

VALLEYWOOD MIDDLE SCHOOL STUDENT HANDBOOK 2019-2020

I, _____
(Please Print Name)

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WELCOME TO VALLEYWOOD

<http://www.kentwoodps.org/ourschools/valleywoodmiddleschool/>

616-538-7670

The administration and staff would like to take this opportunity to welcome you to Valleywood Middle School! It is our wish that you have a successful, productive, and active school year. All Valleywood staff members are here to assist you with your education. If you have any questions or problems, seek their advice. We look forward to working with you this year.

Sincerely,

The Valleywood Administration

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 students to master and apply the essential skills to become successful, productive citizens.

VALLEYWOOD MIDDLE SCHOOL MISSION STATEMENT

Valleywood Middle School's mission is to empower and inspire all students to apply the knowledge, skills and attitudes necessary to become creative problem solvers, to achieve personal success and to contribute responsibly to our diverse and dynamic world through SOAR.

Safety, Ownership, Achievement, and Relationships set the standard at Valleywood.

Valleywood will dedicate itself to SOAR through a Multi-Tiered System of Support based on positive expectancy and advocacy.

EQUAL RIGHTS

Kentwood Public Schools shall not discriminate on the basis of race, religion, color, creed, sex, national origin, age, political belief, or handicap in its educational programs or employment practices.

NOTICE OF NONDISCRIMINATION

Kentwood Public Schools does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, height, weight, or marital status in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

ASSISTANT SUPERINTENDENT OF STUDENT SERVICES
5820 EASTERN AVENUE SE
KENTWOOD, MI 49508
616-455-4400

NOTIFICATION OF RIGHTS UNDER FERPA FOR STUDENTS OF THE KENTWOOD PUBLIC SCHOOLS **(Revised 3/03)**

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 or 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 or 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 or 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 or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The District has published a Directory Information policy that describes the circumstances in which it will disclose designated personally identifiable information about students to outside organizations.

In addition, two federal laws (No Child Left Behind Act of 2001 and the National Defense Authorization Act for Fiscal Year 2002) require local educational agencies to provide military recruiters, upon request, with three directory information categories: names, addresses and phone listings.

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 by September 18, 2006 or within 10 school days of the student's official enrollment date.

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

A person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) who either performs an administrative or clerical task as required by the district, or who performs a supervisory or instructional task related to a student's education or behavior at school; an employee who will use personal information about the student in performing education, discipline related or clerical task in connection with a student;

A person serving on the School Board, to the extent the member has a legitimate educational interest in the information contained in the records and is performing a task authorized or delegated by the Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist) or to perform a supervisory, administrative, instructional, or clerical task in connection with a student as prescribed the District;

A person employed by an agency or other nonprofit organization who, with the prior written approval of the District's Superintendent or designee, will use personal information about the student to provide services approved or requested by the District, to a student, groups of students, or their families, such as emergency health care, counseling, outreach services, or other group services relating to a student's academic or behavioral performance, or school or job placement;

A parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks;

A volunteer, who with the District's approval, uses personal information about a student to perform an administrative or clerical task, or who performs a supervisory or instructional service related to the student's education, or who provides services to a student's family such as emergency health care, counseling, or school or job placement;

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

A school official has a 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 of another school district in which a student seeks or intends to enroll. The District may disclose personally identifiable information about students to organizations conducting research only if the research project meets any applicable standard established by law and the District. The District discloses personally identifiable information about students to auditing agencies and organizations to the extent permitted or required by law.

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, SW Washington DC

Directory information includes:

Student's name

- Address
- Phone number
- Electronic mail address
- Photographs & videos
- Parent or guardian
- Date & place of birth
- Major field of study
- Weight & height of members of athletic teams
- Participation in & eligibility for officially recognized activities & sports
- Dates of attendance
- Grade placement
- Honors & awards received
- Most recent educational agency or school attended by the student

TITLE VI, TITLE IX AND SECTION 504 GRIEVANCE PROCEDURES

A. Grievance Definition

A grievance shall be any complaint of alleged discrimination practices on the basis of race, color, national origin, sex or handicap. The person may file a grievance with the Title VI, Title IX and Section 504 coordinator at the office of the Assistant Superintendent for Instruction, 5820 Eastern Avenue, S.E., Kentwood, Michigan 49508, phone 455-4400.

B. Procedure Steps

1. The person shall discuss the grievance informally with the Title VI, Title IX and Section 504 coordinator within 5 working days.

2. If the aggrieved person is not satisfied, a written statement of the grievance shall be submitted to the Title VI, Title IX and Section 504 coordinator within 5 working days of receipt of the informal grievance reply. The Title VI, Title IX and Section 504 coordinator shall reply in writing to the aggrieved within 10 working days.

3. If the aggrieved person is not satisfied, an appeal may be made to the Superintendent of Schools within 5 working days after the receipt of the Title VI, Title IX and Section 504 coordinator's response. The Superintendent of Schools shall respond in writing to the aggrieved within 10 working days.

4. If the aggrieved person remains unsatisfied, a written appeal may be made to the Board of Education within 10 working days of receipt of the Superintendent's response in Step 3. The Board of Education shall respond in writing within 30 working days of the above meeting.

