

# Crestwood Middle School

2674 44th Street SE  
Kentwood, MI 49512  
616-455-1200

[www.kentwoodps.org/ourschools/crestwoodmiddleschool](http://www.kentwoodps.org/ourschools/crestwoodmiddleschool)

## **ADMINISTRATOR'S MESSAGE**

Welcome to Crestwood Middle School! This Handbook will assist you in making this school year a very productive one. It is intended to clearly present student rules, expectations, and other school information. Our staff has diligently developed expectations that promote and maintain a safe and orderly learning environment at Crestwood Middle School. The content of this Handbook is carefully discussed with students in classes. An administrator also follows-up these discussions with grade level meetings. Please read these pages carefully and refer to them as needed.

Our school has developed a proud reputation among students, parents, staff and community. We trust you will build upon that reputation. We are looking forward to working with you this year.

Sincerely,

Crestwood Administration

Jacque Harris  
Principal

Damon Johnson  
Assistant Principal

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**KENTWOOD PUBLIC SCHOOLS MISSION STATEMENT**

Kentwood Public Schools, together with parents and the community, will educate all students in a safe, secure environment. We are committed to excellence, equity, and diversity in education. Our goal is for each student to master and apply the essential skills to be a successful, productive citizen.

**CRESTWOOD MIDDLE SCHOOL – MISSION STATEMENT**

Crestwood Middle School, in partnership with parents and community, will provide for all students a safe and orderly environment to achieve at their highest level of ability. We are committed to providing an atmosphere of mutually agreed upon expectations including: respect, responsibility, and excellence.

**SCHOOL PHONE NUMBER**

OFFICE PHONE: (616) 455-1200

MENU OPTIONS:

- 1 – Attendance
- 2 – Guidance Office (Enrollment / Scheduling)
- 3 – Athletics
- 4 – Behavior Support
- 5 – Library
- 6 – ARCH

FAX NUMBER: (616) 455-2338

STAFF VOICEMAIL EXTENSIONS

A list of staff extensions can be viewed on our website.

**SCHOOL HOURS**

CLASSES BEGIN AT 8:15AM

(Students should arrive to school by 8:00AM)

SCHOOL DISMISSES AT 3:03PM

\*\*HALF-DAY DISMISSAL IS 11:20AM

**ParentVUE / StudentVUE**

Parents and students may view their current academic and attendance status by accessing ParentVUE or StudentVUE. To access this information simply click the following link: <https://synergypvue.kentwoodps.org>  
If you have not yet activated your ParentVUE or StudentVUE account, or have trouble accessing it, please contact our main office or email [VUESupport@Kentwoodps.org](mailto:VUESupport@Kentwoodps.org)

## STUDENT CONDUCT

- Each student is expected to assume their share of responsibility in maintaining an atmosphere conducive to effective teaching-learning situations in all classes and activities in which they participate under the sponsorship of the school.
- Each student shall respect the rights of other students, teachers, administrators, other school personnel, and visitors.
- Each student shall respect the personal property of others and refrain from causing damage to books, facilities, school materials, school buildings and furnishings, and the personal property of others.
- Each student shall refrain from fighting, creating disturbances, denying others the use of school facilities or buildings, using or carrying any weapon on school grounds, intentionally injuring another person, or acting in such a manner as to expose others to risk or danger of harm or injury. A student shall not use threats or intimidation against any other person.
- Each student shall respect the health and safety of themselves and others. They shall refrain from using or transmitting tobacco; using, possessing, transmitting, or being under the influence of illegal drugs or alcohol; or, engaging in any activity which diminishes the rights of others and the opportunity for other students to receive an education and obtain the maximum benefit from a public education.
- Students may be disciplined, including out of school suspensions or expulsions, for STUDENT CODE OF CONDUCT violations to or from school, or a school-related activity. Conduct off school premises may also be a basis for disciplinary action if the conduct creates, or is reasonably likely to lead to significant disruption of or significant interference with a safe and productive learning environment, or to create unsafe or disruptive conditions at school sponsored activities. Students violating the rules of conduct may be subject to disciplinary action, and/or possible suspension or expulsion from school, and/or referral to appropriate law enforcement officials. Additionally, when appropriate, administration may elect to use **restorative practices** in order to address certain types of behavioral issues.

## STUDENT ATTENDANCE

### COMMON DEFINITIONS OF CHRONIC ABSENTEEISM and TRUANCY

**Chronic Absenteeism:** When students miss 10% or more of scheduled school days (to date). This includes excused and unexcused absences.

**Truancy:** 10 unexcused absences in a school year.

At all levels (elementary, middle and high school), interventions will be taken to promote good attendance for all students.

Absences that **DO NOT COUNT** against a student include, however not limited to the following:

- Snow days and nonscheduled school closings
- Medical or Family Death absences
- Suspensions and expulsions
- Preplanned absences that would not negatively affect student learning

### EXCUSED ABSENCES

There are times when illness or a family emergency will make it necessary for a student to be absent. In such an event the following procedures must be followed:

- Parent/guardian is to call Crestwood at 455-1200 to report student's absence within 24 hours to be considered excused. Please give the pupil's name, grade, who is calling and reason for their absence. Absences can be called in 24 hours a day using the absence menu option. Pupils returning to school after a REPORTED absence will be considered excused. Absences for religious holidays will be considered excused.

#### UNEXCUSED ABSENCES

Failure to follow procedures for excused absences will result in an unexcused absence. An unexcused absence means an E in all classes for the day(s) or period(s) missed. Consequences for unexcused absences are covered in STUDENT CODE OF CONDUCT.

#### LATE TO CLASS

Defined as arrival in the classroom after the scheduled time class is to begin. Students are expected to report to class on time. Students reporting to class late and without a pass will be marked Tardy.

- Students who arrive late to school (after 8:15am) must report directly to the Office for an "Admit Slip" pass.

#### EARLY DISMISSAL

Students who leave school early must have a parent/guardian sign them out prior to leaving, and upon return should the student return the same day.

#### ILLNESS DURING SCHOOL DAY

If a student becomes ill during the school day, he/she should notify the classroom teacher or come to the Office. Parent contact will be made by the Office personnel/student to determine what arrangements can be made for the student.

#### MEDICAL APPOINTMENTS

An appointment slip, authorized note, or telephone call from parent/guardian is required either in advance or on the day of the appointment. Absences accompanied by a Dr. note / Excuse Slip will be Extenuated.

#### EXTENDED ABSENCES

If a student is to be absent for several days due to family business or a vacation, notification from a parent/guardian is requested in advance so the student can obtain an Extenuation of Absence slip from the Office. The student will be responsible for any advance assignments from his/her instructors. These assignments are due upon return unless prior arrangement is made with the instructor. This signed slip should be returned to the Office in advance of the planned absence in order to accurately record attendance.

#### MAKE-UP ASSIGNMENTS AND TESTS

Students with excused absences will be given the number of school days equal to the number of days absent to complete make-up work. Arrangements can be made to spend extra time after school to make up work with a teacher. Students may ride the activity bus home on Tuesday, Wednesday, and Thursday with a bus pass from a staff member. Homework, major projects and tests assigned prior to the absence will be due or made-up on the day of return unless other arrangements are agreed upon with the teacher. Students or parents should contact their teacher(s) to arrange for homework assignments if the absence is projected to be more than three days in duration. Please allow 24 hours to get the assignments. Work completed during a suspension is due upon return in order to obtain full credit. (For homework over vacations, see EXTENDED ABSENCES).

#### INCLEMENT WEATHER-SCHOOL CLOSING

The announcement of school closing will be on radio stations WOOD, WLAV, and WGRD and TV stations WZZM and WOTV by 6:00 a.m. Additionally, closing/delay information will be posted to our Facebook page.

- Night activities (other than sports) shall continue as scheduled unless a separate announcement is made to the contrary by 2:00 p.m.
- All sporting events are canceled if either of the participating schools close due to inclement weather.

## **SCHOOL MATERIALS AND PROPERTY**

### **AGENDA**

Students will receive one school-issued Agenda.

- Students are expected to use their agenda to stay organized and remain caught-up on assignments.
- New (replacement) Agenda's will be available for purchase from the Library Media Center for \$5.00.

### **STUDENT ID**

Students will receive one (1) school issued ID and one (1) school issued breakaway lanyard.

- Students are required to wear the ID on the school issued (Yellow) lanyard so it is visible at all times.
- Students are also required to wear the school issued ID's at all after school functions.
- Students must present their ID to staff members when asked.
- ID's and lanyards are not to be altered, decorated or defaced in any manner.
- Students who lose, break, or for some reason no longer possess their ID or lanyard must purchase another one from the Media Center. The fee for a replacement ID is \$3.00, the lanyard is \$1.00; an optional plastic case is available for \$1.00.
- Students will not be allowed to ride their bus home after school without presenting an ID or have a temporary sticker issued from a staff member.
- Discipline for infractions of any of the above may result in detention up to and including out of school suspension.

### **TEXTBOOKS**

Textbooks will be issued to students during registration.

- Students are expected to return the same books issued in good condition.
- A reasonable fee for damage beyond normal wear-and-tear or for lost books will be assessed.

### **STUDENT LOCKERS**

Students will be assigned a locker and are expected to abide by the following guidelines:

- Students are to use only the locker assigned to them and are fully responsible for its contents and condition.
- The combination to that locker is for their use only. The locker is to be kept locked at all times.
- The locker is to be kept neat and clean. Students "jamming" their lockers may be assigned a fee for lock repair.
- If a locker is damaged, report the problem to the Guidance Office.

