

# **KINGSLEY MIDDLE SCHOOL**



**2026-2027**

## **HANDBOOK & CODE OF CONDUCT**

**KINGSLEY MIDDLE SCHOOL  
403 Blair Street  
Kingsley, MI  
Phone: 231-263-7998  
Fax: 231- 263-4623**

# THE KINGSLEY AREA SCHOOL BOARD OF EDUCATION WELCOMES YOU

On behalf of the entire Kingsley Area School Board of Education, welcome to our community schools. Whether you are returning or are a "first timer" in our schools, your learning is our first priority. It is up to you to use the educational opportunities that are afforded you. We hope this planner helps to organize your educational experience. We are the bridge between the school and the community. We meet on the second Monday of every month. We encourage you to attend our meetings.

## **FORWARD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents/guardians may have during the school year and to provide specific information about certain Board policies and procedures, which can be accessed by going to <https://meetings.boardbook.org/Public/Organization/2354>. This handbook contains important information that you should know. Become familiar with the following information and keep the handbook available for frequent reference. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal.

This handbook summarizes many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior handbooks.

Although the information in this handbook is detailed and specific on many topics, it is not intended to be all-encompassing or to cover every situation and circumstance that may arise during a school day or school year. This handbook does not create a "contract" with parents, students, or staff, and the administration may make decisions and rule revisions to all provisions of this handbook at any time to implement the educational program and to assure the well-being of all students. The administration is responsible for interpreting the rules contained in the handbook. If a situation or circumstance arises that is not specifically covered in this handbook, the administration will make a decision based on applicable school district policies, and state and federal statutes and regulations. The School Board annually approves this student handbook.

## **DISTRICT MISSION STATEMENT**

Kingsley Area Schools, together with family and community, share the responsibility to educate all students to become productive, responsible citizens and life-long learners.

## **DISTRICT GOALS**

- To develop a command of the fundamental intellectual processes enabling one to think critically, analytically, creatively, and make sound decisions.
- To develop students' feelings of positive self-worth and self-assurance.
- To develop the habits and attitudes associated with responsible citizenship including a cooperative attitude toward living and working with others.
- To develop an increased appreciation of music, art, literature, and other aesthetic experiences.
- To develop an intellectual curiosity and eagerness to become a life-long learner.
- To develop and encourage good health and physical fitness

## **SCHOOL BOARD POLICIES**

All Kingsley Area School Board policies can be found on the Kingsley Area School website at <https://meetings.boardbook.org/Public/Organization/2354>

## **NON-DISCRIMINATION STATEMENT**

The District does not discriminate on the basis of race, color, religion, national origin, ethnicity, sex (including pregnancy, gender identity, or sexual orientation), disability, age, height, weight, marital or family status, veteran status, ancestry, genetic information, military status, or any other legally protected category (collectively, "Protected Classes"), in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups as required by law.

The District prohibits unlawful discrimination, including unlawful harassment and retaliation. The District will investigate all allegations of unlawful discrimination and will take appropriate action, including discipline, against any person who, following an investigation, is determined to have engaged in unlawful discrimination.

“Unlawful harassment” is verbal, written, or physical conduct that denigrates or shows hostility or aversion toward a person because of the person’s membership in a Protected Class that has the purpose or effect of: (1) creating an intimidating, hostile, or offensive environment; or (2) unreasonably interfering with the person’s ability to benefit from the District’s educational programs or activities.

- Race, color, and national origin harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as racially motivated physical threats, attacks, or other hateful conduct. Harassment based on ethnicity, ancestry, or perceived ancestral, ethnic, or religious characteristics is considered race, color, and national origin harassment.
- Disability harassment can take many forms, including, but not limited to, slurs, taunts, stereotypes, or name-calling, as well as disability-motivated physical threats, attacks, or other hateful conduct.
- Sex-based harassment can take many forms. For the definition of sex-based harassment, including sexual harassment under Title IX, see Policies 3118 and 5202. The District’s Title IX Policy is found at <https://meetings.boardbook.org/Public/Book/2354?docTypeId=223589&file=cff129f4-5301-4933-b7fc-7120163e5baf>

Any student who witnesses an act of unlawful discrimination, including unlawful harassment or retaliation, is encouraged to report it to District personnel. No student will be retaliated against based on any report of suspected discrimination. A student may also anonymously report an incident of unlawful discrimination. The District will investigate anonymous reports pursuant to its investigation procedures described by Policy. Minor students do not need parent permission to file complaints or participate in the formal complaint resolution process described by Policy.

If you or someone you know has been subjected to sex-based discrimination, harassment, or retaliation, you may file a report with any District employee. Formal Complaints of sexual harassment must be filed with the Title IX Coordinator:

**Kristin Goethals - KES Principal**  
**402 Fenton Street Kingsley, MI 49649**  
**(231) 263-5261 ext 2100**  
[kgoethals@kingsleyschools.org](mailto:kgoethals@kingsleyschools.org)

If you or someone you know has been subjected to disability-based discrimination, harassment, or retaliation, you may file a complaint with:

**Olivia Bradford – Guidance Counselor**  
**403 Blair St. Kingsley, MI 49649**  
**(231) 236-5261 Ext 3102**  
[obradford@kingsleyschools.org](mailto:obradford@kingsleyschools.org)

If you or someone you know has been subjected to any other type of unlawful discrimination, harassment, or retaliation, including unlawful conduct based on race, color, or national origin, you may file a complaint with:

**Josh Rothwell - Superintendent**  
**402 Fenton Street Kingsley, MI 49649**  
**(231) 263-5261 ext. 1104**  
[jrothwell@kingsleyschools.org](mailto:jrothwell@kingsleyschools.org)

A report of unlawful discrimination, including unlawful harassment or retaliation, may be made orally or in writing.

A student found to have engaged in unlawful discrimination, including unlawful harassment or retaliation, may be subject to discipline, including suspension or expulsion, consistent with [Policy 5206](#).

### **TITLE IX SEXUAL HARASSMENT**

The District prohibits unlawful sexual harassment in any of its education programs or activities in accordance with Title IX of the Education Amendments of 1972 and corresponding implementing regulations. “Sexual Harassment” means conduct on the basis of sex that satisfies one or more of the following:

- A. District employee conditioning the provision of a District aid, benefit, or service on a person’s participation in unwelcome sexual conduct;
- B. Unwelcome conduct that a reasonable person would determine to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
- C. Sexual assault, dating violence, domestic violence, or stalking, as defined by the Violence Against Women Act, 34 USC § 12291 et. seq., and the uniform crime reporting system of the Federal Bureau of Investigation, 20 USC § 1092(f)(6)(A)(v).

If you have been the victim of sexual harassment, or if you need to report an incident of sexual harassment, please contact the District’s Title IX Coordinator:

**Kristin Goethals, Elementary Principal**  
**402 Fenton St., Kingsley, MI 49649**  
**(231) 263-5261 Ext. 2100**  
[kgoethals@kingsleyschools.org](mailto:kgoethals@kingsleyschools.org)

For more information, please see [Board Policy 3118](#).

## TABLE OF CONTENTS

| Section/Topic                                  | Page Number                |
|------------------------------------------------|----------------------------|
| Board of Education Welcome                     | <a href="#">1</a>          |
| Non-Discrimination Contact Information         | <a href="#">1 - 2</a>      |
| Important District Contact Information         | <a href="#">4</a>          |
| Kingsley Middle School Mission Statement       | <a href="#">4</a>          |
| School Hours                                   | <a href="#">4</a>          |
| School Messenger                               | <a href="#">4</a>          |
| Weather Delays & Early Dismissal               | <a href="#">4</a>          |
| Drug Free Schools                              | <a href="#">4</a>          |
| Visiting the School & Volunteers               | <a href="#">5</a>          |
| Changing your Contact Information              | <a href="#">5</a>          |
| Food Service Department                        | <a href="#">5</a>          |
| Student Safety                                 | <a href="#">5</a>          |
| Emergency Contact Cards                        | <a href="#">5</a>          |
| Enrollment                                     | <a href="#">5 - 6</a>      |
| Transferring out of District                   | <a href="#">6</a>          |
| Parental Involvement Policy                    | <a href="#">6</a>          |
| Emergency Drills                               | <a href="#">6</a>          |
| Parent's Right to Know Notifications           | <a href="#">6</a>          |
| School Pictures                                | <a href="#">7</a>          |
| Attendance Policies                            | <a href="#">7 - 9</a>      |
| PowerSchool Parent Portal                      | <a href="#">9</a>          |
| Grading, Report Cards, and Progress Reports    | <a href="#">10</a>         |
| Parent Conferences                             | <a href="#">10</a>         |
| Promotion and Retention Policies               | <a href="#">10</a>         |
| Athletics                                      | <a href="#">11</a>         |
| Field Trips, End of Year Trips, and Activities | <a href="#">11 - 12</a>    |
| Fines & Damaged School Materials               | <a href="#">11 - 12</a>    |
| Student Property Policies                      | <a href="#">12</a>         |
| Locker Policies                                | <a href="#">12</a>         |
| Search & Seizure                               | <a href="#">12</a>         |
| Confiscated Items                              | <a href="#">13</a>         |
| Lost & Found Policies                          | <a href="#">13</a>         |
| Cell Phones and Electronic Device Policies     | <a href="#">13</a>         |
| Dress Code                                     | <a href="#">13 - 14</a>    |
| Student Conduct Overview                       | <a href="#">14 - 15</a>    |
| Violence in School & Reporting                 | <a href="#">15</a>         |
| Weapons Free School & Guidelines               | <a href="#">16</a>         |
| Guidelines for General Violations              | <a href="#">16 - 17</a>    |
| Harassment and Bullying                        | <a href="#">17</a>         |
| Suspension & Expulsion Guidelines              | <a href="#">18 - 20</a>    |
| Due Process for Students                       | <a href="#">18 - 20</a>    |
| District Technology Acceptable Use Policy      | <a href="#">20</a>         |
| Academic Programs & Services                   | <a href="#">21</a>         |
| Guidance Counselor Services                    | <a href="#">21</a>         |
| Student Support Services                       | <a href="#">21 - 23</a>    |
| Section 504 Plans                              | <a href="#">22</a>         |
| Special Education Overview                     | <a href="#">22</a>         |
| Child Protective Services                      | <a href="#">22</a>         |
| The Rock                                       | <a href="#">23</a>         |
| K-Town Youth Care                              | <a href="#">23</a>         |
| Substance Abuse Resources                      | <a href="#">23</a>         |
| Health and Medical Information                 | <a href="#">23 - 24</a>    |
| Other Important Information                    | <a href="#">25 - 26</a>    |
| School-Parent-Student Compact                  | <a href="#">28</a>         |
| District Acceptable Use Compact                | <a href="#">29</a>         |
| School District Calendar                       | <a href="#">Appendix A</a> |
| Kingsley Middle School Bell Schedule           | <a href="#">Appendix B</a> |
| Course Offerings                               | <a href="#">Appendix C</a> |

## KINGSLEY MIDDLE SCHOOL MISSION STATEMENT

We commit to creating and maintaining a safe  
and effective learning environment.