5. If the grievance has not been satisfactorily settled, an appeal may be made To the Department of Education Office of Civil Rights, Washington, DC 20202.

ELL COMPLAINT RESOLUTION PROCESS

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

Step 1) Parent, child's teacher and building principal will meet to resolve the concern. Translation services are provided.

Step 2) If a resolution is not reached, then the matter will be addressed with the Asst. Superintendent for Student Services.

Step 3) Asst. Superintendent will send a written resolution in English and in the home language to Parent within 10 school days. **Copies of the ELL Complaint/Resolution form will be distributed to principal and file in the student's CA-60.**

ACADEMICS

GRADING POLICY

All Valleywood instructional staff will use a standard grading format. When calculating grades .5 or above will be rounded to the next whole number.

Grading Scale

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	.7
E	0-59	0

REPORT CARDS/PROGRESS REPORTS

Progress Reports indicating a student's performance in an individual class may be issued to the student at any time throughout each marking period. Students are expected to share their reports with parents or guardians.

Report Cards are issued at the end of each marking period. Letter grades and standards are used to designate a student's progress. Parents are encouraged to call the teacher if any information is unclear or appears to be incorrect.

PARENT VUE

Individual progress reports are available online with **Synergy ParentVue**. A password is required. The password will be issued to a parent/guardian only. They can be requested by phone and mailed or issued in person in the guidance office. If you become locked out of StudentVue, please email: VUESupport@kentwoodps.org.

GUIDANCE DEPARTMENT

Students are encouraged to come to the Guidance Office for counseling regarding personal problems, educational information, program planning, test interpretation, career information, schedule changes, etc.

ATTENDANCE

TARDY POLICY

Within 10 minutes of school starting, students tardy to school must report to the office. To be excused, a parent/guardian must sign the student in, write a note explaining the reason for the tardy or call in. Students who are tardy will receive an admit slip which must be given to the teacher. Each marking period students will be held accountable by administration according to the following guidelines.

Cumulative: 10 will be treated under the Student Code of Conduct as deemed appropriate by Administration.

By Hour:

1 st & 2 nd	Teacher discussion with student.
3 rd	Teacher will talk with student and call home.
4 th & 5 th	<u>Minor</u> Referral. Teacher will assign an after school detention and call home.
6+	<u>Major</u> Referral. Student is sent to the SPC office at the end of the hour of incident. Parent meeting arranged.

ABSENCE POLICY

7+ Absences - Attendance Interventionist makes contact

10+ Absences - Home visit by Attendance Interventionist, attendance contract/plan with parent/guardian, KSSN referral, Follow up with student after home visit & (1) one demerit point assigned per 10 absences

15+ Absences - File truancy and letter sent notifying of truancy filing - Obligated by Michigan law to file.

20+ Absences- File truancy (2nd) and letter sent notifying of truancy filing - Obligated by Michigan law to file. Home visit for student pick-up. & (1) one demerit point assigned for 20 absences

In addition to the above, students and parents will have access online to track the student's grades and/or attendance. Progress reports may be sent during the middle of each semester. Parent/guardians may also contact our attendance office anytime to inquire about your child's attendance.

- Students missing more than ten (10) minutes of a class due to a late arrival without a pass will be counted as absent and/or potentially skipping. The student will be allowed to make up work in the class.
- School related programs such as field trips and Student Council activities will not be charged as absences. Also, school suspensions will not be charged as absences.
- Excused and unexcused absences are counted in student's attendance totals. Health Room visits are considered excused absences from class.
- Extenuated absences (see below) will not be charged as absences.

EXTENUATED ABSENCE POLICY

1. **Extenuation request forms must be submitted within 7 days of the absence(s).** Forms are available in the office.
2. Only excused absences can be extenuated.
3. The following absences (with proper documentation) may be extenuated:
 - a. Hospital stay with admittance and release documentation
 - b. Extended/Chronic illness, absence with doctor's documentation
 - c. Funeral
 - d. Religious Holiday

Make-up Work: Students with excused absences will be given a number of school days equal to the number of days absent to complete make-up assignments. 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. It is the student's responsibility to find out what was missed during the absence. Students or parents may call the Attendance Office to arrange for homework assignments for extended absences. Please allow twenty-four hours advance notice.

EARLY DISMISSAL

Students who must leave school early for any reason must obtain an early dismissal slip from the Attendance Office. Parental request for the early dismissal must be approved by the attendance office in advance or the recorded absence will remain unexcused.

COMMON DEFINITIONS OF TRUANCY AND CHRONIC ABSENTEEISM
(According to the Kent Intermediate School District)

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

Truancy: 10 unexcused absences in a school year. This often results in a referral to Kent Intermediate School District. The purpose of this referral is to access outside resources to assist the parent/guardian and student with attendance concerns.