While lockers are provided for student use, they are still considered to be school property. Students should not expect privacy regarding items placed in school lockers because school property is subject to search at any time by school officials. The school reserves the right to check the contents of any hall or PE/athletic locker for any reason, at any time, without notice and without student permission.

### **P.E./ATHLETIC LOCKERS**

Lockers are provided for use during physical education, athletics and intramurals. Students must provide a combination lock to secure their belongings in their assigned locker. The school is not responsible for lost or stolen items, whether secured by a lock, or not.

### **SCHOOL TELEPHONE USE**

Office telephones are not for general use by students, but are available for emergency use only. A student may use the office phone with a note from a teacher only for the following reasons:

- If a student has forgotten a book or assignment, or needs to stay after school with a teacher, he/she may use the phone if they have a note from their teacher.
- If a student is ill, office personnel/student will call parent.
- If a scheduled event has been changed during the course of the day.

#### CAFETERIA

The cafeteria serves a complete lunch, or milk to supplement a lunch brought from home. All food is to be eaten in the cafeteria. Proper behavior is expected. Eating areas are to be cleaned. Trays, utensils, and waste materials should be taken to the proper areas.

#### MEDIA CENTER

Students may use the Media Center with classes or independently for reports, assigned reading, reference work or leisure reading. The media center is open for student use at 7:45 a.m. daily. Students may use the MC during their lunch time only if a pass has been obtained by the MC Clerk in the morning. When classes are in session, a Pass Slip from a staff member is required. Library books may be checked out for a three-week period. Students are required to show their school ID card to check out books. Lost ID cards will be replaced for a \$3.00 fee. Students/parents are financially responsible for library materials that are lost or stolen. Accessing personal E-mail, social media sites, or downloading of any kind are not allowed on Media Center computers.

#### COMPUTER LABS

The computer labs are to be used with staff supervision only. This includes the lunch hours and before/after school. Flash memory devices from outside sources may be scanned for any possible damaging viruses or inappropriate content. An Internet Agreement form must be signed by each student and parent before access to the educational resources on the Internet will be granted. Accessing personal E-mail, social media sites, or downloading of any kind are not allowed on Lab computers.

#### PERSONAL PROPERTY

Personal property that is brought to school should be locked in a student's locker at all times. Neither the school district nor the Crestwood staff will accept responsibility for lost, stolen, or damaged property. Backpacks/coats/purses are to remain in the student's locker for the entire school day.

#### ELECTRONIC DEVICES

Cell phones, tablets, or any other electronic media devices may be brought to school but must remain in lockers during the school day. Equipment with external speakers will not be allowed.

- Prohibited equipment or misuse of equipment will result in the equipment being confiscated and held for parent pick-up. This includes all electronic communication devices, phones, or other personal communication devices as stated in Michigan School Code, section 380.1303.
- The District and Crestwood Middle School accepts no responsibility for any lost, stolen, or damaged cell phone and/or electronic devices. In the event the prior occurs, Crestwood is unable to investigate circumstances surrounding the lost/stolen or damaged item. Cell phones are to remain off during the school day.

#### BICYCLES/SKATEBOARDS

All bicycles ridden to school are to be parked and locked in the bicycle racks during the instructional day. Students are to provide and use locks for their bicycles. Benches, light posts, and trees are not to be used as bike racks. Skateboards and scooters may be ridden to school but may not be ridden on school premises and must be kept in student's locker.

#### OTHER PERSONAL ITEMS

Only those items directly related to the educational environment are to be brought to school. Items such as laser pens, chains, toys and any other item deemed inappropriate by administration will be confiscated and held for the parent to pick up.

## **GUIDELINES FOR STUDENT BEHAVIOR**

A safe and orderly atmosphere is essential if learning is to take place. The information contained in this handbook is for the personal welfare of the student as well as for the common good of the entire school. Specific expectations are contained in Code of Conduct.

### **ENTRANCE TO THE BUILDING**

Students will be permitted to enter the school building thru Door K at 7:45 a.m. as supervision will be provided at that time. They are to remain in the cafeteria or main hallway until 8:09 a.m.

Morning busses will drop off students after 7:45 a.m. Students being dropped off after 8:15 a.m. or picked up by parents must use the front entrance (Door A). All building entrances except for the front entrance will be locked during the school day.

### **DISMISSAL FROM SCHOOL**

All students are expected to go home immediately after school. All students are expected to ride their designated bus home unless prior permission from a parent/guardian is given in writing to walk. Students may stay after school only if they are attending a school sponsored activity (ie: athletic contest, detention, clubs, etc). Parents who elect to pick-up their student must do so no later than 3:30pm.

### **LOITERING**

Students who loiter after school will face disciplinary consequences.

### **REPORT CARDS**

Standard based report cards are issued at the end of each marking period. Report cards will be brought home with students shortly after the end of each marking period. An incomplete grade may become a letter grade after report cards are sent.

### **HONOR ROLL**

Crestwood students are encouraged to do their best academically. Names of students who maintain a minimum 3.00 GPA for each marking period are included on our honor roll.

### **GRADING SCALE**

- o A 93-100%
- o A- 90-92%
- o B+ 87-89%
- o B 83-86%
- o B- 80-82%
- o C+ 77-79%
- o C 73-76%
- o C- 70-72%
- o D+ 67-69%
- o D 63-66%
- o D- 60-62%
- o E Below 60%

### **ACTIVITY BUS**

A special activity bus will be provided Monday through Thursday from September through the month of May. This bus will leave Crestwood at approximately 4:30 p.m. District bus conduct expectations apply on the activity bus. Students staying after school are expected to make arrangements with home and school personnel at least a day ahead in order to utilize this privilege. Students staying after school will be with a staff member from 3:15 p.m. until dismissal for the activity bus, unless picked up by a parent. Students must obtain a pass from the staff member they stayed after school allowing them to ride home.



#### BUS PASSES

Bus passes are available in the Office for students who need to take a bus other than their regularly scheduled bus. This pass may be obtained by providing the Office With a note from the parent/guardian requesting permission to take the bus and stating the date(s). This privilege may be granted on a limited basis.

#### HALL PASSES

Students are required to obtain a Pass Slip whenever they need to be in the corridors during class time.

#### POSTING PRIVILEGES

Signs advertising various student activities may be displayed with prior administrative approval for a maximum of five days. Location of signs will be determined by administration.

#### FIRE/TORNADO/LOCKDOWN DRILLS

Safety drills are held according to state and district safety regulations. When drills occur, a staff member will give the necessary instructions. During safety drills, students are to use the exits and/or assigned areas as designated.

#### VISITORS

Student visitors add an additional responsibility and dimension to a classroom situation. Therefore, they are not permitted. Parents are welcome. They are requested to make an appointment 24 hours in advance to assure the availability of the person(s) to be visited. All visitors are expected to report their presence to the office upon arrival. Identification badges will be provided.

#### INSURANCE

At the beginning of each school year, parents have an opportunity to purchase, for a nominal fee, student insurance that gives them coverage during their activities at school, traveling to and from school, while practicing for or participating in school sponsored activities. Participation in the insurance program is voluntary. There is also an optional 24-hour extension.

#### AFTER SCHOOL HOURS

Students staying after school must be involved with a student activity (athletics, clubs, etc.) or working with a staff member. All other students are to go directly home following the school day.

#### SCHOOL-SPONSORED TRIPS

Parent permission forms are included with registration materials and must be on file with each grade level before a student is allowed on a trip. Parents will be informed of specific trips as they are planned. If a parent wishes for their son/daughter not to be included in a particular trip, they need to notify the school.

#### SUMMER SCHOOL

In partnership with Kentwood's ARCH Program, Summer school is offered to all Kentwood students providing them additional educational support. It is highly recommended that any student receiving a grade of "D" or below take advantage of this extra learning opportunity to enhance their skills and prepare them for the next academic year.

## **STUDENT DRESS CODE**

The Board of Education recognizes that each student's mode of dress and grooming is manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices affect the educational program of the schools. Accordingly, the Superintendent shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress, insignia, headwear or grooming practices which:

- Present a hazard to the health or safety of the student him/herself or to others in school.
- Interfere with schoolwork, create disorder, or disrupt the educational program.
- Create, promote, or contain vulgar, lewd or obscene language, gang affiliation, or illegal activity.
- Create ill will, hatred, or is divisive or prejudicial on the basis of religion, race, color, national origin, gender, sexual orientation, or disability.
- Portray death and or destruction.
- Prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- Contain chains on clothing or wallets

Also not allowed will be pajamas, any clothing which is too revealing, sagging pants and/or sagging pants that show undergarments, short skirts/shorts and tops that do not cover mid-drift and bust area. We will use the slap test to see if a student's skirt or shorts are too short. If a student extends their arms down to their side and their fingers touch skin, that garment is too short. (Elbows and shoulders are to remain straight when taking this test). Except for religious reasons, headwear (hoodies, caps, stocking caps, scarves, etc.) are not to be worn in the building.

## **ADMINISTRATION OF MEDICATION TO STUDENTS**

### **OVER-THE-COUNTER:**

- Written permission is required from the parent or guardian for school personnel to administer medication.
- Written records will be kept, noting the dosage, time, and date the medication was dispensed.
- The parent or guardian is responsible for providing the office with non-prescriptive medication as needed.