### IMPORTANT CONTACT INFORMATION

| Staff Member     | Title                   | Phone Extension | Email Address                                                                        |
|------------------|-------------------------|-----------------|--------------------------------------------------------------------------------------|
| John Arnold      | Middle School Principal | 3100            | <a href="mailto:jarnold@kingsleyschools.org">jarnold@kingsleyschools.org</a>         |
| Brittany Moen    | Middle School Secretary | 3101            | <a href="mailto:brmoen@kingsleyschools.org">brmoen@kingsleyschools.org</a>           |
| Attendance       | Automated               | 3000            |                                                                                      |
| Olivia Bradford  | Middle School Counselor | 3100            | <a href="mailto:obradford@kingsleyschools.org">obradford@kingsleyschools.org</a>     |
| Food Service     | Middle School Kitchen   | 3050            |                                                                                      |
| Kristy Donner    | Food Service Director   | 4055            | <a href="mailto:kdonner@kingsleyschools.org">kdonner@kingsleyschools.org</a>         |
| Pam Clark        | Transportation Director | 5001            | <a href="mailto:pclark@kingsleyschools.org">pclark@kingsleyschools.org</a>           |
| Mitch Miggenburg | Athletic Director       | 4104            | <a href="mailto:mmiggenburg@kingsleyschools.org">mmiggenburg@kingsleyschools.org</a> |
| Josh Rothwell    | Superintendent          | 1101            | <a href="mailto:jrothwell@kingsleyschools.org">jrothwell@kingsleyschools.org</a>     |

### GENERAL INFORMATION

#### **SCHOOL MESSENGER (PARENT COMMUNICATION SYSTEM)**

School Messenger is a fully automated phone and e-mail contact system that is used by Kingsley Area Schools. Common phone messages from Kingsley Area Schools using School Messenger include weekly parent newsletters, announcements of public meetings, crisis announcements, and other school activities. The system will use student contact information such as the primary phone contact and parent e-mail addresses. If you need to update your email address or phone number to continue receiving these messages, or if you would like your personal contact information removed from this system, please contact the middle school secretary.

#### **SCHOOL HOURS**

Front Office Hours: 7:30 a.m. until 3:30 p.m. daily.

Instructional Day: 8:25 a.m. until 3:15 p.m.

#### **SCHOOL CANCELLATION, DELAY, AND EARLY DISMISSAL**

The Superintendent or designee may close, delay, or dismiss school, and cancel or alter any school-related activities, to protect the health, safety, and welfare of students, employees, and others.

Practical means will be utilized in notifying parents of school cancellation, delays, or early dismissal over local radio, television stations, and through the School Messenger system. Parents/guardians are discouraged from contacting the school with questions about school cancellation, delays, or early dismissal. Parents/guardians should review an emergency plan (e.g., where to go, who to call) with their children for the unlikely event that school is dismissed early.

## **VISITORS TO SCHOOL**

Visitors are welcome in our school, consistent with Board Policy 3105. To ensure the safety and effective building operation, the following guidelines must be followed:

- **ALL** visitors must be buzzed into our front door and must report to the middle school office upon arrival to check in.
- School staff have the right to request identification such as a driver's license or ID card.
- Any visitor venturing beyond the front office area will receive a visitor's badge and must provide a signature in a visitor's log.
- Parents/guardians interested in visiting our classrooms must provide advanced notice and receive permission from both the teacher(s) and principal before the visit.
- Parents/guardians are not permitted to go to student lockers, classrooms, or other student areas while school is in session without prior authorization from the principal.
- Students who are not enrolled at Kingsley Area Schools will not be permitted to visit the school or classrooms while school is in session.

## **VOLUNTEERS**

Volunteers are a crucial part of assisting teachers and students in the learning process. All school volunteers must first register as a volunteer at the district central office which is located behind the elementary building. The registration consists of completion of a screening statement and a criminal background check. Volunteers must sign-in at the middle school office before beginning any assistance and all volunteers will be issued a volunteer or visitor's pass. For online access to the volunteer form, please visit the following site:

[https://www.kingsleyschools.org/files/ugd/501fe5\\_71b6ceba37a24928b1d0badcf66ce313.pdf](https://www.kingsleyschools.org/files/ugd/501fe5_71b6ceba37a24928b1d0badcf66ce313.pdf)

Volunteering is a privilege, not a right. A person does not have any right to volunteer or to perform any particular volunteer assignment. The Superintendent or designee will assess a volunteer's capabilities and determine the appropriate volunteer assignment. The Superintendent or designee may reject a volunteer's request or deny or terminate a volunteer's assignment at any time for any reason that is not unlawful.

## **FOOD SERVICE DEPARTMENT**

- Meal Magic Family Portal Website: <https://kingsley.familyportal.cloud/>
- Breakfast and lunch is free for all students. For those students who wish to only get milk, the cost will be \$0.75.

## **STUDENT SAFETY**

Student safety is a responsibility of the staff. All staff members are familiar with emergency procedures such as fire, lock down, and tornado drills as well as accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

## **EMERGENCY CARDS**

Emergency cards are distributed when you register your new student. Please return them to the office immediately. State law requires that all students must have an emergency card completed, signed by a parent or guardian, and filed in the District office. A student may be excluded from school until this requirement has been fulfilled.

Students with specific health care needs should submit those needs, in writing and with proper medical documentation, to the District office.

## **CHANGE OF ADDRESS, TELEPHONE NUMBER, & OTHER INFORMATION**

Parents/guardians are asked to contact the middle school secretary to update school records, emergency card information, and other information as soon as changes need to be made. Your child's safety depends on accurate phone numbers and emergency contacts.

## **ENROLLMENT OF STUDENTS**

Kingsley Area Schools is eager to welcome new students. Enrollment information may be obtained by contacting the secretary in the middle school office or online at the Kingsley Area School's website. The following items are required for enrollment:

- Immunization record or a valid immunization waiver pursuant to [Policy 5713](#)
- Legal birth certificate or other reliable proof of the student's identity and age and an affidavit explaining the inability to produce a copy of the student's birth certificate
- Proof of residence (driver's license, utility bill, etc.)
- Court papers allocating parental rights and responsibilities, or custody (if applicable)

A student who has been suspended or expelled by another public school in Michigan may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District.

Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

### **TRANSFER OUT OF THE DISTRICT**

The District will disenroll a student upon receipt of either written notice from a parent/guardian of intent to withdraw or a records request from another school. Parents/guardians are encouraged to contact the building principal or attendance secretary for specific details.

If at the time of receipt of a notice of disenrollment there are pending disciplinary proceedings against the student involving potential suspension or expulsion, the District may elect to complete those proceedings.

### **SCHOOL OF CHOICE ENROLLMENT**

Parents who wish to send their children to a school outside of their resident district are required to complete a school of choice enrollment application and submit it to the school district they wish to attend. Transportation of school of choice enrolled students is the family's responsibility except as required by law. Transportation may be provided if there is an appropriate route, pick-up/drop-off, and/or space on the bus. Decisions for transporting schools of choice students are made by the transportation supervisor, whose decision is final.

### **PARENTAL INVOLVEMENT**

The Board of Education believes that durable and significant learning by a student is more likely to occur when there is an effective partnership between the school and the student's parents/guardians. Such a partnership means a mutual belief in and commitment to significant educational goals for a student, a plan for the means to accomplish those goals, cooperation in developing and implementing solutions to problems that may be encountered and continuing communication regarding the progress in accomplishing the goal(s). For more information, please see [Policy 5401](#).

### **PARENTS' RIGHT-TO-KNOW NOTIFICATION**

Because your child attends a school that receives federal funds from the Title I program, you may request the following information about the professional qualifications of your child's classroom teacher(s):

- Whether the teacher has met Michigan licensing requirements for the grade level(s) and subject area(s) for which the teacher provides instruction;
- Whether the teacher is teaching under an emergency permit or other provisional status through which Michigan licensing requirements have been waived;
- The teacher's college degree(s), major(s), and field(s) of study, as well as any graduate degree or certification.

You may also request information about the qualifications of any paraprofessional who provides service to your child. If you would like to receive this information, please contact the principal. Your request will be processed in a timely manner.

### **FIRE, TORNADO and LOCKDOWN DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building. The alarm signal for fire drills consists of a loud sustained buzzer.

Tornado drills will be conducted using the procedures provided by the State. The alarm signal for tornadoes is different from the alarm signal for fires and lock down drills and consists of a building-wide announcement made from the Principal's Office.

Lockdown drills will also be conducted in accordance with District procedures and State law. The alarm system for a school lockdown is different from the alarm system for fires and tornadoes and consists of an intercom announcement signifying the type of lockdown.

These drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys the orders promptly and clears the building if needed by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. If a parent/guardian is visiting the school, they should follow the instructions of the front office personnel and exit the building in accordance with those instructions.

For access to our school's safety drills record, please visit:

[https://www.kingsleyschools.org/files/ugd/of375c\\_16d2dfdaa18e407487767d59b2483399.pdf](https://www.kingsleyschools.org/files/ugd/of375c_16d2dfdaa18e407487767d59b2483399.pdf)

### **SCHOOL PICTURES**

School pictures will be taken in the fall and spring each school year. Retakes will be scheduled following fall picture dates. Parents/guardians will be informed prior to picture dates. **YOU ARE NOT OBLIGATED TO PURCHASE PICTURE PACKETS.** School pictures are high quality and many parents value this opportunity to purchase them.

## **SCHOOL ATTENDANCE**

### **ATTENDANCE**

Regular attendance is imperative to your child's success in school. Parents/guardians are encouraged to promote and support good attendance for their child.

The procedure to report a student absence is to contact the attendance line by telephone at (231) 263-5261 ext 3000. You can also email the school secretary, Brittany Moen, at [brmoen@kingsleyschools.org](mailto:brmoen@kingsleyschools.org).

Students have 48 hours after their absence to either bring a note to the office or have a parent/guardian contact the school by telephone so the absences may be excused. Failure to do so will result in an unexcused absence.

Students unexcused absent for more than half of the school day **MAY NOT** participate or attend any athletic or extra-curricular activities or events at the school.

(Examples: dances, athletic games, theater production, concerts, etc.)

### **EXCUSED ABSCENCE**

The following absences will be considered excused if they are confirmed by communication to the school from the student's parent/guardian:

- The student's physical or mental illness (a physician's verification is required after 4 consecutive days of absence for illness);
- Severe weather;
- Medical appointments for the student;
- Death or serious illness of the student's family member;
- Attendance at a funeral, wedding, or graduation;
- Appearance at court or for other legal matters;
- Observance of religious holidays of the student's own faith; and
- Personal or family vacations.

### **AFTER AN EXCUSED ABSENCE**

Students with excused absences are expected to make up their assignments for credit. With the exception of pre-excused absences for family trips or vacations, two days are given to complete missed assignments for each day of excused absence.

### **PRE-EXCUSED ABSENCE**

Students who will be absent due to family trips should ask for a PRE-EXCUSED ABSENCE FORM that is available from the office. This form is used when the absence is scheduled ahead of time and is at least two days or longer.

- Students need to give teachers at least 3 days notice before their absence to get homework.
- Homework given to students must be completed upon the day they return back to school.
- Tests & exams that are missed must be completed within 5 school days after their return to school.

### **UNEXCUSED ABSENCE**

Students who are absent for other reasons or do not bring a note explaining the reason for their absence will not have the opportunity to make up missed assignments for credit. A student who has an unexcused absence will not be allowed to participate in, or attend, any extracurricular activities on the day of the unexcused absence.

**THE PRINCIPAL WILL MAKE ALL FINAL DETERMINATIONS ON EXCUSED AND UNEXCUSED ABSENCES.**

### **TARDY TO SCHOOL**

All students are expected to be in their classrooms ready for instruction at 8:25 a.m.

