

**Pinewood Middle School  
Kentwood Public Schools  
Student Handbook 2012-2013**

"Quality Education in Every Classroom"

This School Agenda belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

**ADMINISTRATOR'S MESSAGE**

Welcome to Pinewood Middle School! This "Agenda" will assist you in making 2010/2011 a very productive year. We expect students to have this agenda with them in every class and to use it to record pertinent information regarding classes and school business. It also is used as their pass for restroom use, etc.

The introductory pages of this Agenda are 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 Pinewood Middle School. The content of our Agendas is carefully discussed with students in classes. An administrator will then follow-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,

Pinewood Administration

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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.

### **PINEWOOD MIDDLE SCHOOL MISSION STATEMENT**

The Pinewood Middle School staff, in partnership with the community, will educate all students. We are committed to excellence and equity in education. Our goal is for students to master essential skills, and become successful, productive citizens.

### **SCHOOL PHONE NUMBERS**

OFFICE PHONE: 455-1224

MENU OPTIONS: To report student absences: press 2    Guidance office: press 3  
Student activities calendar: press 4

### **HOMEWORK/VOICEMAIL EXTENSIONS**

An accurate homework/voicemail extension phone list will be provided during the registration period. A list will also be sent home with our first home bulletin. Please call the office at 455-1224 at any time to receive additional copies of this extension list.

### **PINNACLE INTERVIEW VIEWER**

Parents may review their student's current academic and attendance status by accessing Pinnacle Internet Viewer (PIV). To access this information, log onto [www.kentwoodps.org](http://www.kentwoodps.org) and click on the Parent Resources Tab and then click on the PIV heading. You will need to enter your student's ID and PIN number and then select the appropriate school from the list.

## **STUDENT INFORMATION**

### **A. CONDUCT**

Students shall be 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; and

Each student shall respect the health and safety of themselves and others and 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.

**Bullying Policy JAAB:** 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 Board Policy JAAB and Public Act 241.

### **B. ATTENDANCE**

#### **1. 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:

a. Parent/guardian is to call Pinewood at 455-1224 to report your student's absence within 24 hours to be considered excused. Please give the pupil's name, grade, who is calling and reason for 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.

b. Pupils returning to school after an absence are to report to the Assistant Principal's office for an admit slip prior to going to class. A note from home signed by the parent or guardian stating reason for absence and dates(s) of absence must be presented at this time.

#### **2. 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 Code of Conduct Section C.

#### **3. LATE TO CLASS**

Defined as arrival in the classroom after the scheduled time class is to begin. Students are to report directly to class. EXCEPTION: Upon late arrival to the building, report directly to the Assistant Principal's Office for an entrance pass. Consequences for tardies are covered in Code of Conduct Section C.

#### **4. 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.

**a. ILLNESS DURING SCHOOL DAY**

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

**b. 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.

**5. 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 Advance Dismissal slip from the office. The student will circulate the slip to obtain any advance assignments from his/her instructors. These assignments are due upon return unless prior arrangement is made with the instructor. This signed slip is returned to the Assistant Principal's Office in order to accurately record attendance.

**6. 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. 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 call the Attendance office to arrange for homework assignments if the absence is projected to be more than three days in duration. Please allow twenty-four 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 A5).

**7. INCLEMENT WEATHER-SCHOOL CLOSING**

a. 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.

b. Night activities shall continue as scheduled unless an announcement is made to the contrary by 3:05 p.m.

c. All sporting events are canceled if either of the participating schools are closed due to inclement weather.

**C. SCHOOL MATERIALS AND PROPERTY**

**1. ID CARDS**

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

**Students must wear the ID card on the school issued lanyard so it is visible at all times. Students must present their ID card to staff members when asked.**

ID cards 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 card or lanyard must purchase another one from the Pinewood Media Center. ID cards and lanyards may be purchased in the LMC for a fee.

Students **will not** be allowed to ride the bus home after school without presenting an ID card to the bus driver upon boarding.

Discipline for infractions of any of the above may result in detention up to and including out of school suspension.