### **PRESCRIPTION:**

- A completed Kentwood permission form that requires both a parent and medical professional signature must be on file in the school office.
- Administration of the medication shall take place under adult supervision.
- Written records will be kept, noting the dosage, time, and date the medication was dispensed.
- Medication will be kept in a locked cabinet.

NOTE: Medication is to be taken home at the end of the school year. Any unclaimed medication will be disposed of.

## **ACADEMIC PROMOTION / RETENTION**

To prepare students with the knowledge and skills to succeed in the 21st Century, the State of Michigan has enacted a rigorous set of Grade Level Content Expectations (GLCE's). This curriculum articulates what is expected that students understand and master as they progress kindergarten through 8th grade. These expectations prepare students to successfully meet high school Michigan Merit curriculum standards and state graduation requirements. Students will be assessed throughout each school year and annually in grades 3-8 on the Michigan Education Assessment Program (MEAP). Students who meet grade level expectations will be promoted to the next grade. Students who have NOT demonstrated sufficient understanding and mastery may be retained and/or provided additional learning opportunities to meet these standards. Exceptions may be made based on mitigating circumstances as determined by the principal. It is the expectation that students are working at their grade level.

Grade level placement shall be the responsibility of the building principal who shall consult with the superintendent when in his/her judgment borderline cases might create controversy between parent and the school;

Grade level placement shall be based on the following criteria:

- Academic achievement and ability as indicated by standardized test scores and other assessments that demonstrate the students' understanding and mastery of grade level expectations;
- Input by the classroom teacher or teachers regarding the students' achievement and ability;
- Chronological age of student;
- Size and physical development of the student;
- Social maturity of the student; and
- Emotional maturity of the student.

Parents will be notified throughout the school year regarding their child's progress with recommendations to assist the student to reach grade level expectations. As soon as the teacher feels that retention may be recommended, a conference or other notification to the parents will be made. At the elementary level, the teacher's recommendation of retention shall be made to the principal at least six weeks before the end of the school year. Within 3 weeks of the end of the school year, a conference may be requested by the parents, teacher, or principal for the purpose of discussing the recommendation.

After the conference, the principal, in consultation with the teacher shall make the final decision as to whether or not the student should be retained. Written statements signed by the parent, principal, and teacher will be included in the student's permanent record file when any of the following retention/promotion decisions are finalized:

- Parent agrees with retention recommendation
- Parent disagrees with retention recommendation and child is retained
- Parent disagrees with retention recommendation and child is advanced to the next grade. (This situation is based on mitigating circumstances and requires administrative approval.)

Promotions from elementary to middle school or middle school to the high school shall be determined by the sending building principal. A single failure will not necessarily require retention.

Potential failure of middle school and high school students should be called to the attention of both student and parents by mid-semester and an effort made to confer with the parent concerning the potential failure.

At the middle school level students must demonstrate grade level understanding and mastery by passing all semesters of English Language Arts and mathematics. Students may be provided alternative instructional programs, summer school, tutoring and mentoring to assist them to meet academic requirements. Students failing other core subject matter (science & social studies) may be required to meet these standards with successful completion of after school or summer school instruction.

High school students must accrue credits and successfully meet course requirements to meet graduation requirements.

#### **SPECIAL EDUCATION**

Students will have their grades and placement reviewed at annual I.E.P. meetings.

#### **ACTIVITIES AND ATHLETICS**

##### **STUDENT ACTIVITIES AND CLUBS**

Students are encouraged to participate in the various clubs and activities available at Crestwood. Information regarding student activities is supplied during the school year. Students may contact the principal to request a new club or activity. Formation of such a group will be dependent on student interest, staff interest, and facility availability.

##### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society Chapter of Crestwood Middle School is duly chartered and affiliated chapter of this prestigious national organization. The purpose of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership and citizenship, and to encourage the development of character in students of Crestwood Middle School. The honor of membership into the National Junior Honor Society is bestowed upon qualified students on behalf of the faculty of Crestwood Middle School and the community of Kentwood.

##### **Membership Criteria:**

- Students must be in attendance at Crestwood Middle School for a minimum of one semester
- Scholarship of 3.5 GPA or better
- History of Leadership
- Participation in school or community Service
- Exemplary Character
- Outstanding Citizenship

Additional information and membership application forms are available in the guidance office.

## INTRAMURAL SPORTS (K.I.D.S.)

Intramurals are offered to students through the Kentwood Intra-District Sports program. Instruction and participation will be offered in a variety of sports. Students will be provided information during the school year.

## ATHLETICS

Crestwood is a member of the Muskegon/Kent/Ottawa (MKO) Junior League. Opportunity to compete is available to boys and girls in the 7th and 8th grade in a variety of sports during the school year. Interested students should watch the daily announcements for organizational meetings. Before a student can participate, he/she must have a Physical form on file that is signed by a physician after April 15, prior to the current school year, Pay-to-Participate fee and completed form, and a signed Athletic Code of Conduct on file in the Athletic Office.

## BEHAVIOR SUPPORT

### KENTWOOD MIDDLE SCHOOL DEMERIT SYSTEM

Our after-school activities, grade-level End of the Year Trip, and 8th Grade Banquet are activities designed to reward students for positive behavior at school. To encourage and help monitor this, we have adopted the following program. Attendance at our after school activities (dances) and the end of the year class trips is a reward offered to students who have exhibited good behavior at school. It is our hope that these activities serve as an incentive for students as they make behavior choices during their time at school.

Teams will follow their established behavior procedures and exhaust all outlined steps prior to making a referral. Once a Behavioral Referral is written, the following point system will be followed for each occurrence:

- All students start the year with zero points.
- Students will acquire points for various infractions accordingly:
  - 1 point: All Referrals, After School Detention, Bus Referral, 1 hour In-School Susp.
  - 2 points: Bus Suspension, 1 day In-School Suspension
  - 3 points: Out of School (per suspension), Loss of computer privileges
  - 5 points: Drugs/Alcohol/Tobacco/Violence/Gross Misconduct

Consequences for accrued points:

- Students who have 3 or more points will not be allowed to participate in our positive rewards assembly
- Students who have accumulated 6 or more points will not be allowed to attend afterschool activities (sports, musicals, dances) or non-academic fieldtrips (except end of year field trip).
- Students who reach 9 or more points will not be allowed to participate in any extracurricular activity. This includes all athletics, school musical, clubs, end of year trip, and banquet.
- Students with persistent absences, which have led to a truancy referral to the Kent Intermediate School District Office of Truancy and School Attendance State Law Enforcement Division, will not be allowed to participate in any extracurricular activity. This includes all athletics, school musical, clubs, end of year trip, and banquet.
- Students may have one point deducted every 2 school weeks they are not referred.

A student, parent or staff member may request an exemption. A review will be held by administration, behavioral specialist and at least one team representative. A unanimous decision will be made to support the consequence or exempt it.

Students who significantly improve behavior may have a review meeting be held by administration, behavioral specialist and at least one team representative. A unanimous decision will be made to support the consequence or exempt it.

### BEHAVIORAL SUPPORT CENTER (BSC)

BSC is a place where students have a chance to reflect on their behavior and work on positive improvements. Students in BSC will have access to curriculum through the support of an academic interventionist.

## **GUIDANCE DEPARTMENT**

Guidance services are available to all students. The services include individual and group counseling for personal and academic problems, test score interpretations, career education, schedule changes, and coordination with teachers and parents to develop plans and goals for student success. The Guidance Department also works with families to set up referrals to outside agencies. Students are encouraged to visit their counselor by making an appointment in the guidance office.

## **STUDENT RECORDS**

Eligible students and parents or guardians of students under age 18 have the right to review/inspect all student records maintained by the Kentwood Public Schools. If after reviewing the records you think there are inaccurate or inappropriate entries, you have the right to request that the information be corrected or removed. A request to have the records corrected should be directed to the principal of the building in which the records are kept. If your request to change the records is denied, you have the right to request a hearing to resolve the concern. At the end of each school year, personally identifiable information that is no longer needed to provide educational services to a student may be destroyed. The building principal or designee will be responsible for completing this task.

Student record information will not be released except:

- By written consent of eligible student or parent or guardian of student under 18.
- When used for Directory Information.
- Under certain limited circumstances as permitted by the Family Educational Rights and Privacy Act of 1974.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

- The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access.
- Parents of eligible students should submit to the school principal or director of Student Services a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- Copies of education records are available upon written request and verification of identity within 45 calendar days of an initial request for access.
- The right to request the amendment of a student’s education record that the parent of an eligible student believes is inaccurate or misleading.
  - Parents of eligible students may ask the Kentwood Public Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If the district decides not to amend the record as requested by the parent of eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent of eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The District has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students. Parents or eligible students have the right to refuse to let the school designate any or all of those types of information as directory information. Requests must be filed in writing with the Office of Student Services within 10 days of the student’s official enrollment date.