- Students arriving at school after 8:25 a.m. are considered tardy to school.
- Students tardy to school will not be permitted to eat school breakfast.
- Students who arrive late to school **MUST** be accompanied by their parent/guardian and the parent/guardian must sign the student into school.
- Students who are tardy to school because of bus-related issues will be marked “excused.”

### **TARDY TO CLASS**

A student is considered tardy if the student is not in the classroom when the bell sounds for the start of class and will be marked tardy by the individual teacher. Each teacher will be responsible for marking students tardy. Students who are 10 or more minutes late to class are considered “skipping class” and will be marked absent for that period.

- Consequences for “Tardy to Class” are outlined in the [Discipline Matrix](#).
- Students who are regularly tardy to class can be excluded from after school activities and events.
- Students will be admitted to class beyond the time the bell has rung without penalty if he/she presents the teacher with a valid pass from the office or another staff member.

### **EARLY DISMISSAL**

Students are not permitted to leave the building or school grounds at any time during the school day without permission from a parent/guardian and the school administration. If students leave the building because of illness or other emergency, a parent/guardian or designee that is indicated on the student’s emergency card must sign them out in the front office. Failure to follow proper procedure will be considered an unexcused absence.

- If you are picking up your child early, you are required to come into the office to sign out your child.
- Students **WILL NOT** be called to the office early for pick-up in anticipation of the parent’s arrival.
- Students who are contacted by their parent/guardian via cell phone will be sent back to class until the parent arrives in the front office to sign out their student.
- The parent/guardian must be present, present ID, and sign their child out before students will be called out of class.

### **END OF DAY DEPARTURE PLANS FOR STUDENTS**

- To reduce class interruptions and eliminate miscommunication, parents **MAY NOT** contact the Middle School to change end of day plans for how students are to go home. Phone calls or phone messages to the office to change end of day plans cannot be honored.
- All hallways are to be cleared by 3:25. Students in athletics or extracurricular activities are to be in their designated area by 3:25. All other students are to leave the school building and grounds.
- Students waiting to get picked up are to stay in the lobby area and may not go down the hallways or to the gymnasium.

### **TRUANCY**

The following procedure is in effect to encourage prompt, regular attendance:

1. **Reminder:** The building principal or designee will send written notice to the parent/guardian after ten days of absence in any term or semester. The notice will encourage the student’s regular daily attendance and explain the truancy process.
2. **Warning:** If the Superintendent or designee determines that a student is repeatedly absent from school without valid excuse and attempts to confer with the student’s parent/guardian have not been successful, the Superintendent or designee may request the attendance officer who has jurisdiction in the District to send notice to the parent/guardian requiring the parent/guardian to meet with District personnel to discuss the matter.
3. **Truancy Referral:** When a student is absent more than 25 days per school year, the building principal or designee will notify the attendance officer who has jurisdiction in the District. Once

notified, the attendance officer will investigate each case of nonattendance and will take other steps permitted and required by law.

### **WHEN SHOULD I KEEP MY CHILD HOME FROM SCHOOL?**

Whenever a child complains of not feeling well on a school day, parents/guardians are faced with the decision of whether to send their child to school. Parents/guardians should observe the following guidelines:

- If your child has a fever, the student should stay home.
- If your child has a contagious illness, the student should stay home.
- If your child has head lice or nits, the student **MUST** stay home. The student will be readmitted to school after treatment so long as the parent/guardian consents to head examination and the examining District official does not find live lice on the student.
- If your child is vomiting, has diarrhea, or is severely injured, the student should stay home.

Parents are required to contact the office anytime a child will miss school due to illness or other reasons. If your child is just a little sick and does not have a fever, but you feel he/she can come to school, please be aware of the following:

- Students well enough to come to school will be considered well enough to go outside for recess and participate in all school activities.
- Parents must provide a notice in writing when requesting a child miss recess, PE, or other activities due to an illness.
- Students needing to miss recess, PE, or other activities due to illness after three days will need a written notice from the student's doctor.

## **POWERSCHOOL INFORMATION**

### **POWERSCHOOL**

Parents are encouraged to set up a Powerschool parent account and to go on PowerSchool and view their child's academic reports such as grades, assignments, attendance and behavior.

- o Information about your child's "Access ID & Password" will need to be requested from the school secretary in advance of trying to create an account.
- o Visit <https://www.kingsleyschools.org/power-school> and click on "Student/Parent Login."
- o Select the "Create an Account" tab and then click on "Create Account."
- o You will then be prompted to complete your account information and input information about your child/children.
- o Input your child's/children's Access IDs and Passwords as provided by the school.
- o When finished, click on "Enter" in the lower right corner of the screen.



Apple iOS QR Code



Android QR Code

### **POWERSCHOOL APP FOR iPhones and Androids (for existing parent accounts)**

PowerSchool Mobile is now fully functional and available for your iPhone/iPad and Android devices.

**Apple iOS App:** <https://itunes.apple.com/us/app/powerschool-mobile/id973741088>

**Android App:** <https://play.google.com/store/apps/details?id=com.powerschool.portal>

**Open the app and enter the Kingsley District Code: MFFW**

If you already have an account, simply enter your username and password of the account you created. New features include a dashboard, notifications for when grades are entered or updated, and a listing of current assignments and grades.

## GRADING & GRADE REPORTING INFORMATION

### **COMMUNICATION ABOUT GRADES**

- Parents are **HIGHLY** encouraged to create a parent portal account in PowerSchool to allow for regular review of student assignments, grades on assignments, and overall course grades.
- All inquiries that parents have about their student's grades should be addressed to the classroom teacher.
- Teachers are available for parent meetings and concerns both before and after regular school hours from 7:50 a.m. until 8:15 a.m., during their planning period, and after school from 3:15 – 3:25 p.m.

### **REPORT CARDS**

The school year is divided into nine week grading periods. Report cards are issued the week **after** the end of each grading period. The grading periods for the 26-27 school year are:

Quarter 1: August 31 to October 30  
Quarter 2: November 2 to January 22  
Quarter 3: January 25 to March 25  
Quarter 4: April 5 to June 8

### **PARENT-TEACHER-STUDENT CONFERENCES**

Parent conferences are encouraged any time the parent or teacher thinks there is a need for more information regarding the child's performance or behavior. Regularly scheduled parent – teacher conferences are held in the fall and spring. The dates for these conferences for the 26-27 school year are:

October 12 & 13, 2026  
February 24 & 25, 2027

### **PROMOTION/RETENTION**

**Students are expected to achieve 240 total points (60 points each quarter) in EVERY content area in order to be promoted to the next grade level.**

- Students who fail to meet this standard may be retained in their current grade for the following school year.
- Students who are retained will be offered summer school to demonstrate readiness for the next grade level.
- *Students in danger of retention at the end of the 3<sup>rd</sup> quarter will be ineligible to attend their grade level end of year activities and trips.*

Parents of students who are at risk of not meeting this standard will be notified with each report card and a conference will be scheduled to discuss possible retention of the student in jeopardy, however the principal has the final decision of promotion or retention for the student.

The District has the sole discretion to make promotion, retention, and placement decisions for its students, consistent with state and federal law. If the parent disagrees with the building principal's decision about promotion or retention, the Superintendent or designee will make the final decision.

## STUDENT ACTIVITIES

A variety of extracurricular activities are provided for the middle school students to help them develop cooperation, fair play and responsibility while having some fun. Extracurricular activities do not include co-curricular activities, such as band and choir, in which students must participate as part of the requirements for enrollment in and receiving a grade for a particular course. Please note that all students participating in or attending extracurricular activities must abide by all applicable Board Policies, the student code of conduct, and any other applicable rules or behavioral expectations. A student's failure to comply with Board Policies, the student code of conduct, and any other applicable rules or behavioral expectations may result in disciplinary action and exclusion from extracurricular activities. For additional information regarding extracurricular activities, see [Board Policy 5507](#).

### **ATHLETICS**

Interscholastic sports are offered to seventh and eighth grade students. Athletics are an important part of our school program. The purpose of athletics is to aid in the development of leadership, cooperation, sportsmanship, physical fitness, and competitive spirit of young men and women. As a reminder, participation in athletics is a PRIVILEGE, not a right.

- Tryouts may be held if deemed necessary by the coach and/or athletic director.
- Students must maintain a D- average (60%) or higher in every class to remain academically eligible to participate in school athletics.
- Weekly eligibility: Starting on the 4th Monday of each marking period, academic eligibility will be conducted by the Athletic Department through Power School. Any student-athlete who is deemed academically ineligible will be ineligible from that Monday thru the following Sunday.
- Student-athletes who fail one or more classes for a 9-week marking period while enrolled at Kingsley will be declared ineligible for the week (7 days) following the issuance of the report card. Ineligibility begins on Sunday and continues through the following Saturday. If there is no interscholastic contest scheduled during that week, then the week of ineligibility will carry over to the next week of interscholastic competition.

For more information about the District's interscholastic athletic programs and procedures, please see the District's Athletic Handbook and/or visit the district Athletics site at <https://kingsleystags.com/>

### **END OF THE YEAR TRIPS & ACTIVITIES**

The school offers a variety of end of the year trips and activities for students in grades 6 - 8 at KMS. These trips and activities are planned by the grade level teachers and are a privilege for students to attend. Students must abide by all applicable Board Policies, the student code of conduct, and any other applicable rules or behavioral expectations. The following guidelines will determine a student's eligibility to attend the end of year trip and activities for their grade level:

- Students must be eligible for academic promotion at the end of the school year.
  - Students who are in danger of failing one or more classes by **the end of the third quarter** will be **ineligible** to attend the trip.
- Students must have no more than 3 days of out of school suspension for the year, and NO out of school suspension in the 4<sup>th</sup> quarter.
- Students must have no more than 5 days of in-school suspension for the year, and no more than 1 day of in-school suspension in the 4<sup>th</sup> quarter.
- Students may have no more than 10 days of unexcused absences.
- Students may have no more than a total of 15 tardies to class.

### **FIELD TRIPS & PBIS Quarterly Celebrations**

Classes may occasionally take field trips off school property for educational enrichment or in celebration of quarterly Positive Behavior Intervention and Support (PBIS) initiatives. Each student must submit a completed permission form signed by the student's parent/guardian before being allowed to attend a field trip. A student's failure to comply with Board Policies, the Student Code of Conduct, or any other applicable rules or behavior expectations while on a field trip or celebration may result in disciplinary action and removal or exclusion from the trip or future field trips/celebrations.

Students who have not met academic or behavioral expectations may not be allowed to attend field trips/celebrations.

### **LIBRARY/MEDIA CENTER**

The purpose of the library/media center is to make information available to students and teachers in the form of print, non-print, and electronic resources. Students must return previously checked out library books before being allowed to check out additional books. Parents/guardians are requested to help their child return borrowed library books on or before their scheduled library day. Students will be held financially accountable for damaged or lost library books.

### **SCHOOL MATERIAL FINES**

Any student that does not return a textbook, equipment, materials, or library books shall be charged in accordance with these guidelines.

1. Lost or destroyed textbooks or equipment - The student shall pay the replacement cost.
2. A teacher may assess a fine on used textbooks when they are returned with damage beyond the normal wear.
3. Students that have not returned, replaced or paid fines for library books from the previous year will not be able to check out books from the library until they have taken care of their responsibility.

## **STUDENT PROPERTY**

### **GENERAL GUIDELINES**

Students are responsible for any valuables or money that they bring to school.