**2. 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.

**3. STUDENT LOCKERS**

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

a. Students are to use only the locker assigned to them and are fully responsible for its contents and condition.

b. The combination to that locker is for their use only. The locker is to be kept locked at all times.

c. The locker is to be kept neat and clean. Do not attach pictures or mark on the locker.

Students "jamming" their lockers may be assigned a fee for lock repair.

d. If a locker is damaged, report the problem to the Assistant Principal's office.

e. 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.

#### **4. 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.

#### **5. 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:

a. 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.

b. If a student is ill, office personnel/student will call parent.

c. If a scheduled event has been changed during the course of the day.

#### **6. CAFETERIA**

The cafeteria serves a complete lunch, or milk to supplement a lunch brought from home. Students going home for lunch must have a permission slip signed by parents or guardian. 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. Beverages brought to school should be in cans or juice boxes only. No twist-off caps are allowed.

#### **7. BEVERAGE MACHINES**

Beverages are to be consumed only in the cafeteria and only during lunch or breakfast. Beverages purchased in the cafeteria may not leave the cafeteria. No beverages are allowed in the gym. Students can use the vending

machines at their own risk. The school will not reimburse for lost money.

#### **8. 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 8:00 a.m. daily. The LMC is open until 4:00 p.m. on Tuesday, Wednesday, and Thursday. When school is in session, a student pass is required. Library books may be checked out for a three-week period. Students will need their school identification card to check out books. Lost cards will be replaced for a \$5.00 fee. Students/parents are financially responsible for library materials that are lost or stolen. E mail, chat rooms, or downloading of any kind are not allowed on media center computers.

#### **9. COMPUTER LABS**

The computer labs are to be used with adult supervision only. This includes the lunch hours and before/after school. Diskettes from outside sources will be routinely scanned for any possible damaging viruses. An Internet agreement must be signed by student and parent before access to the educational resources on the Internet will be granted. Email, chat rooms, or downloading of any kind are not allowed on computers.

#### **D. 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 Pinewood staff will accept responsibility for lost or damaged property. Backpacks/coats/purses are to remain in the student's locker for the entire school day.

#### **1. RADIO/CD PLAYERS/IPODS/CAMERAS/ELECTRONIC GAMES/MP3 PLAYERS**

Small portable style radios, CD players, cell phone, or MP3 players may be brought to school but must remain in lockers during the school day. No equipment with external speakers will 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.

### **CELL PHONES/ELECTRONIC DEVICES**

The District and Pinewood Middle School accepts no responsibility for any lost, stolen, or damaged cell phone and/or electronic devices. In the event the prior occurs, Pinewood is unable to investigate circumstances surrounding the lost/stolen or damaged item. Cell phones are to remain off and stored in the student's locker.

### **2. 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, shoes with wheels, and roller blades are not permitted at school.

### **3. 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.

### **E. GUIDELINES FOR STUDENT BEHAVIOR**

A safe and orderly atmosphere is essential if learning is to take place. The information contained in this agenda 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.

#### **1. ENTRANCE TO THE BUILDING**

Students will be permitted to enter the school building at 7:40 am as supervision will be provided at that time. They are to remain in the cafeteria or main hallway until 8:00 a.m. Morning busses will drop off students after 7:45 a.m. Students being dropped off or picked up by parents need to use the front entrance. All building entrances except for the front entrance will be locked during the school day.

#### **2. DISMISSAL FROM SCHOOL**

School is dismissed at 3:05 pm. All students are expected to go home immediately thereafter. Students can stay after school only if they are attending a school sponsored activity (ie: athletic contest, detention, clubs).

### **3. REPORT CARDS**

Standard based report cards are issued at the end of each nine week marking period. Report cards will be brought home with students shortly after the end of the first and third marking periods. They will be mailed home after the second and fourth marking periods. An incomplete grade will become a letter grade ten days after report cards are sent.

### **4. HONOR ROLL**

Pinewood students are encouraged to do their best academically. Names of students who maintain a minimum 3.00 GPA are included on our quarterly honor roll. Any grade below a C- will preclude a student's eligibility for honor roll consideration.