The district shall, as permitted by law, disclose personally identifiable information about students without consent to school officials with a legitimate educational interest in the specific information. Disclosures to other individuals generally require consent. A school official is and includes all of the following:

- A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task as required by the district, or who performs a supervisory or instructional task related to a student's education or behavior at school; an employee who will use personal information about the student in performing education, discipline related or clerical task in connection with a student;
- A person serving on the School Board, to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board;
- A person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional, or clerical task in connection with a student as prescribed the District;
- A person employed by an agency or other nonprofit organization who, with the prior written approval of the District's Superintendent or designee, will use personal information about the student to provide services approved or requested by the District, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement;
- A parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks;
- A volunteer, who with the District's approval, uses personal information about a student to perform an administrative or clerical task, or who performs a supervisory or instructional service related to the student's education, or who provides services to the student's family such as emergency health care, counseling, or school or job placement;

Personally identifiable information is also provided to child study or student support teams, or the Threat & Violence Assessment Team, which may include individuals employed by external agencies or organizations who provide services to the student or student's family, however external resources shall only have access to information concerning students with whom they are involved.

A school official has legitimate educational interest if the official needs to review an education record in order to: fulfill his or her professional responsibility to the student, the student's family, or to the District; perform an administrative task required in the employee's job description or in a contract with the District; perform a supervisory or instructional task related to a student's educational program; perform a service or benefit for the student or the student's family such as, but not limited to, emergency care, counseling or job placement; perform a task prescribed by the District.

Upon request, the District discloses educational records without consent to officials or another school district in which a student seeks or intends to enroll.

The District may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standard established by law and the District.

Parents or guardians of minor students, and students who are 18 or older have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

- Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, S.W. Washington, D.C. 20802-4605
  - Directory information includes:  
Student's name, Address, Phone number, Photographs & Videos, Parent or guardian, Date & Place of birth, Major field of study, Weight & height, Participation in and eligibility for officially recognized activities and sports, Dates of attendance, Grade placement, Honors & awards received, Most recent educational agency or school attended by the student

## **STUDENT CODE OF CONDUCT**

### **PURPOSE AND INTENT**

This Code of Conduct defines categories of misconduct and penalties for violations. It serves as a guide for progressive disciplinary consequences as they will be applied on all Kentwood school property, school - sponsored functions and activities, in district vehicles and transportation to and from school. Also, the Board will discipline any student for misconduct in violation of this Code, wherever it occurs, if the misconduct materially and substantially disrupts the school program, the learning process, or the safety or welfare of students or staff. (Reference: Kentwood Public Schools Board Policy Section J - students) Criminal Activity Statement - When a student's commission of or participation in a criminal activity occurs in a non-school context, school officials may, nevertheless, impose an appropriate punishment, including suspension or expulsion, when such punishment is reasonably necessary to protect the interests of the school district.

### **STUDENT DISCIPLINE**

The Board approves of the following disciplinary measures for use in the District for those students violating the District's student code of conduct: deny participation in special school activities; before or after school detention; disciplinary contractual arrangements; out-of-school suspension; in-school suspension; expulsion; and/or disciplinary probation.

Students are expected to adhere to the Code of Conduct from the time they leave their residence in the morning to the time they return home.

The District's administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a significant disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include, but are not limited to, a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student's appropriate due process rights.

### **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

The Board believes that Positive Behavior Intervention Support systems ensure effective strategies that promote pro-social behavior and respectful learning environments. Research-based positive behavior support systems are appropriate for all students, regardless of age. Positive interventions that support adaptive and pro-social behavior and build on the strengths of the student lead to an improved learning environment. It is the policy of the Board, therefore, that the Superintendent is authorized and directed to implement a system of school-wide Positive Behavior Intervention Support (PBIS) strategies.

The Superintendent and District's administrators shall develop the appropriate procedures dealing with student conduct and shall consider an effective parent/guardian communication plan; the use of the District's counselors, social workers, and psychologists; and/or shall arrange such services with other units of state government. All employees are responsible for the regulation of student conduct

### **RESTORATIVE PRACTICES**

When appropriate, administration may elect to utilize restorative practices in order to address certain types of behavioral issues. The underlying premise of restorative practices is to provide a specific process with defined protocols that brings together those who have caused harm through their actions with those who they have directly or indirectly harmed. Specifically, these structured communication strategies seek to repair relationships and promote greater empathy among students.



## CATEGORIES OF STUDENT CONDUCT AND PENALTIES

### *PROPERTY*

The State of Michigan has passed legislation that makes parents financially liable for property damaged by vandalism. This includes all school property, furniture and textbooks.

VANDALISM: destruction/defacing of school property and/or personal property.

THEFT or POSSESSION OF STOLEN PROPERTY: unauthorized possession or use of school property and/or personal property.

ABUSE OF MATERIALS: misuse of books, materials, equipment, passes, and attendance records.

TRESPASSING: unauthorized presence in the building or on the property of any Kentwood school district facility.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

### *CITIZENSHIP*

CONTROLLED SUBSTANCES: The Kentwood Public School District desires to provide a safe and caring learning environment. Students and staff will share a commitment to high standards of academic performance and behavior that will enable all students to become productive members of society. The district is committed to providing a tobacco, alcohol and other drug-free environment. The district acknowledges that some students have problems that interfere with learning. The district's program seeks to build a preventive coalition of educators, parents, business representatives, community agencies, citizens, and students. The district recognizes that students with chemical dependency and other related problems can be helped, with student cooperation. Prevention is a pro-active process that promotes healthy choices for individuals and the community. A rehabilitation program for substance abuse may be necessary to assist students or families in dealing with their dependency. Families are encouraged to utilize these community services when appropriate. Information on specific programs is available through our guidance office.

TOBACCO PRODUCTS (incl. look-alike): Possession, use, sale or furnishing of tobacco products, i.e., smoking, chewing, etc. on all Kentwood School property and at school-sponsored activities:

- Each offense: possible - parental contact, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

ALCOHOL (incl. look-alike substance): Consumption; possession; or under the influence of alcoholic beverages, or substances represented as such, on all Kentwood school property or at school-sponsored activities:

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

Distribution and/or selling of alcoholic beverages or substances represented as such, on all Kentwood school property or at school-sponsored activities:

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

Preliminary Breath Testing: Students shall not possess or consume alcohol or be under the influence of alcohol on school property or at school related activities. Students, who are suspected of using alcohol because of observable behavior, may be subjected to taking a breath/alcohol test. Observable behavior is defined as impaired speech, impaired coordination, glazed eyes, unruly behavior or alcohol on the breath. Students who are found to have used alcohol shall be disciplined according to the school policy on alcohol. The breath/alcohol test shall be administered only by school or safety personnel who have been properly trained in giving the test. Refusal to take the test by students who are suspected of using alcohol will result in discipline in accordance with the school policy on alcohol.

NARCOTICS: Unauthorized use, possession, or under the influence of an illegal or controlled substance, drug (marijuana, barbiturate, amphetamine, etc.), or ersatz (substitute) drug or drug paraphernalia on all Kentwood school property or at school-sponsored activities:

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

Distribution and/or selling of an illegal or controlled substance, drug (marijuana, barbiturate, amphetamine, etc.), or ersatz (substitute) drug or drug paraphernalia on all Kentwood school property or at school-sponsored activities:

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

VERBAL ABUSE OR VERBAL HARASSMENT (i.e. obscene, lewd, vulgar, or disrespectful comments and tortuous or libelous speech) of school employees or students.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

UNAUTHORIZED LEAVING of school property during scheduled school day.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

DISHONEST STUDENT BEHAVIOR i.e. cheating, lying, forging notes.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

UNAUTHORIZED SELLING OF MERCHANDISE (Resale of cafeteria food, sale of items from a fund-raiser not sponsored by KPS, sale of any personal item, etc. on any Kentwood Public Schools property is not permitted without prior administrative approval.)

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

INAPPROPRIATE STUDENT BEHAVIOR; DISRESPECTFUL STUDENT BEHAVIOR; OBSCENE/OFFENSIVE LANGUAGE, GESTURES AND NOTES, TO INCLUDE USE OF INTERNET/TECHNOLOGY.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

INSUBORDINATION: not submitting to authority; disobedient.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

*GANG OR GANG-LIKE ACTIVITIES OR BEHAVIORS* (symbols, graffiti, language, signs, gestures, fights, confrontations, attire, etc.) which disrupt the learning process, create an unsafe environment, or encourage illegal acts.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

The Board expects to keep district schools and students free from threats or harmful influence of any groups or gangs which advocate or require drug use, violence, or delinquent or disruptive behavior. The Board of Education does not tolerate any gang, gang-related or gang-like activity within the Kentwood Public Schools. The Board considers gang or gang-like activity to constitute gross disobedience which will result in discipline, including a lengthy suspension and/or expulsion of a student.

The superintendent shall maintain continual, visual supervision of district premises and communicate regularly with staff about issues of concern so as to deter gang intimidation of students or confrontations between members of different gangs or gang-like groups, should they exist.

The superintendent shall:

- Establish and maintain open lines of communication with local law enforcement authorities so as to share information and provide mutual support in this effort;
- Direct and monitor buildings to provide in-service training to help staff identify gangs and gang symbols, recognize early manifestations of disruptive activities, and respond appropriately to gang behavior; and training.
- In-service staff on conflict management techniques and alert staff to intervention measures and community resources which help students; and
- Inform students of the range and types of conduct considered to violate this policy.

As described in more detail in regulations adopted by the superintendent or designee, the Board prohibits the presence of any apparel, jewelry, accessory, notebook or manner of grooming which, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in gangs, gang-like groups or facsimiles thereof, which advocate drug use, violence, or delinquent or disruptive behavior including intimidation and/or bullying.