- Do not bring valuable items to school.
- Do not leave any valuable items or money in lockers.
- All fundraising money must be turned in to the fundraising advisor or the office first thing in the morning.
- **The school will not be responsible for damage or theft of students' personal items.**

### **SEARCH AND SEIZURE**

To maintain order and discipline in school and protect the safety and welfare of students and school personnel, school authorities may search a student or the student's personal effects (e.g., purse, book bag, athletic bag) as permitted by law and may seize any illegal, unauthorized, or contraband materials discovered in the search. Student lockers and desks are school property and remain at all times under the District's control. Student lockers and desks are subject to search at any time for any reason and without notice or consent. School officials may use canines, metal detectors, wands, or other tools to conduct searches.

A student's failure to permit a search and seizure may be grounds for disciplinary action. A student's person and personal effects may be searched whenever a school official has reasonable suspicion to believe that the student possesses illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, these items may be turned over to law enforcement.

### **LOCKERS**

Students have individual lockers for storage of school materials. Students are prohibited from using any locker other than the locker assigned to them by the office. **Do not leave any items of value in your locker. The school cannot be responsible for loss of personal property from the lockers.** The locker combination should not be given to other students for reasons of security.

- Damage to the locker or the combination lock is the responsibility of the student assigned to the locker.
- Objects, signs, or posters shall not be attached to the outside of lockers.
- Materials (athletics, activities, functions) can be attached to the inside of lockers with removable tape. All attached materials must be removed when the locker is vacated.
- The physical education teacher will assign lockers to students for use during the physical education period.
- Lockers are school property and will be checked periodically by school authorized personnel, including canine searches.

## **STUDENT USE OF WIRELESS COMMUNICATION DEVICES**

- Students may not use Wireless Communications Devices on school grounds during school hours (8:25am-3:15pm), except as otherwise provided in this handbook. “Wireless Communications Device” is an electronic device capable of, but not limited to, text messaging, voice communication, entertainment, navigation, accessing the internet, sending and receiving photos and videos, or producing email.
  - *A student may possess a wireless communication device in school or on school property as long as the device is turned completely off (not just placed on vibrate or silent mode) and **stored in his/her locker.***
  - *Students and parents needing to communicate with each other during the school day should be done through the front office.*
- Students are personally and solely responsible for the security of their *wireless communication device*. The District is not responsible for theft, loss, or damage of any personal *wireless communication device*.
- School administrators and teachers may confiscate a student’s *wireless communication device* if the student’s use or possession of a *wireless communication device* violates [board policy 5209](#), the student code of conduct, or any applicable building or classroom rule.
  - *On the first offense, a confiscated wireless communication device will be submitted to the office and returned to the student at the end of the school day.*
  - *On the second offense, the student’s parent/guardian must come to the school to pick up the wireless communication device from the office.*
  - *On the third offense, the student will be required to turn the wireless communication device in to the office before school begins (8:25am), and pick the wireless communication device up after school ends (3:15pm) for 30 consecutive school days.*
  - *On the fourth offense, the student will be considered “insubordinate” and be subject to discipline per the Student Code of Conduct.*

## **BRINGING MONEY TO SCHOOL**

Students should bring money in a sealed envelope marked with their name, their teacher’s name, and what the funds are for (field trip, book orders, class fundraisers, etc.). Students should immediately give the envelope to the appropriate teacher or turn in to the school office.

## **LOST AND FOUND**

Items found at school are placed into the lost and found rack in the front lobby and kept for a period of two weeks. Students who have lost items should check in this area immediately. Items not claimed after two weeks are given to an area charity. We strongly recommend that a student’s name be recorded on all personal items such as gym bags, PE or athletic equipment, lunch boxes, hoodies, and school-issued items such as textbooks.

## **CONFISCATED STUDENT ITEMS**

School personnel have the authority to confiscate student items on school grounds, which are in violation of school rules, are a hazard to other persons, can be harmful to the school building, or are disruptive to the educational process. Items that are confiscated are to be handled in the following manner:

- Mobile phones & other electronic communication devices – see Cell Phone policy above.
- Consumable or perishable items - May be thrown away.
- Hazardous items - To be returned only to the parents or guardian.
- Other confiscated items - To be kept by the principal until the parent picks them up.

## **HEALTHY SNACKS & BEVERAGES**

Kingsley Middle School encourages healthy habits and supports students bringing nutritious snacks to school. However, eating in classrooms is permitted **only at the discretion of the classroom teacher**, and students are expected to follow each teacher’s expectations.

To support wellness and minimize distractions, **water is the only beverage permitted** during the school day. Soda, energy drinks, juice, coffee, tea, and other flavored drinks are not allowed in classrooms, hallways, or lockers.

**Non-approved drinks will be confiscated and thrown away.** Students are encouraged to bring a refillable water bottle and stay hydrated responsibly.

## STUDENT DRESS CODE

### **DRESSING FOR THE WEATHER**

Students must bring and wear appropriate outside clothing for recess each day. Parents are to assume they will be going outside regardless of the weather forecast. The school will make the decision in regards to rain or cold on whether there will be inside recess.

Student dress, hair style, make up, cleanliness, or personal appearance that is a threat to the safety, health, or welfare of others; violates any statute, [Policy 5101](#), or the Dress Code; or substantially disrupts the educational environment or that school officials reasonably forecast will substantially disrupt the educational environment, is grounds for remedial or disciplinary action. **The final decision in any situation involving inappropriate attire rests with the building principal.**

The general guideline for student dress is "good taste." School is a place for learning so there should be nothing worn which distracts from that goal. The school staff will regulate student dress using the following guidelines:

- Students should strive to wear appropriately fitting clothing. Dresses, skirts, and shorts must be appropriate in length, so long as they do not expose undergarments, the butt, or pelvic region when sitting or standing. Holes/rips in pants and shorts are also permitted, so long as they maintain the above guidelines.
- Underwear/undergarments must not be visible (tops or bottoms).
- Shirts that expose the stomach or are see-through are not permitted.
- Shirts that have extended arm holes that expose undergarments or skin (muscle shirts) are not permitted.
- Hats, hoods, and bandanas are not permitted in school except on specially designated days.
- Chains hanging from clothing are not permitted.
- Backpacks and jackets are not to be brought into the classroom.
- Any other attire that is deemed distracting to the educational process may be addressed by the building principal.

It is prohibited to wear clothing that:

- Is materially and substantially disruptive or that school officials can reasonably forecast will create a substantial disruption;
- Is obscene, sexually explicit, indecent, or lewd;
- Promotes the use of or advertises illegal substances;
- Incites violence;
- Contains "fighting words";
- Constitutes a true threat of violence; or
- Is not constitutionally protected.

## STUDENT CONDUCT

### **DISRUPTIVE FREE SCHOOL ENVIRONMENT**

**Kingsley Middle School staff and students have the right to a disruptive free school environment that does not hinder student learning or inhibit teachers from presenting lessons.**

- Every school has rules so that the students can learn in a place that is safe, orderly and free from disruptions that interfere with learning. Respect for authority, property and the rights of others are responsible behaviors expected of everyone at all times when attending school or school activities.

- Students are expected to control their behavior while at school. When they do not, it will be necessary for them to receive the consequences for that inappropriate behavior. Parents can expect to be contacted when their child has behaved in an unacceptable manner.

### **STUDENT RESPONSIBILITIES**

Students are expected to accept many responsibilities as part of their obligation to their school. Some important responsibilities include:

- To know and obey all school policies and rules.
- To act in a responsible manner respecting the rights and property of others.
- To report major violations of school policies and rules.
- To discourage others from violating school policies and rules.
- To treat all others with courtesy and respect.
- To attend to the cleanliness of the school.
- To care properly for personal property.
- To work and move without disturbing the learning of others.
- To make up assignments missed when absent.

### **CLASSROOM RULES & EXPECTATIONS**

All classroom teachers have clear classroom rules established for their students that align with the school rules and expectations. Classroom rules are posted in each classroom. Students who do not comply with the school or classroom rules and expectations may be subject to discipline. **Our goal is that classroom management and discipline are instructive, not punitive.**

### **VIOLENCE IN SCHOOL**

Every school community member has a right to be in a school environment that is safe, conducive to learning, and in which he or she feels respected and protected.

NO form of violence will be tolerated in school, at school activities, or by anyone at this school. Join us in establishing a climate where violence is NOT OK, and it will not be tolerated.

### **REPORTING SCHOOL VIOLENCE**

Any risk of immediate harm to any child, adult, or person should be reported to 911 immediately. All reports of violence should also be reported to the building principal at once if an immediate risk is not a factor.

OK2SAY is a student safety program which allows students to confidentially report tips on potential harm or criminal activities directed at students, school employees, and schools. It uses a comprehensive communication system to facilitate tip sharing among students, parents, school personnel, community mental health service programs, the Michigan Department of Health and Human Services, and law enforcement officials about harmful behaviors that threaten to disrupt the learning environment. Anyone can report tips confidentially on criminal activities or potential harm directed at students, school employees, or schools 24 hours a day, 7 days a week by calling 855-565-2729, texting 552729, or emailing [OK2SAY@mi.gov](mailto:OK2SAY@mi.gov).

## **DISCIPLINE AND STUDENT CODE OF CONDUCT**

The rules and procedures of our school are designed to allow each student to obtain a safe, learning environment free from substantial disruption. Students will be expected to follow teacher directives and obey all school rules. The District may discipline students who engage in misconduct, up to and including suspension or expulsion from school. The District's rules and policies apply to any student who is on school property or school-affiliated transportation, who is in attendance at school or at any school-sponsored activity or function, or whose conduct at any time or place directly interferes with the operation, discipline, or general welfare of the school, regardless of location, date, or time.

This Student Code of Conduct is meant to be a guide and is subject to the discretion of administration and the Board. Administration will, as required or permitted by state law, always consider the use of restorative practices as an alternative to, or in addition to suspension or expulsion. **Our goal is to make discipline instructive rather than punitive.** Nothing in this handbook limits the District's ability to impose more or less severe disciplinary consequences depending on the situation's unique circumstances and the following seven factors:

1. the student's age;
2. the student's disciplinary history;

3. whether the student has a disability;
4. the seriousness of the behavior;
5. whether the behavior posed a safety risk;
6. whether restorative practices will be used to address the behavior; and
7. whether a lesser intervention would properly address the behavior.

Nothing in this handbook limits the District's authority to discipline a student for conduct that is inappropriate in school, but that is not specifically provided in this handbook. Depending on the circumstances of a particular situation, separate athletic or extracurricular sanctions may be imposed, in accordance with the applicable handbook or rules.

## **KINGSLEY AREA SCHOOLS IS A WEAPON-FREE ZONE**

### **DANGEROUS WEAPONS POSSESSION**

A "dangerous weapon" means a firearm, dagger, dirk, stiletto, knife with a blade over 3 inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles. A "firearm" means any weapon that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive or any "destructive device" (e.g., any explosive, incendiary, or poison gas).

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension, Expulsion, Permanent Expulsion, Law Enforcement Referral

### **OTHER WEAPONS AND LOOK-ALIKE WEAPONS POSSESSION**

Other weapons and look-alike weapons that are not a "dangerous weapon" as defined above and which includes, but is not limited to, a pellet or air-soft gun, a knife with a blade of 3 inches or less, items intended to look like a dangerous weapon, or similar items.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension, Expulsion, Permanent Expulsion, Law Enforcement Referral

## **GENERAL VIOLATIONS AND POSSIBLE CONSEQUENCES**

### **PHYSICAL ASSAULT**

A "physical assault" means "causing or attempting to cause physical harm to another through intentional use of force or violence.