### **5. PROGRESS REPORTS**

Teachers will send progress reports home midway through the marking period. These reports may indicate either satisfactory or unsatisfactory progress. Parents can request weekly progress reports for a three week time period for closer monitoring of a student's progress. This report is obtained by calling the Guidance Office. It is the student's responsibility to take the progress reports home and return them.

### **6. PARENT INTERNET VIEWER (PIV)**

Letters will be sent home to all parents after the start of school which include your password to access your student's grades, attendance, class assignments, etc.

### **7. ACTIVITY BUS**

A special activity bus will be provided on Tuesday, Wednesday and Thursday from September through the month of May. This bus will leave Pinewood at approximately 4:15 p.m. Details of this service will be communicated each year via the home bulletin or activity hotline. 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 3:05 p.m. until dismissal for the activity bus unless picked up by a parent. Students riding the activity bus will be provided a pass allowing them to ride home.

### **8. BUS PASSES**

Bus passes are available in the Assistant Principal's Office for students who need to take a bus other than their regularly scheduled bus or for students who normally walk home but

need to take a bus on a particular day. This pass may be obtained by providing the Assistant Principal's 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.

#### **9. STUDENT DRESS CODE**

The Board of Education has concluded that a dress code policy should reflect learning, self-respect, respect for others and should promote the District's overall educational environment. Accordingly, the Board of Education has adopted this dress code policy, which is applicable to all students in the District. Parents and students are equally responsible for students' proper attire. In addition, the Board of Education authorizes the District's Superintendent, or designee, to review and approve such modifications to this policy as may be reasonable and appropriate to meet the needs of specific buildings, class levels, programs and activities.

All clothing must be of appropriate size and fit neatly. Generally, students are prohibited from dressing, grooming or decorating themselves in a manner that distracts others (including administrators, teachers, parents and other students) from meeting or surpassing the academic and achievement goals established by the District and the State of Michigan. Students are also prohibited from dressing, grooming or decorating themselves in a manner that: administrators or teachers reasonably believe is unsafe; or, tends to disrupt, diminish or degrade the District's overall educational environment.

Consistent with this policy, the following is a non-exclusive, illustrative list of examples of prohibited items:

1. Head coverings (for example, hats, visors, hoods, bandanas, etc.). Exceptions for religious head coverings.
2. Shirts or tops tied off above the waist, tank tops, halters, spaghetti straps, bare mid-riffs, etc.
3. Shorts, skirts or dresses that do not reach to at least the top of the student's fingertips when arms are extended.
4. Pants that are worn below the waist.
5. Coats or other outerwear designed to be worn out of doors.

6. Footwear other than shoes (for example, skates, slippers, etc.). Also, high-platform shoes will not be permitted.

7. Clothing that is sexually provocative or revealing, including, but not limited to, Spandex-type garments.

8. Pajamas.

9. Clothing that results in the exposure of undergarments, intentionally or unintentionally.

10. Chains (non-jewelry) or chain wallets are not to be worn in school.

11. Clothing or accessories that may impair the health or safety of the student or others in the educational environment, in the judgment of an administrator or teacher.

12. Clothing that promotes death and/or destruction.

13. Clothing that promotes or contains vulgar, lewd or obscene language, gang or illegal activity, or that is inconsistent with the District policy, including the District's Student Code of Conduct.

14. Clothing that promotes or creates ill-will, hatred, or is divisive or prejudicial on the basis of race, national origin, ethnicity, religion, gender or disability.

Students who believe they should be excused from any part of the District's Dress Code Policy, for religious or other reasons, must obtain written permission, in advance, from the building principal.

#### **10. HALL PASSES**

Staff will issue Hall passes when the student will need to be in the corridors during class time. Students will need to be prepared to use the pass page located in the back of this agenda in order to be issued a pass.

#### **11. FIRE/TORNADO/SAFETY 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.

## 12. 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 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.

## 13. 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.

## 14. 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.

## 15. 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 or they will be considered to be loitering (see page 19).

## 16. 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.

## 17. ADMINISTRATION OF MEDICATION TO STUDENTS

### Over-the-Counter varieties:

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

### Prescriptive medication:

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 amount, 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 thrown away.

