

**Chippewa Middle School 7/8  
4000 N. Okemos Rd.  
Okemos, MI 48864**



Main Office: (517) 706-4800  
Attendance/Guidance Office: (517) 706-4806  
Fax: (517) 347-4189

Mrs. Jody Noble, Principal  
Mr. Andre Ridley, Assistant Principal/Athletic Director  
Mrs. Melissa Schoenl, Administrative Assistant  
Mrs. Brenda Tracy, Attendance/Guidance/Athletic Secretary  
Mrs. Rebecca Fedrigo, Counselor  
Mrs. Mary Stuible, Counselor

*Together...educating with excellence, inspiring each learner for life.*

## ACADEMIC INFORMATION

### COUNSELORS

The counselors aid you, your parents/guardians/guardians, and your teachers by:

- Helping you choose classes to best meet your needs.
- Listening to any concerns which you may have and discussing alternatives with you.
- Administering a testing program so that you, your parents/guardians and your teachers have a better understanding of your abilities and achievements.
- Providing small group experiences to examine middle school issues.

### CLASS SCHEDULES

The school day consists of seven, 50 minute courses. A general daily schedule is made up of the four core courses (Science, English, Math, Social Studies), Physical Education and two electives.

If you feel a schedule change is needed, schedule an appointment with the counselor. Final decisions concerning such changes will be made only after teacher and parent/guardian involvement and other ways of solving the problem have been considered. Elective changes take place during the first two weeks of school or within the first week of a trimester.

### BASE

Chippewa Middle School will follow an adjusted BASE schedule that will feature eight shortened class periods to provide students time for homework support, rehearsals, assemblies, and meetings.

### REPORT CARDS

Report cards will be distributed at the end of each trimester.

### PARENT/GUARDIAN TEACHER CONFERENCES

Your parents/guardians will have an opportunity to meet with your teachers to discuss your academic progress during parent/guardian teacher conferences twice a year. Parents/guardians wishing to meet with teachers throughout the year are encouraged to schedule a meeting directly with the teacher.

### POWERSCHOOL (Online Gradebook)

We encourage students and parents/guardians to utilize PowerSchool to check grades and attendance. Information for establishing an account is shared with families through the guidance office.

## STUDENT RECORD POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

- parents/guardians have the right to inspect and review the student's education records and to have the district respond to reasonable requests for explanations and interpretations of the records. parents/guardians should submit to the appropriate administrator a written request that identifies as precisely as possible the record(s) they wish to inspect or review, or receive an explanation or interpretation. The building administrator will make the necessary arrangements within 15 school days following receipt of the request. All records must be examined in the school district office during the business day in the presence of the appropriate administrator or designee.
- parents/guardians have the right to request the amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of the student's privacy or other rights.

The parent should submit to the appropriate administrator a written request, clearly identifying the part of the record they want changed and specify what is inaccurate or misleading within 10 school days from the date the records were examined.

In the event the District decides not to amend the record as requested by the parent, the District shall notify the parent of the decision and advise the parents/guardians of their rights to a hearing regarding their request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

- parents/guardians have the right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests or as provided by statute or regulation. A school official is 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); a person serving on the School 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 a parent/guardian or student serving on an official committee, or assisting another school official in performing his or her tasks.

A school official has a "legitimate educational interest" if the official needs to review an education record in order to fulfill their professional responsibility.

- Directory information from the student's education record may be disclosed, unless it includes the student's address, telephone number, date of birth, class designation, dates of attendance, extra-curricular activities, achievement awards or honors, weight and height of members of athletic teams, photograph, and school or school district previously attended.
- Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning an alleged failure by the District to comply with the requirements of FERPA. Such a complaint should be filed with the U.S. Department of Education at the following:

Family Policy Compliance Office.  
U.S. Department of Education  
600 Independence Avenue, S.W.  
Washington, D.C. 202202-4605

A copy of the District's student record policy and implementing regulations are available in each school building or superintendent's office. For more information concerning this notice of the District's policy, please contact Heather Pricco, Director of Special Education, Kinawa School.

## *ATTENDANCE*

The parent/guardian must call the school and give the following information when a student is absent: student's name, grade and reason for absence.