#### **Physical Assault (Student to Student)**

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension, Expulsion up to 180 school days, Law Enforcement Referral

#### **Physical Assault (Student to Employee, Volunteer, or Contractor)**

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Permanent Expulsion, Law Enforcement Referral

### **FALSE FIRE ALARMS**

Triggering false alarms is unlawful and dangerous. Anyone deliberately creating a false alarm may be subject to disciplinary action. Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### **ARSON**

Arson means purposefully, intentionally, or maliciously setting a fire on school property.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Permanent Expulsion, Law Enforcement Referral

### **ILLEGAL SUBSTANCES OR PARAPHERNALIA, INCLUDING ALCOHOL**

Includes a student in possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of drugs, alcohol, fake drugs, illegal steroids, illegal inhalants, or look-alike drugs

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### **TOBACCO/NICOTINE USE/VAPING**

Means possession, sale, attempted sale, distribution, attempted distribution, use, or attempted use of any form of tobacco, including vaping devices or supplies.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### **USE OF BREATH ALCOHOL-TEST INSTRUMENTS**

The principal may arrange for a breath alcohol test to be administered to a student if there is reasonable suspicion that the student has consumed or is under the influence of alcohol.

The student will be taken to a private administrative or instructional area on school property with at least one (1) other member of the teaching or administrative staff present as a witness to the test.

For voluntary, noncurricular school activities, suspicionless breath alcohol tests may be administered for student health and safety purposes if students and their parents/guardians have been provided advance written notice.

### **SELLING ITEMS AT SCHOOL**

Students may not sell items at school (before, during, and after) for personal gain. Students are permitted to generate sales for school-sanctioned activities and fundraisers.

Potential Consequence(s): Restorative Practices, Parent Notification

### **UNLAWFUL DISCRIMINATION, HARASSMENT (INCLUDING SEXUAL HARASSMENT)**

A violation of a Board Policy addressing anti-discrimination or anti-harassment. Additional information can be found in Board Policy 3118 (Title IX Sexual Harassment) and Board Policy 5202 (Unlawful Discrimination, Harassment, and Retaliation Against Students).

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion

### **BULLYING**

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

- substantially interfering with a student's educational opportunities, benefits, or programs;
- 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;
- having an actual and substantial detrimental effect on a student's physical or mental health; or
- causing substantial disruption in, or substantial interference with, the District's orderly operations.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion

### **HAZING**

Hazing means intentional or reckless act directed against a student that endangers the student's physical or mental health or safety that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization, activity, team, or social group. This prohibition applies regardless of a student's consent, permission, or assumption of risk.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### **CRIMINAL SEXUAL CONDUCT**

A student who commits criminal sexual conduct in a school building or on school grounds; or pleads to, is convicted of, or is adjudicated for criminal sexual conduct against another student enrolled in the same school district; or commits criminal sexual conduct against another student enrolled in the same school district.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Permanent Expulsion, Law Enforcement Referral

### **PLAGIARISM, CHEATING, OR OTHER FALSIFICATION OF SCHOOL WORK**

Cheating, including submitting work that is not your own, including copying from other's work, is a serious compromise of a student's integrity and will not be tolerated.

Potential Consequence(s): Restorative Practices, Grade Reduction, Parent Notification, Suspension or Expulsion

### **THEFT**

When a student is caught stealing, retaining, concealing, or found in possession of school or someone else's property.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### **VERBAL OR WRITTEN THREAT, INCLUDING BOMB OR SIMILAR THREAT**

Means a statement that constitutes a threat against a student, employee, other person, or school property.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion, Law Enforcement Referral

### **DISRUPTIVE BEHAVIOR OR INSUBORDINATION**

Includes disrupting the learning environment or school activity or violating a school rule or directive.

Potential Consequence(s): Restorative Practices, Parent Notification, Suspension or Expulsion

## **FORMS OF STUDENT DISCIPLINE AND APPLICABLE DUE PROCESS**

### **SNAP SUSPENSION - SUSPENSION FROM CLASS, SUBJECT, OR ACTIVITY BY TEACHER**

A teacher may suspend a student from any class, subject, or activity for up to 1 full school day if the teacher has good reason to believe that the student:

- intentionally disrupted the class, subject, or activity;
- jeopardized the health or safety of any of the other participants in the class, subject, or activity;
- or**
- was insubordinate during the class, subject, or activity.

Any teacher who suspends a student from a class, subject, or activity must immediately report the suspension and its reason to the building principal or designee. If a student is suspended from a class, subject, or activity, but will otherwise remain at school, the building principal or designee must ensure that the student is appropriately supervised during the suspension and, if the student is a student with a disability, that all procedures applicable to students with disabilities are followed.

Any teacher who suspends a student from a class, subject, or activity must, as soon as possible following the suspension, request that the student's parent attend a parent/teacher conference to discuss the suspension. The building principal or designee must attend the conference if either the teacher or the parent requests the building principal's attendance. The building principal or designee must make reasonable efforts to invite a school counselor, school psychologist, or school social worker to attend the conference.

## **SUSPENSION AND EXPULSION**

A **suspension** is any removal for 59 or fewer school days. An **expulsion** is any removal for 60 or more school days. Suspensions and expulsions will be handled as follows:

### **Removal for 10 or Fewer School Days**

Before a student is suspended for 10 or fewer school days, an administrator will: (1) provide the student verbal notice of the offense the student is alleged to have committed, and (2) provide the student an informal opportunity to respond and explain what happened. Except in emergency circumstances, an administrator will not suspend the student unless, after providing the student notice and an opportunity to explain, the administrator is reasonably certain that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The building administrator will consider the 7 factors provided in the Student Code of Conduct before suspending a student.

### **Removal for More than 10 and Fewer than 60 School Days**

Before a student is suspended for more than 10 school days but less than 60 school days, the Superintendent or designee will provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a hearing at which the student may present evidence and witnesses to show that the student did not commit the alleged offense or that suspension is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Superintendent or designee will not suspend the student unless, following the hearing, he or she is convinced by a preponderance of the evidence that the student committed a violation of the Student Code of Conduct and that suspension is the appropriate consequence. The Superintendent or designee will consider the 7 factors noted in the Student Code of Conduct before suspending a student.

### **Removal for 60 or More School Days**

Before the Board suspends or expels a student, the Superintendent or designee must provide the parent or student with: (1) written notice of the offense the student is suspected to have committed; (2) an explanation of the evidence relied upon by the District in arriving at the conclusion that disciplinary action may be warranted; and (3) an opportunity for a Board hearing at which the student may present evidence and witnesses to show that the student did not commit the suspected offense or that suspension or expulsion is not an appropriate consequence.

The Superintendent or designee will provide the parent or student at least 3 calendar days' notice before the hearing. The parent and student may be represented, at their cost, by an attorney or another adult advocate at the hearing.

The Board will not suspend or expel the student unless, following the hearing, a majority of the Board finds by a preponderance of the evidence that the student committed misconduct that should result in suspension or expulsion under either the Student Code of Conduct or Board Policy and that suspension or expulsion is the appropriate consequence. The Board will consider the 7 factors noted in the Student Code of Conduct before suspending or expelling a student. The Board's decision is final.

## **DISCIPLINE OF STUDENTS WITH DISABILITIES**

The District will follow all applicable state and federal laws related to disciplining students with disabilities, in addition to the due process protections afforded all students. Please see [Policy 5206B](#) for a more detailed explanation.

## **ACADEMIC EXPECTATIONS DURING SUSPENSION**

Students who have been suspended will be provided the opportunity to make-up their assignments with the expectation that the assignments will be completed within 2 days of returning to school regardless of how long the student is suspended. Student and parents/guardians must arrange with the school to pick up or drop off assignments during suspension.

Students who are suspended are not permitted to attend extracurricular activities sponsored by the school district.

## **DISTRICT TECHNOLOGY USE**

Student use of District technology resources is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. Students and parents/guardians are required to sign the District acceptable use agreement before they may use or access District technology resources.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policy 3116, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources. The District reserves the right to monitor student use of District technology and to review accounts to ensure appropriate use of the internet and computers.

## **COMPUTER ETHICS**

All students are allocated time to use computers for various learning experiences. Parents/guardians are encouraged to talk with their children about appropriate search topics and how to recognize a site that is inappropriate. To ensure appropriate use of computers and the Internet, students must abide by the following general rules and the terms of the District's acceptable use agreement:

- Transmission of any material in violation of any federal or state law is prohibited.
- Students may not enter or use 'chat' rooms except for authorized classroom-to-classroom communication applications.
- Students must never reveal their name or any personal information on the Internet.
- Students may not use vulgar language or transmit inappropriate pictures.
- Students may connect to the Internet and/or work on the Internet only with approval from the teacher or responsible staff member.
- Students shall not play games unless the game is for instructional purposes.

## **Unacceptable uses include, but are not limited to, the following:**

- Using the resources for any purpose which violates federal or state laws.
- Using the resources for commercial purposes.
- Misrepresenting your identity or affiliation in the use of information technology resources.
- Harassing or intimidating others or sending abusive or offensive material.
- Intercepting or altering network packets.
- Using another user's identity and password to access information technology resources or otherwise attempting to evade, disable or "crack" password or other security provisions of systems on the network.
- Reproducing or distributing copyrighted materials without appropriate authorization. Unauthorized copying may constitute plagiarism or theft.
- Copying or modifying files belonging to others or to the school without authorization. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) is unethical and may be illegal.
- Interfering with or disrupting another information technology user's work as well as information processing and network services or equipment. Examples of such interference or disruption are propagation of computer worms or viruses and using the network to make unauthorized entry to other computational, information or communications devices or resources (these are felony crimes).
- Use of e-mail, chat rooms, or instant messaging except during teacher directed, educational instruction.

- Viewing of or disseminating obscene and/or pornographic material or other types of material harmful to children.

Access to the information technology at Kingsley Area Schools is a privilege and must be treated as such by all users of these systems. Because network traffic is monitored to aid in the protection of District technology resources and its users, there should be no expectation of privacy in the use of the District's technology resources. Abuse of these privileges may result in discipline.

## **ACADEMICS & CURRICULUM INFORMATION**

### **ACADEMIC PROGRAMS**

Our Middle School offers a combination of basic academic and exploratory programs to all students. Students are evaluated at the level at which the instruction is provided.

Each school year, students are automatically scheduled into their 4 core content classes: math, science, language arts, and social studies. In addition to these courses, students are able to choose up to 2 elective classes that they would like to explore. Students who require additional academic intervention as identified by their teachers may be scheduled into an intervention course in the place of one of their electives.

**A list of course offerings is available in [appendix C](#).**

### **PRE-ALGEBRA and ALGEBRA 1 PLACEMENT**

Students in the 7<sup>th</sup> and 8<sup>th</sup> grades who achieve advanced scores on the NWEA and/or MSTEP, as well as meet other specific requirements for behavior and study habits, will be offered the opportunity to take advanced math classes. In order to remain in Pre-Algebra class, students must earn a semester and final grade average of a B-. Students not maintaining this goal will return to the regular math class. In order to remain in the Algebra 1 class, students must earn a semester and final grade of a B. Students not maintaining this goal are strongly recommended to retake Pre-Algebra in 8<sup>th</sup> grade or Algebra 1 as a high school freshman.

### **8<sup>TH</sup> GRADE ALGEBRA**

Due to new High School requirements for graduation, 8<sup>th</sup> grade students taking Algebra 1 classes will have the opportunity to earn High School credit. Algebra will follow the curriculum expectations and grading standards found at the High School level which includes semester and end of year exams.

