings that were already built in the Los Angeles area were also used. The Coliseum where the 1932 games were held was used again and many colleges and universities in the area became playing and living sites.*

# Proofreading Marks

The mark	What it means	How to use it
	Delete: take out something here.	car <del>y</del> mufflers should <del>should</del>
	Insert: add something here.	You <sup>are</sup> afraid o <sup>f</sup> mice.
	Add space here.	Jugglers <sup> </sup> buy <sup> </sup> a lot of eggs.
	No space: close the gap.	some <sup> </sup> body
	Delete and close the gap.	the gir <del>r</del> affe
	New paragraph here.	"Yes," said Jack. "All right," said Jill.
	No paragraph: keep sentences together.	The meeting was brief. It lasted twenty minutes.
	Transpose: switch these things.	fr <del>ie</del> nds/bo <del>th</del> were/
	Change or insert this letter.	l <sup>i</sup> o <sup>c</sup> ke su <sup>c</sup> cess
	Make this a capital letter.	old <u>dr.</u> <u>smith</u>
	Make this a small letter.	My <del>U</del> ncle lost a <del>S</del> hovel.
	Spell it out.	His <sup>2</sup> friends are Fido <sup>8</sup> Spot.
	Insert a period.	It was raining. I got wet.
	Insert a comma.	"London, England," he said.
	Insert an apostrophe.	It's a dog's life.
	Insert quotation marks.	"You're a pane," said the door.
	Is this correct? Check it.	Columbus sailed in <u>1942</u> ?