## 18. GRADING SCALE

93-100	A	
90-92	A-	
87-89	B+	
83-86	B	A = Excellent Work
80-82	B-	B = Above Average Work
77-79	C+	C = Average Work
73-76	C	D = Below Average Work
70-72	C-	E = Failing; No Credit
67-69	D+	
63-66	D	
60-62	D-	
Below 60	E	

**19. FINAL GRADES** – Based on an average of the four 9-week grades:

- Fail one 9 weeks = passing final grade
- Fail two 9-weeks = Final grade determined by average percentage and teacher decision.
- Fail three 9 weeks = Failing final grade
- In borderline cases or situations with unusual circumstances, the teacher will consult with the principal.

**20. SUMMER SCHOOL** – Summer school is a tuition-based program that is offered to all Kentwood students. It is highly recommended that any student receiving a grade of “D” take advantage of this extra learning opportunity to enhance their skills in this area.

## 21. PROMOTION / RETENTION –

To prepare students with the knowledge and skills to succeed in the 21<sup>st</sup> 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 8<sup>th</sup> 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.

1. 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;
2. Grade level placement shall be based on the following criteria:
  - a. Academic achievement and ability as indicated by standardized test scores and other assessments that demonstrate the students' understanding and mastery of grade level expectations;
  - b. Input by the classroom teacher or teachers regarding the students' achievement and ability;
  - c. Chronological age of student;
  - d. Size and physical development of the student;
  - e. Social maturity of the student; and
  - f. Emotional maturity of the student.
3. 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:

- A. Parent agrees with retention recommendation
  - B. Parent disagrees with retention recommendation and child is retained
  - C. Parent disagrees with retention recommendation and child is advanced to the next grade. (This situation is based on mitigating circumstances and requires administrative approval.)
4. 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;
  5. 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.
  6. 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.
  7. High school students must accrue credits and successfully meet course requirements to meet graduation requirements.

## **22. SPECIAL EDUCATION –**

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

## **F. ACTIVITIES AND ATHLETICS**

### **1. STUDENT ACTIVITIES AND CLUBS**

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

## 2. NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society Chapter of Pinewood 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 Pinewood Middle School. The honor of membership into the National Junior Honor Society is bestowed upon qualified students on behalf of the faculty of Pinewood Middle School and the community of Kentwood.

### Membership Criteria:

- Students must be in attendance at Pinewood 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.

## 3. INTRAMURALS (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.

## 4. ATHLETICS

Pinewood 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 signed athletic code of conduct agreement and a physical form on file that is signed by a physician after April 15, prior to the current school year.

## 5. PINEWOOD'S BEHAVIORAL POINT SYSTEM

Our after school activities (dances) and our grade-level End of the Year Trip are activities designed to reward students for positive behavior at school. To encourage and help

monitor this we have adopted the following program:

1. Students start each 9 weeks with 6 points- 24 points are possible for the school year
2. Students need 2/3 of possible points to participate in an activity (4 points minimum) or End of the Year Trip (16 points minimum) or 8<sup>th</sup> grade banquet.
3. Activities that are based on 9 week score: dances, incentive days, field-trips (non-educational)
4. Students lose points for:  
Detentions = 1 point  
SRR (hour) = 1 point  
SRR (day) = 2 point  
OSS = 3 points  
Drugs/Alcohol/Tobacco/Violence/  
Gross Misconduct = 5 points

## G. 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.

## H. 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:

1. By written consent of eligible student or parent or guardian of student under 18.
2. When used for Directory Information.
3. 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:

1. 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.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are 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.

3. 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.

4. 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. 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;
- B. 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;
- C. 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 by the District;
- D. 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;

- E. 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;
- F. 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;
- G. 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.

- 5. 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.
- 6. 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 CONDUCT CODE

### I. 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.

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 Support (PBS)**

The Board believes that Positive Behavior 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 support (PBS) 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.

## **II. CATEGORIES OF STUDENT CONDUCT AND PENALTIES:**

### **A. 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.

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

First offense: Parental contact, one to ten days suspension, restitution, possible police contact, possible expulsion.