#### *Definition*

Gang activity means: any activity by a group of two or more, or by an individual student on behalf of a group, whose purpose includes but is not limited to, the commission of one or more illegal, delinquent or disruptive acts that significantly interfere with or cause a significant disruption in learning or an unsafe school environment, or is reasonably likely to cause such significant interference or disruption, or acts in violation of the Student Code of Conduct and/or Board of Education policies, or the formation of a group to defend its members (by the use of physical force, threats or intimidation) against a perceived threat by another group or known gang; or where the group or gang is identifiable by name, sign, clothing, symbol, etc, or other conduct as described herein or in regulations adopted pursuant to Board policy.

#### *Prohibition against Gang-Like Activity*

Students are prohibited from engaging in any gang-like activity which means: any conduct engaged in by a student (1) on behalf of any gang or group intending to function as a gang or formed for the purpose(s) described above; or (2) to perpetuate the existence of any gang or gang-like group; (3) to affect a common purpose and design of any gang; or (4) to represent, encourage, or promote a gang affiliation, loyalty, or membership in such gang or gang-like group, in any way while on school grounds or while attending a school function.

The administrative regulations to Board policy and the Student Code of Conduct also apply to any gang or gang-like activity off school premises which has the effect of significantly disrupting the educational environment, is detrimental to the normal functioning of the school and/or of school activities; is reasonably likely to jeopardize the safety or emotional well-being of any student, staff member, or the school district community at school, on school premises, or at school-sponsored activities; or leads to or is reasonably likely to lead to significant disruption of or significant interference with a safe and productive learning environment, or the creation of an unsafe or disruptive conditions at school or school-sponsored activities. In short, the school administration must be able to show a relationship or nexus between the off school conduct and the need to discipline the student in school.

Any student who is found to engage in gang or gang-like activity, or who disrupts the school environment, facilitates the illegal, delinquent or disruptive acts of a gang or gang-like group within school or on school premises, or whose continued presence creates a reasonable likelihood of harm to any district student or staff member as a result of affiliation or activity with a gang, gang-like group or group formed for the purposes described above, a reasonable likelihood of significant disruption or significant interference with a safe and productive learning environment, or the creation of unsafe or disruptive conditions at school or at school sponsored activities, is subject to discipline, suspension, expulsion and/or referral to law enforcement authorities. In addition, the Michigan School Code requires the District to report gang-related activity crimes to the superintendent of public instruction.

All students accused of violating Board policy and regulations are assured access to the due process hearing procedures and appeal rights outlined in Board policies and regulations.  
Facts and Circumstances to Be Considered

Because the Board of Education believes that the presence of gang members and gang or gang-like activities (as described above) in or outside of school causes a substantial disruption of the educational environment and materially interferes with learning and school activities, students on or about school property or at any school activity or school sponsored event shall not:

Wear, possess, use, distribute, display or sell any overt gang paraphernalia, such as clothing, jewelry, emblem, badge, symbol, color, sign or any other things which are known to be evidence of membership or affiliation with any gang, or membership or affiliation in any gang-like group or other group as described above.

NOTE: Students who wear clothing or accessories that display affiliation with gang-like groups, gangs, or criminally motivated organizations as defined above may be subject to discipline in accordance with the terms of the Code.

Commit any act, or use any speech, either verbal or non-verbal (gestures, hand-shakes, etc.) known to show membership in or affiliation with any gang or gang-like group as defined above.

Use any speech or commit any act to promote, encourage, or advance the interest of any gang or gang-like activity, including but not limited to:

- Soliciting others for a membership in any gangs or gang-like groups as defined above;
- Intimidating or threatening any person as a result of gang affiliation or gang-like activity or other activities described in this regulation;
- Committing any other illegal act or violation of school district policies as part of a gang initiation, or gang-like activity, or as a result of a belief that students are part of a gang;
- Inciting other students to act with physical violence on or off school premises, to engage in criminal activity on or off school premises, or to engage in any significantly disruptive conduct in violation of the Student Code of Conduct and/or Board of Education policies;

- Acting or recruiting with use of intimidation, tagging or marking, assault, battery, theft, trespassing, or extortion, performed by or on behalf of a gang member, gang-like group as defined above, or any such acts intended to further a common criminal objective, or to retaliate for conduct viewed as hostile to a particular gang or gang-like group as defined above;

NOTE: Frequent association with known gang members or gang-like organizations, in or out of school, is one factor that may be considered in determining whether a student is engaged in gang or gang-like activity, but it shall not be the sole factor for concluding Board policy has been violated.

Because gang activity, by its nature, is often subtle or covert, gang activity or affiliation may be implied from the character of a student's acts as well as the circumstances surrounding any misconduct. As a result, one or more of the following shall be considered evidence of gang affiliation, gang conduct or gang-like activity.

- Website or Internet postings describing or reasonably implying the student's membership, affiliation or participation in a gang or gang-like group or activities;
- Any form of Internet communication depicting the student making gang gestures or displaying other overt gang paraphernalia or gang-like affiliation;
- Displays on school assignments or objects, such as notebooks or lockers, of gang names, symbols, paraphernalia, street names, "a.k.a." monikers, etc.
- Posting threats on Internet blogs or otherwise making verbal or written threats in any manner against a district student or staff member, to promote, advertise, or encourage gang activity or affiliation, or on behalf of a gang-like group which is significantly disruptive of the educational environment, is reasonably likely to create anxiety, fear, or other disruption of a student's educational experience, or significantly disturb the health, safety or emotional well-being of a staff member;
- Possessing, selling, or otherwise promoting in any way, lyrics or songs that specifically threaten or encourage physical violence against known gangs or known gang members, or support criminal gang activities.

NOTE: The entirety of the circumstances surrounding any misconduct or violation of this regulation shall be considered.

As needed, the school administration will develop a list of activities identified as gang activity. Any student may offer suggestions or input on curbing these activities, request a copy of the list, if s/he has any question about whether any particular behavior or conduct is considered to be gang activity under this policy. However, this list is not intended to be all-inclusive.

Any student aware of gang activity or gang-related or gang-like activity in violation of these regulations is encouraged to contact Silent Observer at 1.866.774.2345. Your identity will be fully protected. A monetary reward may be available depending on the specificity of the information provided.

#### *Building Authority*

At the principal's discretion, staff may use the following techniques to discourage the influence of gangs:

- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize (possible) gang membership shall be referred to the principal or designee. The student's parent/guardian shall be contacted and the student sent home to change clothes if necessary.
- Any gang graffiti on district premises shall be quickly removed, washed down or painted over as soon as discovered.
- Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
- Graffiti shall be photographed before it is removed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal action against offenders.

- Classroom and after-school programs at each school shall be designed to enhance individual self-esteem, provide positive reinforcement for acceptable behavior, and foster interest in a variety of wholesome activities.
- Staff shall actively promote membership in authorized student organizations which can provide students companionship, safety and a sense of purpose and belonging.

#### *Gang Prevention Education*

Gang prevention instruction offered in the schools may:

- Explain some of the personal dangers of gang membership and the loss of educational and job opportunities.
- Include lessons or role-playing workshops in non-violent conflict resolution and gang avoidance skills.
- Promote constructive activities available in the community.
- Involve students in structured, goal-oriented community service projects.
- Clearly explain the expectations of the Kentwood Public Schools at school and school-sponsored activities, as well as the impact of off school conduct.
- Gang prevention lessons may be taught jointly by teachers and law enforcement staff.

#### *Community Outreach*

Gang prevention meetings or classes or counseling offered for parents/guardians shall address the following topics:

- The dangers of gang membership.
- The nature of local gang apparel and graffiti.
- Warning signs which may indicate that children are at risk of becoming involved with gangs.
- Ways to develop supportive relationships with consistent behavioral expectations.

Community programs offered for staff, parents/guardians, churches, city officials, business leaders and the media shall address:

- The scope and nature of local gang problems.
- Ways that each segment of the community can help to alleviate these problems.

#### *Intervention Measures*

In an effort to deter the negative effects of gang membership by students, staff shall make every effort to assimilate students who appear to be interested in or vulnerable to gang activities into the academic, extracurricular and social mainstream and into work experience programs. To this end:

- Staff members shall be provided with the names of known gang members or students who appear to be interested in or vulnerable to gang influences.
- Students who seek help in rejecting gang associations may be referred to community mental health or counseling professionals

## ATTENDANCE

TARDY: Defined as arrival in classroom after the scheduled time for class to begin.

- Each marking period the students will be held to the following standards:
  - Students who arrive late to school must report to the main office to sign in and receive an “Admit Slip” to class
    - In order for the late arrival to be excused, the student must:
      - be signed-in by a parent or guardian, or
      - present a signed note from their parent or guardian providing a reason for arriving late, or
      - present a note from a medical professional noting a scheduled appointment or urgent visit
  
- Each marking period students will be held accountable for tardiness:
  - A student will receive a warning from the teacher when they are tardy for the first three times.
  - A teacher will call home upon a student receiving their 4th tardy.
  - A student will receive an after school detention (Minor Behavior Referral) assigned by the teacher and contact home once they receive their 5th tardy to class.
  - A student will receive an after school detention (Minor Behavior Referral) assigned by the teacher and a parent meeting will be scheduled with teacher to develop a plan of improvement once they receive their 6<sup>th</sup> tardy to class.
  - Any further tardies will result in an after school detention (Minor Behavior Referral) and a parent meeting scheduled with Behavior Specialist or Administration.
  
- The tardy policy resets each marking period.