### **ACADEMIC INTERVENTIONS**

Students in 6<sup>th</sup> through 8<sup>th</sup> grades demonstrating below grade level proficiency in math and/or reading may be placed in a standard daily class for intervention. This class will take the place of one elective course and is not optional.

## **STUDENT SUPPORT SERVICES**

### **STUDENT WELL-BEING**

The Kingsley Area School District is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

### **SCHOOL GUIDANCE COUNSELOR**

We are very fortunate to have a full- time school guidance counselor as an integral part of our educational team. Our guidance counselor works with teachers, staff, parents, and students to assist in a vast number of needs. The counselor is a positive link between home and school as well. Some of the responsibilities are: parent education and support, referrals for Section 504 plans, working with individual children, development of behavior plans, academic intervention and support, classroom presentations, teacher consultation, student health and welfare, student hygiene, group work with children, and crisis and family intervention.

Parents/guardians should feel free to contact the school counselor about your student. The counselor may provide additional referrals, resources, and appropriate programming to assist you and your child. The guidance counselor's role in the middle school and contact with students may be subject to student and family confidentiality requirements.

## **CHILD PROTECTIVE SERVICES**

The District will cooperate with Children's Protective Services (CPS) during an investigation of suspected child abuse or neglect. Cooperation may include allowing CPS access to a student without parent consent, if CPS determines it is necessary to complete the investigation or prevent abuse or neglect. The District will not impose conditions on the investigator or investigation beyond what is permitted by law.

## **SECTION 504**

Students who have a physical or mental impairment that substantially limit one or more major life activities are entitled to a free appropriate public education under Section 504 of the Rehabilitation Act. The District will follow applicable federal law, regulations, and guidance in identifying, locating, evaluating, and educating eligible students with disabilities under Section 504. Please contact the middle school counselor for more information about whether your student may be eligible for Section 504 support.

## **SPECIAL EDUCATION**

Eligible students with disabilities are entitled to a free appropriate public education under the Individuals with Disabilities Education Act (IDEA). The District works with the Northwest Education Services to support eligible students. If you believe your child may be in need of special education programs or services, please contact the building principal or your child's teacher.

## **HOMELESS STUDENTS**

The District will provide a free public education to homeless children and youth who are in the District and will provide them with the educational rights and legal protections provided by federal and state law. Homeless children and youth will not be stigmatized or segregated based on their homeless status and will have the same access to services offered to students who are not homeless.

A student or parent/guardian in a homeless situation who requires assistance should contact the District's homeless liaison:

Emily Ruby, Counselor  
402 Fenton Street, Kingsley, Michigan 49649  
(231) 263-5261 ext 2102  
[eruby@kingsleyschools.org](mailto:eruby@kingsleyschools.org)

For detailed information about Homeless Children and Youth, see [Policy 5307](#).

## **LIMITED ENGLISH PROFICIENCY**

Limited proficiency in the English language should not be a barrier to equal participation in the instructional or extra-curricular programs of the District. It is the policy of this District that those students identified as having limited English proficiency will be provided additional support and instruction to assist them in gaining English proficiency and in accessing the educational and extra-curricular program offered by the District.

Parents/guardians should contact the building principal to inquire about evaluation procedures and programs offered by the District.

## **HOMEBOUND/HOSPITALIZED STUDENTS**

Homebound and hospitalized services are provided to students unable to attend school due to a medical condition that requires the student to be hospitalized or confined to the home for a period longer than five (5) consecutive days. The student's parent/guardian must notify the District of the need for homebound/hospitalized services and provide verification from a legally authorized healthcare provider (MD, DO, PA) that the student has a medical condition that requires the student to be hospitalized or confined to the home during regular school hours and that the student is physically able to participate in instruction. The homebound teacher will bring the curriculum from the classroom teacher to eligible students in their home or hospital to help students keep up with their studies. For more information or to obtain a homebound verification form, contact the middle school office.

## **THE ROCK**

THE ROCK is a Youth Center for students in grades 6<sup>th</sup> – 12<sup>th</sup> grades. The Center is located in Kingsley at 115 E. Blair Street and is within walking distance from KMS. The hours are Monday Thursday 3:30 – 7pm and Friday 3:30 – 10pm. Parents needing a place for their child to be supervised after school are encouraged to send them to THE ROCK. You can get more information by calling (231) 263-7000 or visiting them on the internet at [www.therockofkingsley.com](http://www.therockofkingsley.com)

## **SUBSTANCE ABUSE COUNSELING IS AVAILABLE FROM:**

- Community Mental Health, 701 S. Elmwood, T.C., 922-4850
- Pine Rest Traverse City Clinic, 1050 Silver Dr., T.C. 947- 2255
- Munson Medical Center, 1105 6th St., T.C. 922-9382

# **HEALTH AND MEDICAL INFORMATION**

## **MEDICATION**

Whenever possible, parents/guardians should arrange student medication schedules to eliminate the need for administration of medication at school. When a student requires prescription or over-the-counter medication at school, the following procedures apply:

1. The student's parent/guardian must annually submit a written request and the Kingsley Middle School Permission to Administer Medication Form. This form is available in the front office.
2. A building principal or designee must request that the parent/guardian supply medications in the exact dosage required whenever feasible.
3. The building principal or designee will notify the student's parent/guardian of any observed adverse reaction to medication.
4. All medications must be in the original container.

See [Policy 5703](#) for detailed medication administration procedures. Students may carry asthma inhalers and epinephrine auto-injectors if prior, written approval is obtained from the physician and parent. The documentation must be submitted to the building principal, who will notify the student's teachers and other staff, as appropriate. Any student who possesses an asthma inhaler or epinephrine auto-injector must have on file a written emergency care plan drafted by a physician in collaboration with the student's parent/guardian.

## **IMMUNIZATION**

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on the form required by the local health department. The District will not permit a student to attend school unless the parent/guardian provides evidence of immunizations or exemptions consistent with [Board Policy 5713](#) and state law.

## **HEAD LICE**

Head lice is a common infestation that finds its way into our school frequently each year. Any person/student can be a host for head lice regardless of living conditions, apparent cleanliness, or good/poor hygiene. Head lice can spread somewhat easily from one child to another and there is no guaranteed procedure to determine where a child may have come into contact with head lice.

## **For the protection of all students:**

- Students who are suspected of lice are subject to a "healthy head" inspection. This procedure is done as quickly as possible. Students found to have head lice are treated with kindness and granted as much confidentiality as possible.
- Children who have head lice or nits must be sent home.
- Children who are sent home with head lice or nits WILL BE EXCLUDED UNTIL THEY ARE FREE OF HEAD LICE AND NITS. The office staff will determine if a child is lice or nit free and this decision will be final. A note from a doctor will not guarantee re-admittance to school.
- Children/families with chronic head lice infestations will be referred to outside sources.
- Children returning to school must check-in at the office to verify they are lice and nit free.
- A head lice notice will be sent home with all children in the infected child's classrooms.

## **To assist families with treating head lice:**

- We will provide referrals to other sources of help upon parent request.

- We do not maintain records of students who have had head lice and strive to protect the feelings of students with head lice by maintaining confidentiality.
- A wide assortment of literature on head lice and treatments is available in the office.

### **COMMUNICABLE DISEASES**

The District, in conjunction with local health department officials, may exclude students who are suspected of having a communicable disease until a physician or local health department official determines the student is no longer a risk or lack documentation of immunity or are otherwise considered susceptible to a communicable disease until the local health department officials determine the risk of spreading the disease has passed.

Communicable diseases include, but are not limited to, diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, COVID-19, and other conditions indicated by the local and state health departments. Any removal will only be for the contagious period or as directed by the local health department.

### **INJURY AND ILLNESS**

All injuries and illnesses must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures.

A student who becomes ill or is injured during the school day should request permission to go to the office. When the building principal or designee determines that a student is too ill or injured to remain at school, school staff will contact the student's parent/guardian or other designated responsible adult to pick up the student from school. If the student requires immediate medical attention, the District will first attempt to contact a parent/guardian or other designated responsible adult when reasonably possible. If contact cannot be made, the building principal or designee will take any reasonable action necessary on the student's behalf, consistent with state law.

## OTHER INFORMATION

### **CERTIFICATION OF EYE PROTECTIVE DEVICES**

Kingsley Area Schools complies with the requirement that eye protective devices meet safety standards, that instructors have been informed of the requirements and that eye protective devices are available to students, teachers, and visitors for courses (including off campus programs) where exposure to eye danger exists.

### **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The District is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the District's [Preparedness for Toxic Hazard and Asbestos Hazard Policy](#) and asbestos management plan will be made available for inspection at the Board offices upon request.

### **STUDENT RECORDS**

The District may collect, retain, use, and disclose student education records consistent with state and federal law. See Policy 5309 for an overview of the District's collection, retention, use, and disclosure of student records.

#### **Right to Inspect and Review**

Parents may inspect and review their minor child's education records, regardless of custody status, unless a court order specifies otherwise. An eligible student (i.e., a student who is 18 years or older or an emancipated minor) may also inspect and review their education records.

#### **Right to Request Explanation or Interpretation**

A parent or eligible student may request, in writing, an explanation or interpretation of a student's education records. School officials will respond to any reasonable request.

#### **Right to Request Amendment**

A parent or eligible student may request that a student's education record be amended if the parent or eligible student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights as explained in [Policy 5309](#).

### **Directory Information**

The District designates the following information as directory information:

- student names, addresses, and telephone numbers
- photographs, including photographs and videos depicting a student's participation in school-related activities and classes
- date and place of birth
- major field of study
- grade level
- enrollment status (e.g., full-time or part-time)
- dates of attendance (e.g., 2013-2017)
- participation in officially recognized activities and sports
- weight and height of athletic team members
- degrees, honors, and awards received
- the most recent educational agency or institution attended

Directory information can be provided upon request to any individual, other than a for-profit organization, even without written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board by submitting an Opt Out Form. Upon receipt of a completed Directory Information Opt Out Form, school officials may not release the student's directory information for any of the uses selected on the form. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may wish to consult the Boards' annual Family Educational Rights and Privacy Act (FERPA) notice, which can be obtained in the superintendent's office.

### **PROTECTION OF PUPIL RIGHTS**

The District respects the rights of parents and their children and has adopted a Protection of Pupil Rights policy as required by law. The policy is available on the District's website or upon request from the District's administrative office. Parents may opt their child out of participation in activities identified by the Protection of Pupil Rights policy by submitting a written request to the Superintendent. Parents may have access to any survey or other material described in the Protection of Pupil Rights policy by submitting a written request to the Superintendent. A copy of the District's annual notice to parents regarding the Protection of Pupil Rights Amendment can be obtained in the Superintendent's office.

## SCHOOL-PARENT-STUDENT COMPACT

The staff of Kingsley Middle School believes that responsibility must be shared by parents, students, and the entire school staff. Therefore, we are asking parents to collaborate through this compact.

The **KINGSLEY MIDDLE SCHOOL STAFF** will provide regular, open communication between the school and home in order to provide information on achievement. This includes: Parent/Teacher conferences, report cards, e-mails, school and grade level web page, agenda books and review of classroom work.