At all levels (elementary, middle and high school), steps will be taken to promote good attendance for all students. Absences that **DO NOT COUNT** against a student includes but is not limited to the following:

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

ACTIVITIES/SPORTS

Student Council	NJHS	
Spelling Bee	Musical/Play	8 th Grade Banquet
Year-End Trips	Beat the Blah's	ARCH
Art Club	Cooking Club	Track
ABC Orchestra	Jazz Band Club	Swimming
Boys' Basketball	Girls' Basketball	Cheerleading
Swimming	Girls' Volleyball	Wrestling
78ers Football	K.I.D.S. Program	

STUDENT COUNCIL

Student Council has a highly active role. Its purpose is to coordinate and serve as a discussion group between the student body, staff and the administration. It is the forum where problems, ideas, or questions arising from students, staff, or the administration can be presented for discussion and consideration

NON-ATHLETIC ELIGIBILITY STANDARDS

Students participating in non-athletic events must have met all eligibility standards. Students must have passed five classes the prior semester in order to be selected for auditions. Advisors may require a weekly academic progress report from all participating students. Requirements apply to all members of musical and/or dramatic productions. A student involved in these activities must attend all classes on the day of the activity, except with prior approval of the principal or his/her designee. All students are expected to be in class on the day following the activities.

Students participating in activities which will take them to other locations are required to complete and submit a parental permission slip and return to the sponsor of the activity. It is the understanding of all sponsors and supervisors of any non-athletic activity that every effort will be made to coordinate practices, meetings, functions, etc. with other programs or conflicting schedules (See School Activity Conflicts below). Enforcement of all Kentwood Board of Education policies and regulations will be followed as they pertain to the activity.

ACTIVITY CONFLICTS

Students at Valleywood are encouraged to participate in a variety of activities sponsored by the school. During the course of the school year, however, conflicts between activities often occur. In these cases, students should establish communication between all parties well in advance of the conflict. This may provide opportunities for students to participate in both activities.

The following guidelines shall apply for students who experience conflicts between school- related activities:

- A. **When a conflict occurs between a competition or performance and a scheduled practice**, students are expected to attend the competition or performance without loss of group membership or standing in the other activity.
- B. **When a conflict occurs between scheduled practices**, the students may choose either activity without loss of group membership in the other activity; however, frequently missing practice sessions may jeopardize a student's standing within his/her group. An expectation will be that frequent conflicts will be balanced so that the student attends both activities equally.
- C. **When a conflict occurs between competition/performances**, students may choose either activity without loss of group membership or standing in the other activity. There may be times when students may participate in one activity and part of the other by special approval of the sponsor.

GENERAL INFORMATION

ACTIVITY BUS

A special activity bus will be provided on Tuesdays and Thursdays from September through the month of May. This bus will leave Valleywood at approximately 4:30 p.m. District bus conduct expectations apply on the activity bus. Students staying after school are expected to make arrangements with home and school personnel at least a day ahead in order to utilize this privilege. Students staying after school will be with a staff member from 3:06 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.

VALLEYWOOD BEHAVIORAL POINT SYSTEM

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

Demerits

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

- 1 point: Possible for an Action Plan, Every 10 Absences
- 2 points: Bus Suspension, After-School Detention, Major Referral
- 3 Points: In-School Suspension
- 4 points: Out of School (per suspension), Loss of Computer Privileges
- 5 points: Drugs/Alcohol/Tobacco/Violence/Gross Misconduct

Consequences for accrued points:

Students who have accumulated **6 or more** points will not be allowed to attend after school activities (sports, musicals, dances) or non-academic field trips (except end of year field trip).

Students who reach **9 or more** points will not be allowed to participate in **any** extracurricular activity. This includes all athletics, school musical, clubs, and end of year trips.

Students with persistent absences, which have led to a truancy referral to the Kent Intermediate School District Office of Truancy and School Attendance State Law Enforcement Division, will not be allowed to participate in any extracurricular activity. This includes all athletics, school musical, clubs, end of year trip, and banquet.

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. If a locker is damaged, report the problem to the Office.
- d. 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.

AFTER SCHOOL ACTIVITIES

Students are expected to be at the location of their after school activities by 3:15 pm. Only students who are under the direct supervision of a KPS staff member are permitted to remain on campus after school. Students waiting for a ride must wait at the designated area: Door A.

DAILY BULLETIN

Students will be informed of activities and events at Valleywood via the public address system.

BUS INFORMATION

Students must have their Valleywood Identification Card with their bus number clearly displayed on the front in order to access Kentwood Transportation Services. Any falsification or misuse of Valleywood School Identification Cards may result in the loss of transportation privileges for the remainder of the school year. New IDs are available for \$5.00 at the LMC. Bus conduct rules for students will be published annually in the Kentwood News and by each Kentwood school to ensure that parents and students are aware of student responsibilities for behavior and safety.

CELL PHONE / ELECTRONIC DEVICE POLICY

1. Electronic devices (For example: cell phones, iPods, MP3 players, Smart-Watches, etc...) are allowed outside of instructional time only (before school, lunch, after school).
2. Electronic devices are allowed to be used in the classroom with teacher permission and for educational purposes only.
3. Phones must be on silent mode at all times. This means phones cannot be set on vibrate and/or ringtones.
4. Electronic devices **may not** be used as a still camera, video camera, with the speaker function on, or with a Bluetooth accessory.
5. Electronic devices are allowed to be plugged into building electrical outlets with teacher permission and for educational purposes only.
6. If a student is found guilty of using the phone during the school day for inappropriate reasons (i.e. inappropriate use of social media, inappropriate videotaping, inappropriate posting to the internet, inappropriate texts, bullying, cheating, etc.) the phone will be taken and returned only upon the parent meeting with the student and the Dean of Academics or Principal to discuss the matter. The student may face additional consequences as indicated in the handbook.
7. **The district accepts no responsibility for any lost, stolen or damaged cell phones, iPods, or other electronic devices.**

DISABILITY ASSISTANCE

If you are disabled and need special accommodation to participate in an activity or if you speak a language other than English and need interpreter/translation services, please contact building administrators. Advance notice will enable us to better serve you.