Repeated offense: parental contact, one to ten days suspension, restitution, police contact, and/or recommended expulsion.

**2. THEFT:** unauthorized possession or use of school property and/or personal property.

First offense: parental contact, one to ten days suspension, restitution, possible police contact, possible expulsion.

Repeated offense: parental conference, one to ten days suspension, restitution, possible police contact, and/or recommended expulsion.

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

First offense: parental contact, one to ten days suspension, restitution, possible police contact, and/or recommended expulsion.

Repeated offense: parental contact, three to ten days suspension, restitution, possible police contact, and/or recommended expulsion.

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

Each offense: parental contact, possible one to ten days suspension, possible police contact.

**5. POSSESSING STOLEN PROPERTY:**

Each offense: possible one to ten day suspension, parental contact, police contact, possible expulsion.

### **B. CITIZENSHIP**

**1. 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.

**a. 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:

First offense: parental contact, one to five days suspension and possible police contact.

Repeated offenses: parental contact, five to ten days suspension, and possible police contact.

**b. 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:

First offense: parental contact, five days suspension, possible police contact, and possible expulsion.

Repeated offenses: parental conference, ten days suspension, possible police contact, and possible expulsion.

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

Each offense: Parental conference, ten days suspension, possible police contact, and possible expulsion.

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.

**c. 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:

First offense: parental contact, five to ten days suspension, police contact, possible expulsion.

Repeated offense: parental conference, ten-day suspension, police contact, and possible expulsion.

- **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: parental conference, ten days suspension, police contact, possible expulsion.

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

First offense: parental contact, possible one to five days suspension.

Repeated offense: parental contact, possible five to ten days suspension.

**3. UNAUTHORIZED LEAVING** of school property during scheduled school day.

First offense: verbal warning, possible detention, possible one to three-day suspension.

Second offense: parental contact, possible detention, possible one to three-day suspension.

Repeated offense: all other offenses will be treated as persistent disobedience under the Student Code of Conduct.

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

First offense: possible parental contact, detention, one to three days suspension.  
Repeated offense: parental contact, possible one to five days suspension.

**5. 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.)

First offense: parental contact, warning.  
Repeated offense: parental contact, one to three days' suspension.

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

First offense: possible parental contact and/or police contact, detention, one to three days suspension.

Repeated offense: parental contact, possible police contact, one to ten days suspension.

**7. INSUBORDINATION**: not submitting to authority; disobedient).

Each offense: Parental contact, one to ten days suspension and possible expulsion.

**8. 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.

First offense: Parental contact, three to ten day suspensions, possible police contact, possible expulsion.

Repeated offenses: Parental contact, five to ten day suspensions, possible police contact, possible expulsion.

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

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.

report gang-related activity crimes to the superintendent of public instruction.

### **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

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:

1. 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.

2. 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.

3. 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:

- a. Soliciting others for a membership in any gangs or gang-like groups as defined above;

- b. Intimidating or threatening any person as a result of gang affiliation or gang-like activity or other activities described in this regulation;

c. 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;

d. 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;

e. 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.

4. 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:

a. Website or Internet postings describing or reasonably implying the student's membership, affiliation or participation in a gang or gang-like group or activities;

b. Any form of Internet communication depicting the student making gang gestures or displaying other overt gang paraphernalia or gang-like affiliation;

c. Displays on school assignments or objects, such as notebooks or lockers, of gang names, symbols, paraphernalia, street names, "a.k.a," monikers, etc. ;

d. 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;

e. 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:

1. 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.

2. Any gang graffiti on district premises shall be quickly removed, washed down or painted over as soon as discovered.
  - a. Daily checks for graffiti shall be made throughout the campus, including restroom walls and doors.
  - b. 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.
3. 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.
4. 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:

1. Explain some of the personal dangers of gang membership and the loss of educational and job opportunities.
2. Include lessons or role-playing workshops in non-violent conflict resolution and gang avoidance skills.
3. Promote constructive activities available in the community.
4. Involve students in structured, goal-oriented community service projects.
5. 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:

1. The dangers of gang membership.
2. The nature of local gang apparel and graffiti.
3. Warning signs which may indicate that children are at risk of becoming involved with gangs.
4. 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:

1. The scope and nature of local gang problems.
2. 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:

1. 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.
2. Students who seek help in rejecting gang associations may be referred to community mental health or counseling professionals

**C. ATTENDANCE**

**1. UNEXCUSED LATE TO CLASS (per class per marking period)**

Defined as arrival in room after the scheduled time for class to begin.