UNEXCUSED ABSENCE FROM AN INDIVIDUAL CLASS OR FROM A SCHEDULED SCHOOL DAY (SKIPPING)

- Each offense: possible - parent contact, detention, suspension, referral to Kent County ISD Truancy Office.

VIOLATION OF COMPULSORY SCHOOL ATTENDANCE LAWS (TRUANCY)

- Each offense: parental contact and possible referral to Kent County Intermediate School District for legal action for students who are under the age of sixteen.

## SAFETY OF OTHERS

UNSAFE/ INAPPROPRIATE BEHAVIOR

- Each offense: possible - parental contact, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.  
Any inappropriate behavior on any Kentwood property during or after school hours will be dealt with the above consequences.

THREATS TO PERSONS OR PROPERTY, EXTORTION, INCITING A FIGHT, FIGHTING, BATTERY

- Each offense: possible - parental contact, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

POSSESSION AND/OR USE OF WEAPONS – COMMITMENT OF ARSON – COMMITMENT OF CRIMINAL SEXUAL CONDUCT

Students in possession of a dangerous weapon/firearm (or facsimile thereof), and/or who commit arson or criminal sexual conduct on/in district property or at district or school sponsored events shall be permanently expelled from school and referred to the criminal justice or juvenile delinquency system and the appropriate county department of social services or community mental health agency. The parent, legal guardian and/or student shall also be notified of the referral.

Each student subject to expulsion shall have their situation reviewed by the superintendent or designee on a case-by-case basis. This policy statement is the board's assurance that the district is in compliance with both PL 103-382 and MCL – 380.1311.

A student acting in an aggressive or belligerent manner with any object or article will be administratively judged to be in possession of a weapon and disciplinary action will be taken.

A student using a weapon in a fight or altercation or threatening another person with a dangerous weapon will be administratively judged to be a danger to others and self and will be subject to disciplinary action as outlined in the Code of Student Conduct and applicable law.

A student who has caused injury to another person with a weapon, intended or unintended, will be subject to disciplinary and/or legal action as specified in the Code of Student Conduct.

PHYSICAL ASSAULT

A student in grade 6 or above who physically assaults a district employee, volunteer, or contractor at school shall be permanently expelled for a minimum of 180 school days. A student in grade 6 or above who physically assaults another student at school shall be subject to suspension or expulsion up to 180 school days or permanent expulsion. (Per 2000 Public Act 230, adopted June 26, 2000). Physical assault means intentionally causing or attempting to cause physical harm to another through force or violence.

VERBAL ASSAULT

A student in grade 6 or above who verbally assaults a district employee, volunteer, or contractor, at school shall be subject to suspension or expulsion for a period of time determined by the board or its designee or, where applicable, as required by law.

Verbal assault means (1) making a bomb threat or similar threat directed against a school building, school property, or a school-related event; or (2) making a verbal threat of serious bodily injury directed to or at a district employee, volunteer or contractor, which threat creates a well-founded fear or apprehension that the student has the apparent ability and means to immediately, or in the immediate future, inflict serious bodily injury on the district employee, volunteer or contractor, if the student is not prevented from doing so.

"At school" means in classrooms, elsewhere on school premises, a school bus or other school-related vehicle, at a school-sponsored activity or event whether or not held on school premises or in close relative proximity of school premises to create or threaten to create a dangerous or disruptive situation.

Physical and verbal threats made outside of school will also be the basis for disciplinary action, if the conduct creates, or is reasonably likely to lead to substantial disruption of or material interference with a safe and productive learning environment, or to create unsafe or disruptive conditions at school sponsored activities.



#### GROSS MISBEHAVIOR OR DISRUPTIVE BEHAVIOR

Conduct detrimental to the normal functioning of school or school activities, including but not limited to: gambling, authorship, publication and circulation of unauthorized publications, profanity; indecent exposure; obscene gestures or acts, causing false alarms (i.e. fire alarms, bomb threats, etc.)

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

#### SEXUAL AND/OR RACIAL HARASSMENT

Sexual harassment includes, but is not limited to, any unwelcome or unwanted sexual advances, or other verbal, written, or physical conduct of a sexual nature that is unwanted by or unwelcome to a student.

Racial harassment, which includes, but is not limited to racial or ethnic slurs, degrading personal remarks, credible threats of violence or property damage intended to intimidate or harass based on race or ethnicity, and comments intended to or having the effect of inciting violence or disruption of the educational process.

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

Complete Kentwood Public Schools Board policy (JAB & JAAB) is available in the office of the principal.

#### *STUDENT TRANSPORTATION*

Bus transportation will be provided to and from school for those students who qualify. Students are prohibited from driving personal automobiles to district-sponsored activities held during the school day. Students must observe the rules and regulations adopted by the board governing student transportation.

Students will also be subject to the school's behavior code while riding school buses. The board may suspend or revoke the transportation privilege or entitlement of any student who violates any rules or regulations adopted by the board.

All such rules shall be published in the student handbook or copies given to students and parents at the beginning of the school year.

Bus drivers shall report any violation of said rules to the appropriate administrator who shall take the necessary steps to discipline students according to board policy. As a disciplinary action for violation of board rules, a student may be refused school bus transportation but required to attend school.

At no time should parents and/or other adults board a school bus without the driver's expressed permission and approval.

The superintendent or designee will generate regulations to facilitate the transportation of students.

## Transportation of Special Education Student

As much as is possible, special education students will be transported on the regular scheduled bus runs for the district within the building attendance area. Special education students will be responsible to the bus conduct rules and will be accountable to the disciplinary consequences of their building behavior codes. When the behavior of a special education student is unacceptable on a bus and the behavior is directly related to the student's identified handicap, the matter will be resolved by a joint decision of the Director of Transportation and the Director of Special Education on a case-by-case basis. Out-of-district special education students refer to director of Special Education.

## Driver

The driver refers student behavior problems immediately to the principal or designee. Bus Misconduct Referrals should be delivered electronically to the appropriate administrator. The building principal or designee will electronically report action taken as soon as possible. If the student is suspended from bus privileges, a notification must be sent from the principal to the Director of Transportation. Samples of electronic reporting forms are attached.

Drivers shall be responsible for maintaining safe and orderly conditions on the school bus. Drivers are responsible for reporting student misconduct or inappropriate behavior in a timely manner. The principal is responsible for enforcing student behavior on a school bus or at the bus stop and may use a variety of approaches for problems incurred. They include: verbal warning, written warning, contact with parent/guardian, suspension of bus privileges from one day to the end of the current school year, suspension/expulsion from school, and police contact.

## Bus Conduct

Purpose - To insure safe and orderly bus transportation for all students.

### Rules

- Students will conduct themselves in a safe and orderly fashion at the bus stop and during the bus ride. Respect for the driver, other students and property is expected.
- Students shall wait until the bus is completely stopped before attempting to board. No pushing and shoving in line.
- Students shall walk to their seats, remain seated when the bus is in motion, and keep their heads, arms, etc., inside of the bus.
- Students must cross in front of the bus and at a distance where they are plainly visible to the driver and only when the flashers are activated and the driver has motioned them to cross.
- Students must notify the driver before attempting to retrieve articles dropped under or near the bus.
- Students must obtain a bus pass from their building administrator to take a different bus home or get off at a different stop.
- Students will refrain from loud or rowdy behavior or any behavior that is distracting to the driver.
- Students will not eat, drink or smoke on the bus.
- Students are responsible for the school conduct rules as provided in the Student Code of Conduct for each school.
- Students must possess and produce their student identification card before boarding the school bus and/or upon request from school personnel.

### *Unsafe/Inappropriate behavior*

- Profanity directed to the driver, disrespectful behavior, failing to follow directives of the driver
- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

*Assault, pushing, hitting, threats to driver*

- Each offense: possible - parental contact, detention, 1-10 days suspension, long-term suspension, recommendation for expulsion, police contact.

*Student Identification*

All students are given a school picture identification card displaying his/her bus number. This ID card must be presented to the driver each day when boarding the bus. Students will not be allowed to ride the bus home without a School issued ID or temporary sticker.

- Discipline:
  - Middle School Students (grades 6-8): Will be picked up from the bus stop and taken to school for discipline
  - High School Students (grades 9-12): Will NOT be allowed to board the bus without their school picture identification displaying his/her bus number.

As with all bus behavior violations, students are responsible to the code of conduct at their school. Violations may also be disciplined under the school conduct code. Suspension/s from school are to be served concurrently with suspension from bus.

**Bus Discipline Procedures**

The enforcing administrator shall also be responsible for maintaining files to properly track the number of offenses for individual students. The completed bus misconduct referrals shall be the documentation for this process.

**Director of Transportation**

In the event of an incident judged by the driver to be of a very serious nature, the Director of Transportation shall be notified by radio. The Director shall take necessary action to solve the immediate problem.

**Walkers**

For the safety of our students, any student that walks to school, must observe the City Ordinances for pedestrians R28.1705 Rule 705 which states a pedestrian shall not, except in a marked crosswalk, cross a roadway at any other place than by a route at right angles to the curb or by the shortest route to the opposite curb.

***ATHLETIC CODE of CONDUCT***

Students participating in athletics will be required to comply with the provisions of the Middle School Athletic Code and MSHAA Code.

## **EXPLANATION OF TERMS**

School property - includes all property, buildings, or facilities under the jurisdiction of the Kentwood Board of Education.

Parental contact - any communication with a student's parent/guardian: i.e. phone, letter, and meeting.

Parental conference - actual face to face meeting with parents/guardian - student - administration.