Si alguna persona esta incapacitada y necesita ayuda especial para participar en una actividad, o si habla un idioma que no sea ingles y necesita interprete o servicios de traduccion, favor de llamar a *Building Principal*. Este aviso de antemano nos permite servirle mejor.

Ako ste hendikepirani ili trebate specijalne uslove da bi ucesh-ovali u aktivnosti, ili ako govorite jezik razlicit od Engleskog I trebate prevodicalprevodilacki servis, molimo vas kontaktirajte *Building Principal*. Obavijest unapjnd data ce nam pomoci da vas bolje usluizimo.

DRESS CODE

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

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

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

FIRE AND TORNADO DRILLS

Report all fires to the nearest staff member immediately. Fire drills are required by law and are an important safety precaution. It is very important that students follow directions quickly and carefully while clearing the building by the prescribed route. Designated areas are assigned within the school for use in the event of a tornado. Fire and tornado procedures are posted throughout the school.

FOOD SERVICE PROGRAM

Breakfast and lunch are available in the cafeterias. Students are expected to assist in keeping the cafeterias clean. No food, snacks or beverages are to be consumed outside the cafeteria. When students have finished their meal, they are to remain in the cafeteria until dismissed. Students may not bring in food to distribute to others.

HALL PASSES

When it is necessary for students to be in the hallways during class periods, the student **must** have a signed planner from a staff member. Upon a staff member's request, the student must show the hall pass. Valleywood students are allowed 3 hall passes per class, per marking period.

HEALTH ROOM

Students who become ill during the school day should report directly to their teacher or the office for a pass to be admitted to the health room. Those students may remain in the health or injury room up to one class period until parent pick up. Students should report emergency health or injury situations to the office immediately. Students who report to the health room will be considered under an excused absence.

STUDENT ID CARDS

Students will receive a picture ID card at registration before the school year starts. Every student is required to have his/her identification card in his/her possession at all times while on campus, riding the bus or attending school functions. Students may also have a photo of their ID on their electronic device. Students are expected to present ID to staff members upon request; failure to do so will constitute a violation of the discipline code and may result in disciplinary action. If a student forgets his/her ID, he/she must report to the LMC for replacement.

INTERNET & COMPUTER USE POLICY

The Kentwood Public Schools (KPS) is happy to provide the use of computers, computing resources, Internet access and related materials to students. KPS' goal is to provide an excellent education for students, to promote personal development, educational resource sharing, innovation and communication, and to accomplish the educational mission of the Kentwood Public Schools.

Access to KPS resources, including the Internet, is a privilege and not a right. KPS, 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 for any reason whatsoever. Use of other organizations' networks and computing resources, must comply with the rules for that network. Users will maintain high standards of personal conduct. Accessing, generating, storing and/or transmitting obscene, demeaning, lewd, pornographic, inappropriate language or threatening material and/or that violates codes of ethics or personal responsibility is prohibited.

Any use which is inconsistent with the "mission" of KPS, as defined here and/or by all Board of Education policies, official statements and publications, administrative regulations, applicable federal, state or local laws and codes of ethics and conduct is prohibited. Violation may result in cancellation of privileges and/or disciplinary action including criminal prosecution. KPS reserves the right to forward information pertaining to inappropriate conduct to appropriate law enforcement authorities.

Use of the Internet, and information and available resources, are at the users' own risk. KPS makes no warranties of any kind, either express or implied, for the services/product/access it provides and is not responsible for damages of any kind whatsoever or for the security of the users' personal information.

Users may not use KPS resources in any manner that interferes with KPS' goals and operations. Users will protect the security of KPS' resources and information and may not use KPS resources to compromise the security of any other individual or entity and their resources by any means whatsoever.

Users are personally responsible for adhering to all laws and regulations regarding copyright, patent and other protections for intellectual property rights. Users are personally responsible for any restitution that may be required including unauthorized expenses and damages. KPS may search and seize its resources at any time for any reason whatsoever. It may conduct on-site, or remote, physical and electronic searches and audits of computers, software, electronic/digital or printed files, Internet accounts, storage systems and computer media. KPS reserves the right to monitor resource use and Internet access, to establish and use electronic footprint capabilities, and to do so with or without the user's prior knowledge or consent.

LIBRARY MEDIA CENTER

Students are expected to maintain a quiet atmosphere in the Library Media Center (LMC) and to check out the materials that they wish to borrow. It is the responsibility of each student to return his/her materials on time. **Students must have a pass from a staff member in order to use the LMC during the school day.** Passes to the media center are issued by subject area teachers and/or media center personnel. Students are expected to remain in the media center and work quietly until the end of the class period, unless excused with a pass. Food and beverages may not be brought into the facility. Overdue fines are not charged, but persons who choose not to return library materials on time will lose their checkout privileges. Students must pay for lost or damaged library materials.