Third offense: One hour after school detention.

Fourth offense: One day in school suspension.

Fifth offense: One day in school suspension.

Repeated offenses: One day or more out of school suspension.

**2. UNEXCUSED ABSENCE FROM AN INDIVIDUAL CLASS OR FROM A SCHEDULED SCHOOL DAY**

First offense: One day in school suspension.

Second offense: One day out of school suspension.

Repeated offenses: Up to ten days out of school suspension.

**3. VIOLATION OF COMPULSORY SCHOOL ATTENDANCE LAWS**

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

**4. LOITERING**

Students who remain at school during non designated/non supervised times will face disciplinary consequences under insubordination B7.

## **D. SAFETY OF OTHERS**

### **1. UNSAFE BEHAVIOR**

First offense: parental contact, possible detention, possible one to three days suspension

Second offense: parental contact, three to five days suspension.

Repeated offense: parental conference, five to ten days suspension, possible police contact and possible recommended expulsion.

### **2. THREATS TO PERSONS OR PROPERTY, EXTORTION, INCITING A FIGHT, FIGHTING, BATTERY**

First offense: parental contact, one to ten days' suspension, possible police contact, and possible recommended expulsion.

Repeated offense: parental contact, three to ten days' suspension, possible police contact, and possible recommended expulsion.

### **3. POSSESSION AND/OR USE OF WEAPONS**

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.

### **4. 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.

### **5. 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.

### **E. PERSISTENT DISOBEDIENCE AND/OR BREAKING OF SCHOOL RULES & REGULATIONS**

Students who continually violate the student code of conduct will be deemed to be persistently disobedient. All categories of infractions will be included when assessing a student's behavioral status. A student who attains five (5) office discipline referrals will be deemed to be persistently disobedient and, therefore, placed on a behavioral contract. This contract will be implemented with the intent of encouraging positive student behavior allowing them to gain a quality education. Terms of the student behavioral contract may include long term out of school suspensions up to the recommendation for expulsion from Kentwood Public Schools.

### **F. 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: parental contact, one to ten days suspension, possible recommended expulsion.

### **STUDENT RESPONSIBILITY ROOM**

The student responsibility room (SRR) is an area students are sent when their behavior is a disruption to the classroom learning environment. While in the SRR, students are required to complete a "responsible thinking" plan. This process helps students to identify the misbehaviors that resulted in their dismissal from the classroom and to develop a plan that promotes successful classroom behaviors. The student discusses the plan with the appropriate teacher (before re-entering their classroom). The goal is to eliminate disruptions to the learning environment, therefore, increasing academic achievement for all students.

Students are progressively limited regarding the number of visits they are allowed in the SRR. The following describes this limitation by grade:

6<sup>th</sup> grade: 5 visits per marking period

7<sup>th</sup> grade: 5 visits per semester

8<sup>th</sup> grade: 5 visits per school year

After SRR visits are exhausted, and classroom disruptions continue, the student will face the following disciplinary actions:

6<sup>th</sup> visit: 1 day in school suspension

7<sup>th</sup> visit: 1 day out of school suspension

repeated visits: up to 10 days out of school suspension

### **G. 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: parental contact, possible one to ten days suspension, possible police contact, possible expulsion.

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

### **H. 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.

#### **Bus Conduct Rules - Purpose**

To insure safe and orderly bus transportation for all students.

##### Rules

1. 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.
2. Students shall wait until the bus is completely stopped before attempting to board. No pushing and shoving in line.
3. Students shall **walk** to their seats, remain seated when the bus is in motion, and keep their heads, arms, etc., inside of the bus.
4. 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.