The **PARENT/GUARDIAN** will agree to be responsible for supporting their children's learning. This support may include, but is not limited to: Monitoring your child's attendance, health, diet, and exercise, and emotional well-being. Parents will strive to collaborate with the school by:

- Providing a safe home environment
- Assisting with homework, projects, make up assignments, and school testing.
- Monitoring time spent on reading
- Monitoring and limiting time spent on electronic gaming and social media.
- Regularly monitoring their student's academic progress
- Participating in decisions regarding their child's education

The **STUDENT** will agree to:

- complete assignments,
- do his/her best work,
- read at home,
- work cooperatively with parents/guardians and teachers,
- earn passing grades on report cards,
- keep KMS safe for students and staff,
- follow KMS policies, procedures, & expectations, and
- to always report bad behavior such as bullying, destruction of property, theft and use or possession of controlled substances.

**PARENT ACKNOWLEDGEMENTS:** *Please initial each space below*

\_\_\_\_\_ **HANDBOOK:** I/We viewed a complete student handbook online, or requested and received a physical copy.

\_\_\_\_\_ **RULES AND POLICIES:** I/We acknowledge that Kingsley Middle School rules and policies apply to ALL students enrolled at Kingsley Middle School.

**MEDIA RELEASE:** We grant the school district permission to use our child's photo, video segments, original schoolwork products, and first and last name in the following formats: local television, radio and newspaper publications. We also allow our child to be photographed, videotaped, and/or interviewed by school students, teachers, and local television, radio and newspaper organizations. Without this signed permission, your child's photo and /or original schoolwork will not appear in newspapers, websites, radio, television or other forms of media. Your child's name and photo can be used in district and building newsletters, within the school and/or classrooms without permission.

\_\_\_\_\_ Yes: I/we agree with and grant permission for the student MEDIA RELEASE

\_\_\_\_\_ No: I/we DO NOT grant permission for this student MEDIA RELEASE.

STUDENT NAME \_\_\_\_\_ STUDENT GRADE: \_\_\_\_\_

PARENT NAME: \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

## DISTRICT TECHNOLOGY & ACCEPTABLE USE COMPACT

Student use of District technology resources is a privilege, not a right, and is governed by Policy 3116 and the applicable acceptable use agreement. Students and parents/guardians are required to sign the District acceptable use agreement before they may use or access District technology resources.

The District provides students with access to the District's technology resources, including its computer and network resources, in a manner that encourages responsible use. Any use of District technology resources that violates federal or state law, Board Policy 3116, or the District's acceptable use policy, is expressly prohibited. Students have no right to privacy while using District technology resources. The District reserves the right to monitor student use of District technology and to review accounts to ensure appropriate use of the internet and computers.

### **COMPUTER ETHICS**

To ensure appropriate use of computers and the Internet, students must abide by the following general rules and the terms of the District's acceptable use agreement:

- Transmission of any material in violation of any federal or state law is prohibited.
- Students may not enter or use 'chat' rooms except for authorized classroom-to-classroom communication applications.
- Students must never reveal their name or any personal information on the Internet.
- Students may not use vulgar language or transmit inappropriate pictures.
- Students may connect to the Internet and/or work on the Internet only with approval from the teacher or responsible staff member.
- Students shall not play games unless the game is for instructional purposes.

### **Unacceptable uses include, but are not limited to, the following:**

- Using the resources for any purpose which violates federal or state laws.
- Using the resources for commercial purposes.
- Misrepresenting your identity or affiliation in the use of information technology resources.
- Harassing or intimidating others or sending abusive or offensive material.
- Intercepting or altering network packets.
- Using another user's identity and password to access information technology resources or otherwise attempting to evade, disable or "crack" password or other security provisions of systems on the network.
- Reproducing or distributing copyrighted materials without appropriate authorization. Unauthorized copying may constitute plagiarism or theft.
- Copying or modifying files belonging to others or to the school without authorization. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) is unethical and may be illegal.
- Interfering with or disrupting another information technology user's work as well as information processing and network services or equipment. Examples of such interference or disruption are propagation of computer worms or viruses and using the network to make unauthorized entry to other computational, information or communications devices or resources (these are felony crimes).
- Use of e-mail, chat rooms, or instant messaging except during teacher directed, educational instruction.
- Viewing of or disseminating obscene and/or pornographic material or other types of material harmful to children.

Access to the information technology at Kingsley Area Schools is a privilege and must be treated as such by all users of these systems. Because network traffic is monitored to aid in the protection of District technology resources and its users, there should be no expectation of privacy in the use of the District's technology resources. Abuse of these privileges may result in discipline.

**We, the parent/guardian and the student have reviewed the Kingsley Area Schools technology acceptable use policies. We understand the rights and responsibilities pertaining to students and technology usage and agree to support and abide by the rules, guidelines, procedures, policies, and practices outlined in these policies.**

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

\_\_\_\_\_  
Student Grade Level

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

| July 2026 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 | 31 |    |

| August 2026 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    |    |    | 1  |
| 2           | 3  | 4  | 5  | 6  | 7  | 8  |
| 9           | 10 | 11 | 12 | 13 | 14 | 15 |
| 16          | 17 | 18 | 19 | 20 | 21 | 22 |
| 23          | 24 | 25 | 26 | 27 | 28 | 29 |
| 30          | 31 |    |    |    |    |    |

| September 2026 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    | 1  | 2  | 3  | 4  | 5  |
| 6              | 7  | 8  | 9  | 10 | 11 | 12 |
| 13             | 14 | 15 | 16 | 17 | 18 | 19 |
| 20             | 21 | 22 | 23 | 24 | 25 | 26 |
| 27             | 28 | 29 | 30 |    |    |    |

| October 2026 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    | 1  | 2  | 3  |
| 4            | 5  | 6  | 7  | 8  | 9  | 10 |
| 11           | 12 | 13 | 14 | 15 | 16 | 17 |
| 18           | 19 | 20 | 21 | 22 | 23 | 24 |
| 25           | 26 | 27 | 28 | 29 | 30 | 31 |

| November 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 |    |    |    |    |    |

| December 2026 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 | 29 | 30 | 31 |    |    |

## KINGSLEY AREA SCHOOLS

2026-27

August 2026

24 1/2 PD, 1/2 Teacher Work Day  
25 1/2 PD, 1/2 Teacher Work Day  
26 Professional Development Day

31 First Student Day

September 2026

4 No School

7 Labor Day-No School

8 School Resumes

October 2026

30 End of Marking Period 1

12-13 MS&HS Conferences

TBD Teacher After School PD

November 2026

11-12 K-5 Conferences

25 - 27 Thanksgiving-No School

December 2026

Dec 21 - Jan Christmas Break-No School

January 2027

4 School Resumes

22 End of Marking Period 2

22 1/2 Day Students- T Records

TBD Teacher After School PD

February 2027

12-15 No School- Mid Winter Break

24-25 K-12 Conferences

March 2027

TBD Teacher After School PD

25 End of Marking Period 3

Mar 26 - Apr Spring Break-No School

April 2027

5 School Resumes

May 2027

31 Memorial Day-No School

June 2027

9 1/2 Day Students- T Records

10 1/2 Day Students- T Records

10 Last Student/Teacher Day

Legend

# No School

/ Half Day for Students

| January 2027 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| February 2027 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            |    |    |    |    |    |    |

| March 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 | 31 |    |    |    |

| April 2027 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    | 1  | 2  | 3  |
| 4          | 5  | 6  | 7  | 8  | 9  | 10 |
| 11         | 12 | 13 | 14 | 15 | 16 | 17 |
| 18         | 19 | 20 | 21 | 22 | 23 | 24 |
| 25         | 26 | 27 | 28 | 29 | 30 |    |

| May 2027 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    |    |    | 1  |
| 2        | 3  | 4  | 5  | 6  | 7  | 8  |
| 9        | 10 | 11 | 12 | 13 | 14 | 15 |
| 16       | 17 | 18 | 19 | 20 | 21 | 22 |
| 23       | 24 | 25 | 26 | 27 | 28 | 29 |
| 30       | 31 |    |    |    |    |    |

| June 2027 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    | 1  | 2  | 3  | 4  | 5  |
| 6         | 7  | 8  | 9  | 10 | 11 | 12 |
| 13        | 14 | 15 | 16 | 17 | 18 | 19 |
| 20        | 21 | 22 | 23 | 24 | 25 | 26 |
| 27        | 28 | 29 | 30 |    |    |    |

# Kingsley Middle School

## Bell Schedule



2026-2027

| Class Period                                                                                                                                                                | Time                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 1st period                                                                                                                                                                  | 8:25am to 9:20am                                                                                     |
| 2nd period                                                                                                                                                                  | 9:24am to 10:19am                                                                                    |
| 3rd period                                                                                                                                                                  | 10:23am to 11:18am                                                                                   |
| 4th period <ul style="list-style-type: none"> <li>6th-grade Advisory</li> <li>6th-grade lunch/recess</li> </ul>                                                             | 11:22am to 12:17pm<br>11:22am to 11:47am<br>11:47am to 12:17pm                                       |
| 5th period <ul style="list-style-type: none"> <li>7th-grade lunch/recess</li> <li>7th-grade Advisory</li> <li>8th-grade Advisory</li> <li>8th-grade lunch/recess</li> </ul> | 12:21pm to 1:16pm<br>12:21pm - 12:51pm<br>12:51pm - 1:16pm<br>12:21pm - 12:46pm<br>12:46 pm - 1:16pm |
| 6th period                                                                                                                                                                  | 1:20pm - 2:15pm                                                                                      |
| 7th period                                                                                                                                                                  | 2:19pm - 3:15pm                                                                                      |



# KINGSLEY MIDDLE SCHOOL DISCIPLINE MATRIX (2026-2027)

This matrix will be utilized in conjunction with PBIS strategies and supports.

## Minor Offenses

## Major Offenses

## Minor and Major Offenses

### MINOR OFFENSES

These minor infractions all have the same consequences as listed below.

**DEFIANCE - INSUBORDINATION - NON-COMPLIANCE** Examples: refusing a directive, backtalk, ignoring, etc.

**DISRESPECT** Examples: excessive backtalk, arguing, walking away, gestures, swearing, lying, etc.

**DISRUPTION** Examples: yelling, noise-making, blurting, gestures, out-of-seat, drawing attention, etc.

**INAPPROPRIATE LANGUAGE** Examples: swearing, derogatory comments.

**MISTREATMENT OF PEER** Examples: name-calling, teasing, light pushing and shoving, derogatory comments

**PHYSICAL AGGRESSION & HORSEPLAY** Examples: throwing objects, grappling, scuffling, body contact, etc.

**PROPERTY MISUSE/DAMAGE** Examples: breaking school pencils, picking keys off keyboard, writing on desks/walls, etc.

| 1st Offense                                                                                                | 2nd Offense                                                                                                                                                      | 3rd Offense                                                                                                                                                  | 4th Offense                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Conference w/ teacher</li> <li>Apology</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Conference w/ teacher</li> <li>Teacher 2-way Communication Home</li> <li>Apology/Restitution</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Admin Conference w/ Student</li> <li>Admin Communication Home</li> <li>Loss of Privilege</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Admin Conference w/ Student</li> <li>Admin Communication Home</li> <li>ISS</li> <li>Document</li> <li>Add'l Behavior Moves to Major Offense</li> </ul> |

### MAJOR OFFENSES

**These major infractions all have the same consequences as listed below.**

**BULLYING: repetitively seeking to harm, intimidate, or coerce someone perceived as vulnerable** Examples: repeated threats, persistent use of abusive, insulting, or offensive language, repeated negative comments, stalking, intimidating, hazing, menacing, coercion, taunting, circulating inappropriate or embarrassing photos or videos via electronic device, etc.