LOST AND FOUND

Items lost, stolen, or damaged, should be reported to the office. Any books or items found are to be turned in to the office. Kentwood Public Schools is not responsible for replacement of lost, stolen or damaged items.

MEDICATION POLICY

Medication is administered from the front office.

1. Parents must fill out a form giving us permission to administer medication to the student with instructions. Doctor's signature must be on form. Pills must be in a prescription bottle. (No baggies) Special Education students may receive their medication from a designated Special Education staff member.
2. Students who self-administer/self-possess also must fill out a form giving permission to carry medication on them. Doctor's signature must appear on the form. Prescription medication must be in a prescription bottle. (No baggies)
3. A form also has to be filled out even if it is not a Doctor's prescription, but it will not need a Doctor's signature.
4. We do not have any kind of medication in the office to give to students. (No aspirin, inhalers, cream...etc.)
5. Everything pertaining to medication must be in writing. This includes dosages or any changes needed.
6. Asthmatic students must fill out a form in the office and provide the office with a back-up inhaler.

OUTSTANDING OBLIGATIONS

Students are responsible for any fees, fines, fundraising expenses, etc. Possible consequences include student not being allowed to participate in the programs/activities in which the obligations were incurred and police contact.

PERMANENT PASSES

Students, whose daily arrival or dismissal time is different than the scheduled school day, must obtain a permanent pass from the principal's office. Misuse of this pass is a violation of the Student Conduct Code.

POSTING PRIVILEGES

Signs advertising various school-related activities must be approved by the office prior to being displayed. Students must use the designated bulletin boards to display posters, etc.

SCHOOL CLOSURE

School closure will be announced on local TV and radio stations and on the Kentwood Public School website. In addition, school closings or delays will be added to the Valleywood Facebook page and sent via the SchoolMessenger system. The cancellation of school includes all practices and student activities.

TEXTBOOKS

Textbooks will be issued to students during registration. Students are expected to return the same books issues. These should be in good condition. A reasonable fee for damage beyond normal wear and tear, or lost books, will be assessed.

VISITORS

Visitors are allowed only through administrative approval. All visitors are to enter through Door A and report to the Administration Office upon entering the building where they will receive a visitor's pass. There are no student visitors allowed during school hours.

WORK PERMITS

Work permits may be obtained from the guidance office.

BEHAVIOR AND DISCIPLINARY CONCERNS

AFTER SCHOOL DETENTION

After school detention for students is held in the SPC room as assigned, and will run from 3:15-4:15. It is the responsibility of the student to communicate this detention to their parent/guardian. Students must be on time. **Students who do not report to After School Detention will receive a more severe consequence at the discretion of administration.** . A detention may be rescheduled once prior to the day of the detention. Rescheduling must be approved by the administration.

SUSPENSION

A student on suspension is not allowed on any Kentwood Public School property or at any Kentwood Public school activities for the duration of the suspension.

BULLYING POLICY

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.

SAFE SCHOOLS LEGISLATION

Act PA102 is legislation, effective January, 2000, that requires school officials to report student incidences to law enforcement agencies. Law enforcement agencies also report crimes involving district students to school officials. The reportable incidents as required by law are as follows:

- Armed student or hostage
- Suspected armed student
- Weapons on school property
- Fight
- Death or homicide
- Drive-by shooting
- Bomb threat
- Explosion
- Arson
- Sexual assault
- Robbery or extortion
- Unauthorized removal of students
- Threat of suicide
- Suicide attempt
- Larceny (theft)
- Intruders
- Illegal drug use or overdose
- Drug possession or drug sale
- Vandalism or destruction of property
- Minor in possession of alcohol or tobacco products
- Bus incident or accident

ALCOHOL AND 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—impaired speech, impaired coordination, glazed eyes, unruly behavior, alcohol on the breath—may be subjected to taking a breath/alcohol test. The breath/alcohol test shall be administered only by the high school Principal, Assistant Principal, Athletic Director, Safety Personnel, or law officials 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.** (See page 20 for explanation of disciplinary actions)

STUDENT SEARCH AND SEIZURE

The purpose of this policy is to help preserve and foster a safe, non-disruptive educational environment for effective teaching and learning, to maintain and foster order and discipline, to deter students from bringing inappropriate and/or illegal materials onto school property or to school-related activities, and to achieve these objectives consistent with law. While students are entitled to the guarantees of the United States Constitution’s Fourth Amendment, they still are subject to reasonable searches and seizures. School officials are empowered to conduct reasonable searches of particular students and student property when there is reasonable suspicion that a student may be in possession of inappropriate and/or illegal materials in violation of school rules, policy or law.

K9 Searches

In an effort to be pro-active in maintaining a drug-free school zone, the Kentwood Public Schools conducts unannounced, random canine searches of school buildings, hallways, classrooms, lockers, parking lots and other school property. While canines are not used to search individuals, they may search student belongings, lockers or desks. The canine unit consists of a qualified handler, and a dog specially trained to sniff for drugs, bombs or weapons. The purpose of the random canine searches is to maintain a drug-free learning environment in which students feel safe. Canine searches may also be used to sniff student’s personal belongings, car, or assigned school property if there is individualized suspicion that a student is in possession of drugs, bombs or weapons.