5. Students must notify the driver before attempting to retrieve articles dropped under or near the bus.
6. Students must obtain a bus pass from their building administrator to take a different bus home or get off at a different stop.
7. Students will refrain from loud or rowdy behavior or any behavior that is distracting to the driver.
8. Students will not eat, drink or smoke on the bus.
9. Students are responsible for the school conduct rules as provided in the Student Code of Conduct for each school.
10. Students must possess and produce their student identification card before boarding the school bus and/or upon request from school personnel.

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.

#### **A. Inappropriate behavior directed to the driver**

Profanity directed to the driver, disrespectful behavior, failing to follow directives of the driver

Discipline: Warning, parental contact, suspension from bus privileges 1-10 days, possible permanent suspension.

Assault, pushing, hitting, threats to driver.

Discipline: Suspension, possible recommendation for expulsion from school district, police contact.

#### **B. Unsafe or Inappropriate Behavior**

Failure to follow bus safety rules, School code of Conduct, safe and orderly behavior at bus stops.

Discipline: Warning, parental contact, 1-10 days suspension/ expulsion from bus privilege, suspension/ expulsion from school, possible police contact.

### C. 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.

#### Discipline:

Middle School Students (grades 6-8): Will be picked up from the bus stop and taken to school for discipline

First offense: Warning and parental contact

Second offense: 1-3 day bus suspension and parental contact

Third offense: 3-10 days bus suspension and parental contact

Additional offenses: Up to suspension of bus privilege for remainder of the school year and parental

contact

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.

## III. ATHLETIC CODE

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

## IV. EXPLANATION OF TERMS

- A. **School property** - includes all property, buildings, or facilities under the jurisdiction of the Kentwood Board of Education.
- B. **Parental contact** - any communication with a student's parent/guardian: i.e. phone, letter, and meeting.

- C. **Parental conference** - actual face to face meeting with parents/guardian - student - administration.
- D. **Detention** - assigned time beyond the student's scheduled school day, usually 3 - 4:00 PM. It is the student's responsibility to inform their parent/guardian regarding detention.
- E. **Battery** - physical attack upon a person without his/her retaliation.
- F. **Unsafe behavior** - conduct which jeopardizes safety of self or others.
- G. **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.
- H. **Exception:** Students assigned to in-school suspension may be on school property as necessary to meet responsibilities to the in-school suspension.
- I. **Expulsion** - exclusion from the school district for more than a school semester. This includes a permanent or indefinite expulsion.

## V. 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:

1. 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.
2. 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 ten 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.

#### **VI. STATEMENT OF NON-DISCRIMINATION POLICY**

This institution complies with all federal laws and regulations prohibiting discrimination and with all requirements and regulations of the U.S. Department of Education. It is the policy of this

institution that no person on the basis of race, color, religion, national origin or ancestry, age, gender, height, weight, marital status, or disability shall be subjected to discrimination in any program, service or activity for which the institution is responsible, or for which it receives financial assistance from the U.S. Department of Education.

The following person has been designated to coordinate efforts to comply with and carry out non-discrimination responsibilities:

Dr. Shirley Johnson, Asst. Superintendent for  
Student Services  
5820 Eastern Avenue SE  
Kentwood, MI 49508  
616-455-4400, ext. 79927

#### References

- Title VI of the Civil Rights Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- The Americans with Disabilities Act of 1990
- Elliott-Larsen prohibits discrimination against religion

## 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.

### **1. 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.

### **2. 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.

### **3. 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.

A. 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.

B. 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.

C. 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.

D. 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.

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

#### **4. 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.

#### **5. 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.

**6. 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.

**IF YOU VIOLATE THIS POLICY, THE DISTRICT WILL TAKE 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**.

1. Protect your user name and password logon information from others. Do not use other users' passwords.
2. 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.
3. Do not use District computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
4. Do not delete or add software to District computers.
5. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
6. Be ethical and courteous. Do not participate in hateful, harassing, obscene, discriminatory, or other antisocial behaviors.

7. 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).
8. Do not assume that because something is on the Internet that you may copy it. Respect copyrights.
9. 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