Detention - assigned time beyond the student's scheduled school day, usually 3:15 - 4:15 PM. It is the student's responsibility to inform their parent/guardian regarding detention.

Battery - physical attack upon a person without his/her retaliation.

Unsafe behavior - conduct which jeopardizes safety of self or others.

Suspension - the exclusion of a student from district premises and school activities for a specified period of time. Suspensions can range from one day to a full semester.

Exception: Students assigned to in-school suspension may be on school property as necessary to meet responsibilities to the in-school suspension.

Expulsion - exclusion from the school district for more than a school semester. This includes a permanent or indefinite expulsion.

## **APPEAL PROCESS FOR DISCIPLINARY DECISIONS**

Students, parents/guardians have the right to appeal out-of-school suspensions of *10 days or less*.

The appeal process is as follows:

- To appeal the building principal's decision, the parent/guardian has three (3) school days to request a meeting with the Director of Student Services or Designee.
- Following the conference, the Director of Student Services or Designee will inform the student and/or his/her parents or guardians of the decision. If a decision is made to reduce or reverse the suspension, the student's records will be corrected and the student given an opportunity to make up all the school work missed for full credit.
- The Director of Student Services' or Designee's decision is final and not subject to further review.

Note: If a request to appeal is not made within three school days, the building principal's decision will not be subject to further review. In-school suspensions are not subject to appeal.

Out-of-school suspensions *more than 10 days or expulsion*:

When the decision to suspend for more than ten school days or expel is made, students, parents/guardians will receive a copy of the applicable sections of KPS Board Policy JDD and associated regulations from the enforcing administrator. Students, parents/guardians wishing to appeal the decision must submit a written request to the Director of Student Services or Designee within three school days. (Policy JDD)

Additional Conditions: If there is an appeal, the student will remain suspended pending the appeal only if the building or program administrator determines that the student's continued presence in school during the appeal process presents an immediate threat of harm to the student or others, or poses a risk of disruption to the educational process.

Note: Federal or State of Michigan guidelines for the suspension/expulsion of students with disabilities supersede the Kentwood Board Policy related to suspension or expulsion.

## **NOTICE OF NONDISCRIMINATION POLICY**

Kentwood Public Schools shall not violate applicable laws which prohibit discrimination on the basis of race, religion, color, sex, ethnicity, national origin, age, height, weight, marital status, disability, or any other characteristic or trait prohibited by law in its educational programs or employment practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Assistant Superintendent of Student Services  
5820 Eastern Avenue SE  
Kentwood MI 49508

## **EL COMPLAINT RESOLUTION PROCESS**

Parents are advised to use the following process to address concerns regarding the English Language Learner Program:

Parent, child's teacher and building principal will meet to resolve the concern. Translation services are provided.

If a resolution is not reached, then the matter will be addressed with the Asst. Superintendent for Student Services.

Asst. Superintendent will send a written resolution in English and in the home language to Parent within 10 school days. Copies of the ELL Complaint/Resolution form will be distributed to principal and file in the students CA-60.

## **BOARD OF EDUCATION**

### *Policy Prohibiting Bullying*

The District strictly prohibits the bullying of a District pupil, and also prohibits the retaliation or false accusation against a target of bullying, a witness, or another person with reliable information about an act of bullying. All pupils are protected under this policy; bullying is prohibited at school regardless of its subject matter or motivating animus.

Bullying is defined as any written, verbal, or physical act, or any electronic communication that is intended, or that a reasonable person would know is likely to harm, 1 or more pupils either directly or indirectly by doing any of the following:

- Substantially interfering with educational opportunities, benefits, or programs of 1 or more pupils
- Adversely affecting the ability of a pupil to participate in or benefit from the school district's or public school's educational programs or activities by placing the pupil in reasonable fear of physical harm or by causing substantial emotional distress
- Having an actual and substantial detrimental effect on a pupil's physical or mental health
- Causing substantial disruption in, or substantial interference with, the orderly operation of the school

Bullying is prohibited "at school", meaning on school premises, at school sponsored activities or events, on a school bus or related vehicle, official bus stops, or a telecommunications access device or service provider owned by or under the school's control. "Telecommunications access device" and "telecommunications service provider" mean those terms as defined in Section 219a of the Penal Code (MCL §750.219a). Bullying that does not occur at school, including "cyber-bullying," may be subject to disciplinary action if it causes a substantial disruption to the educational environment.

The Superintendent is responsible for insuring that this policy is implemented in compliance with Matt's Law, 2011 Public Act 241.

#### Specifics

This policy shall:

- Annually be circulated in all school buildings and departments, discussed with students, incorporated into student handbooks, and posted on the District's website;
- Reports or complaints of bullying shall be filed with the building principal, superintendent, or their designees, as described within the Student Code of Conduct and/or Administrative Guidelines. The District strongly encourages reports or complaints of bullying to be filed promptly after it is believed that bullying has occurred;
- Upon receipt of a report or complaint of any act of bullying, the principal or principal's designee shall promptly investigate and document the findings and consequences, if any, and where appropriate, take corrective action designed to reduce or eliminate the bullying;
- In the event an investigation finds that bullying has occurred, the principal or principal's designee shall promptly notify the parent or legal guardian of the victim(s) of the bullying, and the parent or legal guardian of the perpetrator(s) of the bullying;
- Each school shall document any prohibited incident of bullying that is reported and any resulting disciplinary consequences;
- All verified incidents of bullying and the resulting consequences, including discipline and referrals, shall be annually reported to the Board of Education.

Ref: MCL §380.1310b

## *Policy for Internet Safety*

Kentwood Public School District provides Internet access to students and employees as part of its educational mission. When the Internet is used appropriately, it can provide a wealth of information and resources to supplement classroom learning. Using the Internet can, however, also be potentially dangerous, especially for children who use it without supervision. The District wants to help increase the safety of all children, staff, and students who use the District's Internet resources and will monitor the use of the District's computers for compliance with this Policy.

This Policy applies to your use of the Internet via the District's computers or Internet services. When using the Internet via the District's computers or Internet services, you must follow this Policy. Remember that the "Internet" includes email, chat rooms, the World Wide Web, instant messaging, and other forms of communication via the Internet.

### USE THE INTERNET ONLY FOR EDUCATIONAL PURPOSES.

The Internet should only be used for educational purposes. Students should use the Internet to do homework, complete classroom projects, and learn more about classroom topics. The District recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted, so long as it occurs on personal time, does not interfere with District business, and is not otherwise prohibited by District policies or procedures. If there is a question about whether the use of the Internet is appropriate, a teacher or another designated person should be contacted to help decide whether a particular Internet use is appropriate.

### BE POLITE AND COURTEOUS WHEN USING THE INTERNET.

As a general rule, one should not do or say things on the Internet that one would not do or say to someone in person. Be polite in the messages that are sent via the Internet. Do not use swear words, vulgarities, obscenities, or threatening language. Be courteous to other users. Do not use the Internet to send harmful or offensive material that is based on stereotypes relating to race, gender, ethnicity, national origin, height, weight, religion or sexual orientation. Bullying using the Internet is also prohibited.

### DO NOT USE THE INTERNET FOR INAPPROPRIATE PURPOSES.

The following inappropriate activities and Internet uses endanger the safety of children using the Internet. For this reason, the District specifically prohibits the following activities when using the Internet. Please note that these are examples of prohibited activity, and not an all-inclusive list.

**No Sending Harmful Materials or Messages.** Do not send or transmit offensive, threatening or harassing messages over the Internet. This includes sending messages via email, posting messages in newsgroups, forums or member sites like MySpace.com and transmitting messages in chat rooms or via instant messaging.

**No Engaging in Illegal, Harassing, or Indecent Activities.** Do not use the Internet for illegal, harassing, vandalizing, or indecent purposes. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Examples of such activities include, but are not limited to, use of the Internet to trade MP3s or other files that contain pictures, music or movies that are copyrighted, purchase firearms, weapons, drugs, or any other object or substance that is prohibited on school grounds. Do not use the Internet to order materials using the unauthorized identity or credit of another person or entity.

Harassing activities include slurs, comments, jokes, innuendos, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating an intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations.

No Viewing Pornography and Other Inappropriate Materials. Do not use the Internet to view, transmit or download pornographic materials or other inappropriate materials that would violate generally accepted social standards for use of publicly-owned and operated equipment.

No "Hacking" and Other Unauthorized Access. Do not use the Internet to "hack" or gain unauthorized access to other computers, networks, or information systems. Do not use another person's password to access the network or the Internet. Do not send messages that mislead or confuse the recipient as to who is sending the message. Do not allow others to use your password.

No Uploading Damaging Materials. Do not upload a worm, virus, "Trojan horse," "time bomb" or other harmful or destructive form of programming or software.

Using the Social network – such as Facebook, SnapChat, Instagram, etc, to intimidate, bully, etc. either on or off school property directed towards another student or staff are strictly prohibited and subject to discipline action.

**DO NOT REVEAL PERSONAL INFORMATION VIA THE INTERNET.**

When personal information is made available via the Internet, one cannot always be sure who will see that information. In order to be safe, students should never reveal personal information like home address, telephone number or Social Security number via the Internet. Do not provide a last name or any other information that might allow a person to locate you without first asking permission of a teacher or supervisor. Never arrange to meet someone who has been communicated with or "met" on the Internet. Do not reveal personal information about another student or person without the permission of that person or the permission of that person's parents.