Wand Searches

The District also conducts unannounced, random wand searches for weapons. These searches are conducted in order to provide a school and classroom environment in a weapons-free zone so that students can learn and feel safe. Wand searches may also be conducted if there is individualized suspicion that a student is in possession of dangerous or other unlawful weapons on school premises, school transportation, or at school sponsored activities.

Reasonable Suspicion

The school official performing a search must be able to articulate a reason for suspecting the student possesses something, which violates the law, school rule or policy. For example, reasonable suspicion may exist because of eyewitness observations of school personnel, information from a reliable informant, a silent observer tip, a canine alert, suspicious behavior, a bulge suggestive of weapon or contraband, recognizable smell of tobacco, alcohol or marijuana, unusual behavior, an incident captured via security cameras, or the student’s history and school record. A mere “hunch” or an attempt to “clear” a student is not a sufficient basis to undertake a search.

School Property – Lockers and Desks, etc.

Student lockers, desks, student vehicles and other similar property are owned, leased or controlled at all times by the school. The school exercises exclusive control over the school-related property and a student should not expect any privacy whatsoever regarding items placed or stored in or on school-related property, because school-related property is subject to search at any time by school officials.

School Computers

School computers, files, software, and other similar educational technology, including Internet access records, including but not limited to data are controlled by the school. The school exercises exclusive control over the school property, and a student should not expect any privacy whatsoever regarding the property because the school property is subject to search at any time by school officials.

The Person

A student may be searched if there is reasonable suspicion of that the student has violated the law, a school rule or policy. With consent, given by a student or parent, a particular student’s effects (e.g. purse, book bag, coat, pockets or shoes) are also subject to being searched by school officials and are subject to the same rule. The scope of the search must be reasonably related to the objectives of the search. If a student resists or refuses the consent to a search as established in this policy it will be considered grounds for disciplinary action. The maximum penalty for refusal will be equal to the student’s current level of offense of the suspected violation.

Location

A search should be conducted in private, to the extent practicable. In all circumstances, female students will be searched by a female school official while male students will be searched by a male school official. All searches will be conducted with two adults present.

Seizure of Illegal Item

If a search conducted pursuant to this policy yields or reveals an illegal item or contraband materials, such findings will be turned over the proper legal authorities for ultimate disposition.

Parental Contact

It is always our goal to work in collaboration with parents at Valleywood Middle School. In the event a student is searched the parent/guardian will be notified. The contact will explain the reasonable suspicion that led to the search and any inappropriate and/or illegal materials obtained as a result of this search.

POLICE INTERVIEW WITH STUDENT

All students must comply with police questioning upon request. If a student, regardless of age is not a suspect, he/she will be permitted to speak with a police officer without parental consent. A courtesy call will be made to the parent/guardian of the student to be interviewed. If the student is 16 or under and is definitely identified as the suspect, a parent/guardian must and will be contacted before questioning proceeds.

GANG ACTIVITY REGULATIONS

The Board of Education does not tolerate any gang 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 a lengthy suspension and/or expulsion of a student.

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; where the group or gang is identifiable by name, sign, clothing, symbol, etc., or other conduct as described in the numbered paragraphs below.

Students are also 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 purposes described above; or (2) to perpetuate the existence of any gang or gang-like group; or (3) to effect the common purpose and design of any gang or gang-like group; or (4) to represent, encourage, promote, or advance 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 and the Student Code of Conduct also apply to any gang or gang-like activity *off school premises* which has the effect of disrupting the educational environment, is detrimental to the normal functioning of the school and/or of school activities, or jeopardizes 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.

Any student who is found to engage in gang or gang-like activity, or who disrupts the school environment, facilitates the illegal 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, arrest or referral to law enforcement authorities. In addition, the Michigan School code requires the District to report gang-related activity crimes to the superintendent of public instruction.

All students accused of violating Board policy and regulations assured access to the due process hearing procedures and appeal rights outlined in Board rules and regulations

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 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 and accordance with the terms of the Code.

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

NOTE: Frequent association with known gang members or gang-like organizations, in or out of school, is one factor 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 can 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, conduct, and gang-like activity:
 - a. Website or Internet postings describing or reasonably implying the student's membership, affiliation or participation in a gang, 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 the Student Code of Conduct. 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 he/she 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 other 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.

SEXUAL/RACIAL HARASSMENT OF STUDENTS

The Kentwood Public Schools prohibits sexual/racial harassment of students. Sexual/racial harassment of students is not only illegal, it is disruptive of the educational process and interferes with this District's commitment to provide a stable learning environment for its students. All KPS staff, students, and volunteers are expected to conduct themselves with respect for the dignity of others. The Kentwood Public Schools, because of its desire to prevent and prohibit sexual/racial harassment of its students, adopts this policy to give notice that sexual/racial harassment of students is wrong and will not be tolerated by this District. This policy prohibits sexual/racial harassment of students by District staff, District volunteers, students, or other members of the public at school or school activities.

WEAPONS, CRIMINAL SEXUAL CONDUCT, AND ARSON

A law passed by the State legislature in September 1994 requires expulsion as the penalty for any K-12 student who possesses a dangerous weapon, or who commits criminal sexual conduct, or arson in a school building or on school grounds. The law went into effect January 1, 1995. The following objects are considered dangerous weapons by State and Federal law: a gun, dagger, dirk, stiletto, knife with a blade over three (3) inches in length, pocket knife opened by a mechanical device, iron bar, or brass knuckles.