**DEFIANCE - INSUBORDINATION - NON-COMPLIANCE** Examples: repeated refusal to follow staff directions.

**DISRESPECT** Examples: threats, derogatory to others, negative behavior toward staff.

**DISRUPTION** Examples: consistent interruption to the point that learning cannot happen for others, removal from class by teacher.

**INAPPROPRIATE LANGUAGE** Examples: threats, sexual comments, targeted swearing, racially insensitive comments.

**VERBAL/PHYSICAL AGGRESSION** Examples: punching, hitting, biting, stabbing, throwing objects that cause harm, kicking, etc.

**PROPERTY MISUSE/DAMAGE/THEFT** Examples: Damaging Chromebooks, school furniture or equipment, stealing, etc.

| 1st Offense                                                                                                                                                                                                                         | 2nd Offense                                                                                                                                                       | 3rd Offense                                                                                                                                                                                                                                                                                         | 4th Offense                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Admin Conference w/ Student before re-entry to classroom</li> <li>• Admin Communication Home</li> <li>• Apology/Restitution</li> <li>• Restorative Practice</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Admin Conference w/Student &amp; Guardians</li> <li>• ISS</li> <li>• Restorative Practice</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• OSS - 1-5 days per admin discretion</li> <li>• Admin Conference w/ Student &amp; Guardians before return to school</li> <li>• Behavior Plan</li> <li>• Restorative Practice</li> <li>• Law enforcement contact if necessary</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• OSS - 5-10 Days per Admin discretion</li> <li>• Admin Conference w/ Student &amp; Guardians before return to school</li> <li>• Continuation of Behavior Plan</li> <li>• Law enforcement contact if necessary</li> <li>• Addt'l Behaviors Move to Possible Long-term Suspension Hearing</li> <li>• Document</li> </ul> |

### **MINOR AND MAJOR OFFENSES**

**The remaining infractions require specific consequences as listed below.**

**CELL PHONE VIOLATION: MINOR** Examples: Cell phone, AirPods, smart watches, etc. **\*\*CELL PHONES MUST BE OFF & IN LOCKERS\*\***

| 1st Offense                                                                                                                    | 2nd Offense                                                                                                                                                                                                                                          | 3rd Offense                                                                                                                                                                                                                                                                                       | 4th Offense                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Staff Confiscates Device &amp; May Return After School</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Staff Confiscates Device &amp; Turns into Office</li> <li>• Admin Conference with Student</li> <li>• Admin Communication Home</li> <li>• Parent Picks up Device After School</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Staff Confiscates Device &amp; Turns into Office</li> <li>• Admin Conference w/ Student &amp; Guardian</li> <li>• Student turns phone into Office Before School, and Picks Up After School for 30 Consecutive School Days</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Staff Confiscates Device &amp; Turns into Office</li> <li>• Admin Conference w/ Student &amp; Guardian</li> <li>• Student will considered “insubordinate” and be subject to discipline under that infraction.</li> </ul> |

**CELL PHONE VIOLATION: MAJOR** Examples: using in bathrooms, hallways, taking pictures, locker rooms, pornography.  
If the phone is being used to facilitate other major violations, steps may be skipped, resulting in a more severe consequence.

|                                                                                                                                                                                                      |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| <ul style="list-style-type: none"> <li>• Admin confiscates phone &amp; contacts guardians. Uses discretion w/ Consequence &amp; possible Law Enforcement involvement.</li> <li>• Document</li> </ul> |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

**DRESS CODE VIOLATION** See Student Code of Conduct for guidelines.

| 1st Offense                                                                                                           | 2nd Offense                                                                                                                                               | 3rd Offense                                                                                                                                                                                              | 4th Offense                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Conference with Student &amp; Clothing Change</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Conference with Student &amp; Clothing Change</li> <li>• Admin Communication Home</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Responsible Thinking</li> <li>• Conference with Student &amp; Clothing Change</li> <li>• Admin Communication Home</li> <li>• ISS</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Responsible Thinking</li> <li>• Conference with Student &amp; Guardian &amp; Clothing Change</li> <li>• OSS - 1 to 3 days</li> <li>• Document</li> </ul> |

**FORGERY/CHEATING/ACADEMIC THEFT/PLAGIARISM** Examples: cheating, copying, using AI inappropriately, etc.

| 1st Offense                                                               | 2nd Offense                                                               | 3rd Offense                                                             | 4th Offense                                                              |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Teacher Communication</li> </ul> | <ul style="list-style-type: none"> <li>• Student receives zero</li> </ul> | <ul style="list-style-type: none"> <li>• Admin Conference w/</li> </ul> | <ul style="list-style-type: none"> <li>• Responsible Thinking</li> </ul> |

|                                                                                                                                                                                                                            |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Home</li> <li>Student receives zero but has the option to redo</li> <li>Document</li> </ul>                                                                                         | <ul style="list-style-type: none"> <li>without option to redo</li> <li>Admin Communication Home</li> <li>Document</li> </ul>                                                                                                      | <ul style="list-style-type: none"> <li>Student &amp; Guardian</li> <li>Student receives zero without option to redo</li> <li>Document</li> </ul>                                                                                                                          | <ul style="list-style-type: none"> <li>Admin Conference w/ Student &amp; Guardian</li> <li>Student receives zero without option to redo</li> <li>Continuation of Behavior Plan</li> <li>Document</li> </ul> |
| <b>POSSESSION OF ILLEGAL SUBSTANCES: MAJOR</b> Examples: vape pens, tobacco, alcohol, marijuana, drugs (prescription drugs, illegal substances)                                                                            |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                             |
| <b>1st Offense</b>                                                                                                                                                                                                         | <b>2nd Offense</b>                                                                                                                                                                                                                | <b>3rd Offense</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>Law enforcement contact</li> <li>Admin Conference w/Guardians &amp; Student</li> <li>OSS - 1-5 days per Admin Discretion</li> <li>Restorative Practice</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Law enforcement contact</li> <li>Admin Conference w/Guardians &amp; Student</li> <li>OSS - 5-10 days per Admin Discretion</li> <li>Possible Expulsion Hearing</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Law enforcement contact</li> <li>Admin Conference w/Guardians &amp; Student</li> <li>OSS 10 days to Long Term per Admin Discretion</li> <li>Possible Expulsion Hearing</li> <li>Document</li> </ul>                                |                                                                                                                                                                                                             |
| <b>PUBLIC DISPLAY OF AFFECTION</b> Examples: kissing, groping, prolonged hugging, sitting on laps, intimate touching, etc.                                                                                                 |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                             |
| <ul style="list-style-type: none"> <li>Teacher/Admin/Counselor conference with student</li> <li>Document</li> </ul>                                                                                                        | <ul style="list-style-type: none"> <li>Teacher/Admin/Counselor conference with student</li> <li>Admin Communication Home</li> <li>Document</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>Admin conference with student(s) &amp; guardian<br/><i>[schedule change, altered passing times, assigned seating (lunch, classroom, assemblies, buses), loss of privileges]</i><br/>*Admin discretion</li> <li>Document</li> </ul> |                                                                                                                                                                                                             |
| <b>SKIPPING: MINOR</b> Examples: skipping a class, more than 10 minutes tardy, leaving with a hall pass and not returning                                                                                                  |                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                             |
| <b>1st Offense</b>                                                                                                                                                                                                         | <b>2nd Offense</b>                                                                                                                                                                                                                | <b>3rd Offense</b>                                                                                                                                                                                                                                                        | <b>4th Offense</b>                                                                                                                                                                                          |

|                                                                                                                                                                      |                                                                                                                                                                                               |                                                                                                                                                     |                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Teacher Conference w/ Student and 2-way Communication Home</li> <li>• Document</li> </ul>                                   | <ul style="list-style-type: none"> <li>• Admin Conference w/ Student</li> <li>• Admin Communication Home</li> <li>• After School Detention</li> <li>• Document</li> </ul>                     | <ul style="list-style-type: none"> <li>• Admin Conference w/ Student &amp; Parent</li> <li>• ISS</li> <li>• Document</li> </ul>                     | <ul style="list-style-type: none"> <li>• Admin Conference w/ Student &amp; Parent</li> <li>• Behavior Plan</li> <li>• Document</li> </ul>                              |
| <b>SKIPPING: MAJOR</b> Examples: leaving school grounds, parents dropping student off and student doesn't enter building.                                            |                                                                                                                                                                                               |                                                                                                                                                     |                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>• Law enforcement involvement if necessary</li> <li>• Admin Conference w/ Student &amp; Parent</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Law enforcement involvement if necessary</li> <li>• Admin Conference w/ Student &amp; Parent</li> <li>• Behavior Plan</li> <li>• Document</li> </ul> |                                                                                                                                                     |                                                                                                                                                                        |
| <b>TARDIES</b> Examples: late to class without an approved pass.                                                                                                     |                                                                                                                                                                                               |                                                                                                                                                     |                                                                                                                                                                        |
| <b>6-10</b>                                                                                                                                                          | <b>11-15</b>                                                                                                                                                                                  | <b>16-20</b>                                                                                                                                        | <b>21-25</b>                                                                                                                                                           |
| <ul style="list-style-type: none"> <li>• Lunch Detention (each occurrence)</li> <li>• Document</li> </ul>                                                            | <ul style="list-style-type: none"> <li>• After-School Session (each occurrence)</li> <li>• Admin Communication Home</li> <li>• Document</li> </ul>                                            | <ul style="list-style-type: none"> <li>• ISS (each occurrence)</li> <li>• Admin Conference with Student &amp; Parent</li> <li>• Document</li> </ul> | <ul style="list-style-type: none"> <li>• Delayed passing (each occurrence)</li> <li>• Document</li> </ul>                                                              |
|                                                                                                                                                                      |                                                                                                                                                                                               |                                                                                                                                                     | <p style="text-align: center;"><b>26-30</b></p> <ul style="list-style-type: none"> <li>• 1 week of supervised passing (each occurrence)</li> <li>• Document</li> </ul> |
|                                                                                                                                                                      |                                                                                                                                                                                               |                                                                                                                                                     |                                                                                                                                                                        |

**TECHNOLOGY VIOLATION: MINOR (Chromebook)** Examples: inappropriate sites, wrong sites, using at inappropriate times

| 1st Offense                                                                                       | • 2nd Offense                                                                                                                           | • 3rd Offense                                                                                                                                                                                 | • 4th Offense                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Teacher Conference w/ Student</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Teacher Conference with Student</li> <li>Teacher Communication Home</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Responsible Thinking</li> <li>Admin Conference w/ Student &amp; Communication Home</li> <li>Tech Department limits access</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Responsible Thinking</li> <li>Admin Conference with Student &amp; Guardian</li> <li>Loss of Chromebook for Admin specified time-period (other than state testing)</li> <li>Document</li> </ul> |

**TECHNOLOGY VIOLATION: MAJOR** Examples: pornography, criminal or violent acts targeting others, hacking, bullying, etc.

|                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                       |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"> <li>Admin Conference with Student &amp; Guardian</li> <li>Loss of Chromebook for Admin specified time-period (other than state testing)</li> <li>Referral to Counselor for Supports</li> <li>Restorative Practice</li> <li>Law enforcement involvement if necessary</li> <li>Document</li> </ul> | <ul style="list-style-type: none"> <li>Admin Conference with Student &amp; Guardian</li> <li>Loss of Activity</li> <li>ISS/OSS per Admin Discretion</li> <li>Referral to Counselor for Supports</li> <li>Law enforcement involvement if necessary</li> <li>Behavior Plan</li> <li>Document</li> </ul> |  |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|