**USE OF FILTERING SOFTWARE**

The District uses filtering software or other technologies to protect users from exposure to visual depictions that are obscene or constitute pornography. The filtering software or technology also protects users from exposure to any material that is harmful to minors, as defined under 47 U.S.C. § 254(h)(7)(G). Do not attempt to disable this software or technology. Upon request, the filtering software or other technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects.

**NO EXPECTATION OF PRIVACY.**

The District reserves the right to monitor or review the user's Internet and e-mail activity, and specifically reserves the right to do so for any reason. The District reserves the right to disclose Internet activity to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example in response to a document production request made in a lawsuit involving the District or by a third party against the user or pursuant to a public records disclosure request. Thus, the user has no legitimate expectation of privacy when using the District's Internet and/or e-mail systems.



## VIOLATION OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION

The District will take disciplinary action against any user that violates this Policy. Such disciplinary measures may include, without limitation, temporary or permanent termination of the violator's Internet access and suspension or expulsion from school.

## COMPUTER CODE OF CONDUCT

Kentwood Public School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. As a user of District computers and network, you are expected to review and understand the Acceptable Use Policy.

Protect your user name and password logon information from others. Do not use other users' passwords.

Respect District property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.

Do not use District computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.

Do not delete or add software to District computers.

Do not use the Internet to access or process pornographic or otherwise inappropriate material.

Be ethical and courteous. Do not participate in hateful, harassing, obscene, discriminatory, or other antisocial behaviors.

District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).

Do not assume that because something is on the Internet that you may copy it. Respect copyrights.

Do not use district computers for commercial or political activity.

## KENTWOOD PUBLIC SCHOOLS STUDENT ACCEPTABLE USE POLICY

Kentwood Public School District ("District") provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. These resources are provided and maintained at the District's -- and therefore, the public's -- expense and are to be used by members of the school community with respect for the public trust through which they have been provided. Access to District resources, including the Internet, is a privilege and not a right. The District and its designees will be the sole judge(s) regarding the type, quality and duration of access to computing and Internet resources and may discontinue use at any time, with or without notice, for any reason whatsoever.

The Acceptable Use Policy that follows provides details regarding the appropriate and inappropriate use of District computers. The procedures do not attempt to articulate all required or proscribed behavior by users. Successful operation of the District computer network requires that all users conduct themselves in a responsible, decent, ethical, and polite manner while using the District computers. You, the user, are ultimately responsible for your actions in accessing and using District computers and the District computer network. As a user of District computers, you are expected to review and understand the guidelines and procedures in this document.

**Scope:** The following applies to all District staff and students, and covers all District computer equipment including any desktop or laptop computers provided to staff, the District computer network, and any computer software licensed to the District.

**Appropriate Use:** The District expects everyone to exercise good judgment and use the computer equipment in a professional manner. Your use of the equipment is expected to be related to the District's goals of educating students and/or conducting District business. The District recognizes, however, that some personal use is inevitable, and that incidental and occasional personal use that is infrequent or brief in duration is permitted so long as it occurs on personal time, does not interfere with District business, and is not otherwise prohibited by District policy or procedures.

**Use of District Software:** District software is licensed to the District by a large number of vendors and may have specific license restrictions regarding copying or using a particular program. Users of District software must obtain written permission from the District prior to copying or loading District software onto any computer, whether the computer is privately owned or is a District Computer. Users are not to delete or add software to District Computers without obtaining written permission in advance from the District.

**Use of District Hardware:** Users of District Computers are expected to respect the District's property and be responsible in using the equipment. Users are to follow any District instructions regarding maintenance or care of the equipment. Users may be held responsible for any damage caused by intentional or negligent acts in caring for District Computers under their control. The District is responsible for any routine maintenance or standard repairs to District Computers. Users are expected to timely notify the District of any need for service.

**Use of Non-District Software and Hardware:** Prior to loading non-District software onto District Computers (including laptops and desktops), a user must receive permission from the District. All software must be legally licensed by the user prior to loading onto District Equipment. The unauthorized use of and/or copying of software is illegal. It is against KPS practice for staff or students to copy or reproduce any licensed software using KPS computing equipment, except as expressly permitted by the specific software license. Unauthorized use of software is regarded as a serious matter and any such use is without the consent of KPS." Prior to connecting any non-District computer equipment (laptop, desktop, wireless access point, etc.) to the District network, a user must receive written permission from the District.

**Prohibited Uses:** District Computers may not be used for the following purposes (Please note that this list is illustrative, and is not intended to be all inclusive):

**Commercial Use:** Using District Computers for personal or private gain, personal business, or commercial advantage is prohibited.

**Political Use:** Using District Computers for political purposes in violation of federal, state, or local laws is prohibited. This prohibition includes using District computers to assist or to advocate, directly or indirectly, for or against a ballot proposition and/or the election of any person to any office. The use of District Computers for the expression of personal political opinions to elected officials is prohibited. Only those staff authorized by the Superintendent may express the District's position on pending legislation or other policy matters.

Illegal or Indecent Use: Using District Computers for illegal, harassing, vandalizing, inappropriate, or indecent purposes (including accessing, storing, or viewing pornographic, indecent, or otherwise inappropriate material), or in support of such activities is prohibited. Illegal activities are any violations of federal, state, or local laws (for example, copyright infringement, publishing defamatory information, or committing fraud). Harassment includes slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, pranks, or verbal conduct relating to an individual that (1) have the purpose or effect of creating and intimidating, hostile or offensive environment; (2) have the purpose or effect of unreasonably interfering with an individual's work or school performance, or (3) interfere with school operations. Vandalism is any attempt to harm or destroy the operating system, application software, or data. Inappropriate use includes any violation of the purpose and goal of the network. Indecent activities include violations of generally accepted social standards for use of publicly-owned and operated equipment.

Using the unauthorized identity or credit of another person or entity without their expression permission is prohibited.

Bullying using the Internet is prohibited.

Non-District Employee Use: District Computers may only be used by District staff and students, and others expressly authorized by the District to use the equipment.

Email Use: Students may not access personal email accounts unless it directly relates to their course work and approval is given by the teacher or supervisor.

Disruptive Use: District Computers may not be used to interfere or disrupt other users, services, or equipment. For example, disruptions include distribution of unsolicited advertising ("Spam"), propagation of computer viruses, distribution of large quantities of information that may overwhelm the system (chain letters, network games, or broadcasting messages), and any unauthorized access to or destruction of

District Computers or other resources accessible through the District's computer network ("Cracking" or "Hacking").

Privacy: District Computers, the Internet, and use of email are not inherently secure or private. For example, the content of an email message, including attachments, is most analogous to a letter or official memo rather than a telephone call, since a record of the contents of the email may be preserved by the sender, recipient, any parties to whom the email may be forwarded, or by the email system itself. It is important to remember that once an email message is sent, the sender has no control over where it may be forwarded and deleting a message from the user's computer system does not necessarily delete it from the District computer system. In some cases, emails have also been treated as public records in response to a public records disclosure request. Likewise, files, such as Internet "cookies" may be created and stored on a computer without the user's knowledge. Users are urged to be caretakers of their own privacy and to not store sensitive or personal information on District Computers. Use of the Internet, and information and available resources, are at the user's own risk. The District makes no warranties of any kind, either express or implied, for the services/products/access it provides and is not responsible for damages of any kind whatsoever or for the security of the user's personal information.

Users have no legitimate expectation of privacy. The District reserves the right to do monitor or review individual user's Internet and e-mail use for any reason. The District specifically reserves the right to monitor and review the information for a variety of reasons, included, but not limited to, analyze the use of systems or compliance with policies, conduct audits, review performance or conduct, obtain information, or for other reasons. The District reserves the right to disclose any electronic message to law enforcement officials, and under some circumstances, may be required to disclose information to law enforcement officials, the public, or other third parties, for example, in response to a document production request made in a lawsuit involving the District or by a third party against the user or pursuant to a public records disclosure request.

#### Using the Internet Wisely

Be circumspect about where you go and what you do. Do not visit any site or download or share any material that might cause anyone to question your professionalism, or the District's.

Read the "License" or "Legal" contract terms on every site. Do not purport to bind the District to any license or other contract. If you make an agreement on your own behalf, do not violate that agreement using the District equipment or Internet account.

Do not assume that just because something is on the Internet, you may copy it. As a general rule, assume that everything is copyrighted and do not copy it unless there is a notice on the site stating that you may do so. For example, if you see a clever cartoon assume that you may NOT copy it. Governmental documents are an exception (you may copy them), but you must confirm that it is the "government" and not a government-related entity such as the post office.

You can create liability for yourself and the District. For example, if you "publish" (type or re-send) words that defame or disparage another individual or institution, if you upload or download or re-send copyrighted or pornographic material, if you use the Internet to harass or discriminate against someone, or if you provide private information or data about someone, you may violate applicable laws or District policy. Make sure none of your activities violate any law or policy.

Do not engage in any "spamming" or other activities that could clog or congest Internet networks.

Discipline: The Appropriate Use Procedures are applicable to all users of District Computers and refers to all information resources whether individually controlled, shared, stand alone, or networked. Disciplinary action, if any, for students, staff, and other users shall be consistent with the District's standard policies and practices. Violations may constitute cause for revocation of access privileges, suspension of access to District computers, other school disciplinary action, and/or appropriate legal action. Specific disciplinary measures will be determined on a case-by-case basis.