Valleywood is committed to providing an educational environment in which students feel safe and able to learn. As part of this commitment, the administration intends to strictly enforce the mandatory expulsion penalties as directed by the State and Federal law in its effort to maintain schools free of dangerous weapons and unsafe behavior. We ask the cooperation of all students in working to accomplish this goal.

STUDENT CODE OF CONDUCT

UNACCEPTABLE BEHAVIOR	RANGE OF CONSEQUENCE
<p>1. ACADEMIC DISHONESTY (Cheating, Plagiarizing, etc...)</p>	<p><u>Homework/Quiz/Test</u> Zero on assignment, parent call by instructor, <u>Exam</u> Zero on exam, parent call by instructor, Possible:</p>
<p>2. ALCOHOL A. Distribution and/or selling or intent to sell alcoholic beverages on all Kentwood School property or at any school sponsored activities.</p>	<p>Possible: parental conference, suspension, police contact, recommendation for expulsion.</p>
<p>B. Possession or under the influence of alcoholic beverages on any Kentwood School property or at any school sponsored activities.</p>	<p>Possible: parental conference, suspension, police contact, recommendation for expulsion</p>
<p>3. ARSON</p>	<p>State mandatory expulsion. Parent contact. Police contact.</p>

<p>4. ASSAULT, BATTERY : An unprovoked attack on another person</p>	<p>Possible: parental conference, suspension, police contact, recommendation for expulsion</p>
<p>5. BUS BEHAVIOR BEFORE, DURING, AND AFTER THE RIDE: Including but not limited to: profanity, threatening behavior to bus driver or student, leaving by the emergency exit, and fighting.</p>	<p>Possible: parent contact, after school detention, loss of bus privileges, suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>6. CRIMINAL ACTIVITY</p>	<p>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 and learning environment of the building and/or school district.</p>
<p>7. CRIMINAL SEXUAL CONDUCT</p>	<p>State Mandatory Expulsion. Police contact.</p>
<p>8. DISRESPECTFUL, INAPPROPRIATE, AND DISRUPTIVE BEHAVIOR: Conduct detrimental to the normal functioning of school or school activities and safety of students and/or staff. Including, but not limited to: bullying, dishonesty, obscene gestures, behavior and/or notes, threatening behavior, drug related drawings, offensive or profane language, gathering of students for the purpose of promoting an altercation and videotaping an altercation.</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>9. DRESS CODE VIOLATION: Inappropriate, revealing clothing, sagging, headwear, etc.</p>	<p>Possible: call home for a change of clothing, after school detention, suspension, long term suspension, recommendation for expulsion.</p>
<p>10. DRUGS A. Distribution and/or selling or intent to sell an illegal or controlled substance, drugs (marijuana, barbiturate, etc.), or ersatz (substitute) drug or drug paraphernalia on any Kentwood Public School property or any school sponsored event</p>	<p>Possible: parental conference, suspension, police contact, recommendation for expulsion.</p>
<p>B. Possession of drugs or paraphernalia or under the influence of any illegal or controlled substance or drug on Kentwood Public School property or any school sponsored event</p>	<p>Possible: parental conference, suspension, police contact, recommendation for expulsion</p>

<p>11. ELECTRONIC DEVICES/CELL PHONES</p>	<p>Device will be confiscated. Possible: returned to student at the end of the day, returned after serving a detention, parent pick up, parent contact, after school detention, suspension, long-term suspension, recommendation for expulsion.</p>
<p>12. FAILURE TO SERVE DETENTION</p>	<p>Parent contact, possible suspension.</p>
<p>13. FORGED SIGNATURE, IMPERSONATING A PARENT/GUARDIAN TO EXCUSE STUDENT AND FALSIFYING A WITNESS STATEMENT</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, recommendation for expulsion.</p>
<p>14. GAMBLING</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>15. GANG ACTIVITY, AFFILIATION OR PROMOTION</p>	<p>Possible : parent contact. suspension, and/or recommendation for expulsion.</p>
<p>16. GROSS MISCONDUCT: Deliberate, malicious, premeditated or willful conduct on or off school property that is determined to be detrimental to the normal functioning of school or school activities and safety of students and/or staff.</p>	<p>Possible: parent contact, after school detention, 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>17. ID/LANYARD:</p> <p>Students must have their picture ID in their possession at all times while on campus, riding the bus, or attending school events. Failure to provide a valid picture ID upon request will result in a consequence.</p>	<p>Possible: Given temporary ID. Warning parent contact, after school detention, suspension, long-term suspension, recommendation for expulsion.</p>
<p>18.. INSUBORDINATION: Including, but not limited to, not complying with staff request, disobedient, failure to identify self upon request, refusing to permit search of person or personal belongings.</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>19. LEAVING CLASS WITHOUT PERMISSION</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, recommendation for expulsion.</p>

<p>20. MISUSE OF BOOKS MATERIALS, EQUIPMENT, PASSES AND ATTENDANCE RECORDS</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, recommendation for expulsion.</p>
<p>21. ORAL OR WRITTEN ABUSE OF SCHOOL EMPLOYEES OR STUDENTS (Includes online sites)</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, recommendation for expulsion.</p>
<p>22. PHYSICAL ALTERCATION</p>	<p>Parent contact. Possible: suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>23. PUBLIC DISPLAYS OF AFFECTION: Actions that are deemed inappropriate ways to show affection in a school setting.</p>	<p>Possible: parent contact, after school detention, suspension.</p>
<p>24. PYROTECHNICS: The possession and/or use of any explosive, smoke, or odor producing device is prohibited in or on the school setting.</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p> <p>A recommendation for expulsion will be issued if a firework/explosive device is used in or on school grounds.</p>
<p>25. SEXUAL AND RACIAL HARASSMENT:</p> <p>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.</p> <p>Racial harassment includes, but is not limited to, racial slurs, degrading remarks, and comments.</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>26. SKIPPING CLASS:</p> <p>(*While still in school building*)</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p> <p>On all skipping offenses a zero will be issued for the class work that hour and will not be able to be completed for credit.</p>
<p>27. TARDY SWEEPS</p>	<p>Tardy sweeps will occur throughout each semester; those students that are in the hall after the bell has rung will be issued a detention. The penalty will be issued and the tardy will not count towards the student's total tardies for that class.</p>
<p>28. THEFT OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY</p>	<p>Possible: parent contact, request for restitution, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p>
<p>29. TOBACCO: Act 314 of the 1988 Youth Tobacco Act makes it unlawful for persons under age 18 to possess, buy, or use any type of tobacco product. In addition, students of Kentwood Public Schools must abide by the following rules for possession, use, sale or furnishing of tobacco products, i.e., smoking, chewing,</p>	<p>Possible: parent contact, after school detention, suspension, long-term suspension, police contact, recommendation for expulsion.</p>

<p>facsimiles (such as E-Cigarettes, Vapor Pens), Gutka, or Supari on all Kentwood School property and at school sponsored activities.</p>	
<p>30. UNAUTHORIZED PRESENCE ON SCHOOL PROPERTY OR VISITS TO OTHER SCHOOL BUILDINGS:</p>	<p>Possible: parent contact, after school detention, 1-10 days suspension, long-term suspension, recommendation for expulsion.</p>
<p>31. VANDALISM, DESTRUCTION/DEFACING OF SCHOOL PROPERTY AND/OR PERSONAL PROPERTY:</p>	<p>Possible: parent contact, request for restitution, after school detention, 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion.</p> <p>The state of Michigan has passed legislation which makes parents/guardians financially liable for property damaged by vandalism. This includes all school property, furniture, and textbooks.</p>
<p>32. VERBAL ALTERCATION:</p>	<p>Possible: parent contact, after school detention, 1-10 days suspension, long-term suspension, police contact, recommendation for expulsion.</p>

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect students to follow reasonable rules and not violate the rights of others. Although possible consequences are listed, the final decision of disciplinary measures in a particular situation is up to the discretion of the administration.

RESTORATIVE PRACTICES

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

APPEAL PROCESS FOR OUT-OF-SCHOOL SUSPENSION 1-10 DAYS OR VIOLATION OF BEHAVIORAL CONTRACT

Parents/guardians and students have the right to appeal an out-of-school suspension of ten days or less.

1. If a parent/guardian wishes to appeal a suspension, a meeting must take place with the building principal within two (2) school days of the notification of suspension.
2. The parent/guardian has two (2) school days to request a meeting with the Asst. Superintendent of Student Services if the issue is not resolved with the Building Principal.
3. The Asst. Superintendent of Student Services will inform the appealing parties of his/her 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 schoolwork missed for full credit.

The Asst. Superintendent of Student Services decision is final and not subject to further review.

NOTE: IF A REQUEST TO APPEAL IS NOT MADE WITHIN THE AFORMENTIONED TIME LIMIT, THE ADMINISTRATOR'S DECISION WILL NOT BE SUBJECT TO FURTHER REVIEW.

APPEAL PROCESS OUT-OF-SCHOOL SUSPENSION MORE THAN 10 DAYS OR EXPULSION

When the decision to suspend for more than ten school days (long term suspension) or to expel a student from KPS the student/parent/guardian will receive the applicable sections of Kentwood Public Schools policy JDD and associated regulations from the enforcing administrator.

Students/parents/guardians wishing to appeal the decision must make a written request to the Asst. Superintendent of Student Services within three school days (Policy JDD). **If there is an appeal, the student will remain suspended pending the appeal.**

Note: Federal or State of Michigan guidelines for the suspension/expulsion of handicapped (special education) students supersede the Kentwood Policy related to suspension, expulsion, and transportation.

EXPLANATION OF TERMS

Below is a brief definition of some of the terms and phrases used in the Conduct Code that need special clarification:

1. **Battery** – A physical attack upon a person without their retaliation.
2. **Electronic Devices** – Electronic or battery operated games or devices, e.g. laser pens, headsets, compact disk players, hand-held electronic games, cell phones, iPods, MP3 players, etc.
3. **Expulsion** – Exclusion from the school district for more than a school semester. This includes a permanent or indefinite expulsion.
4. **Parental Conference** -Actual face to face meeting with parents/guardians, student, and an administrator.
5. **Parental Contact** -Any communication with a student's parent/guardian. This may take the form of a phone call, email, letter, or meeting.