- If the school does not receive communication from the parent/guardian by 8:45 a.m., an automated attendance call will be made.
- If the parent/guardian does not have access to a phone to call the school, the student must bring a note from home explaining the absence when they return to school.
- When a student arrives at school after 8:00 a.m. they will report to the Guidance Office to sign in. A parent/guardian must sign them in, send a note, or call the school explaining the reason for the late arrival.
- To promote a positive learning environment, we encourage all families to have their students in school and on-time in the morning.
- If the student knows in advance that they are going to be absent, they should take a note to the Guidance Office from their parent/guardian giving the dates of the absence. The student will be given a prearranged absence form which the teachers must sign indicating arrangements have been made to make-up assignments.
- Please have your child access their teacher's google classroom for assignments missed while absent.
- In order for a student to leave the building, school personnel must know that the student has their parent's permission. This can be accomplished in one of three ways:

- A parent/guardian can sign the student out in the Guidance Office.
- The student can sign out in the Guidance Office with written permission from the parent/guardian.
- The student can sign out in the Guidance Office after a telephone call from the parent/guardian to one of the office staff.
- Students who frequently receive unexcused absences, tardies, or are caught skipping school will be considered truant and referred to the Ingham County Attendance officer.
- Students will not be allowed to participate in extracurricular activities if unexcused from any portion of the school day. A student is considered unexcused if a student is absent and the parent/guardian has not notified the guidance office.
- If a student is excused for a portion of the day due to doctor's appointment, extended vacation, etc., they must have attended half a school day in order to participate in any extracurricular activities.

## **Departure from School:**

For safety purposes, students who remain on school grounds after 3:00 p.m. must be in areas supervised by school personnel. Areas where supervision may take place include, but are not limited to: participation in athletics, conferencing with a teacher in the teacher's room, or being pre-registered to participate in an adult-supervised after-school program. Additionally, students are expected to leave school premises after any school-sponsored event (athletic events, dances, etc) in a timely manner.

## ***SKIPPING (unexcused absence from class)***

Any student who is in school but does not arrive to a scheduled class, arrives after 10 minutes of class has started, or leaves class before the end of class without permission, will be considered skipping. Administration and/or counselor will meet with the student to find the root cause of why the student is skipping. A restorative reflection sheet will be completed during the student's personal time and presented to the classroom teacher by the student.

## **TARDINESS**

**Morning Tardies:** Parents/guardians may request to excuse a 1<sup>st</sup> hour tardy only in the case of an emergency. A request to excuse a 1st hour tardy must be made within 24 hours of the student having received the tardy. Oversleeping is not a reason to excuse a tardy. We expect that parents/guardians take into consideration the weather and traffic so that a timely arrival at school can be accomplished.

## STEPS TO IMPROVE REPORTING TO CLASS ON TIME:

We will work closely with the student and parent/guardians to identify reasons why the student is struggling to report to class on time. Parents/guardians will be notified of tardies via our auto call system. Below are steps we will follow when the tardies become excessive:

**Fourth Tardy** – Parents/guardians are notified, students warned that a fifth tardy will result in a lunch detention via written communication.

**Fifth Tardy** – Parents/guardians are notified. A lunch detention will be served.

**Sixth Tardy and Beyond** – parents/guardians are notified. A forty-minute detention will be served either before or after school. Additional natural consequences will be implemented, and may include any or all of the following: 1) Student is placed on hall restriction (no hall passes); 2) Student is assigned lunch detention; 3) A Behavior Improvement Plan (BIP) for the student is developed.

## **VACATION POLICY**

The Guidance Office should be notified of any vacation. When school is in session, any student who leaves on a vacation for a duration of one week or less in length should make plans for assignments with their academic teachers.

Teachers may, at their discretion, assign the missing work beforehand, or may choose to wait until the student returns to provide missed assignments.

Students leaving school for more than one week will not be provided with assignments. parents/guardians may request textbooks, however the responsibility for learning lies with the parents/guardians.

## BEHAVIOR POLICIES AND EXPECTATIONS

### SEARCH AND SEIZURE

- The administration retains the right to search areas assigned to students (such as lockers, desks, computer accounts, email messages, text messages, etc.). Students do not have any reasonable expectations that such areas are private.
- Student personal property may be seized by school authorities if the items are illegal, stolen, prohibited or are determined to be a threat to the health, safety, or security of others. Items which are used to disrupt or interfere with the educational process may be temporarily removed from student possession.
- School authorities may search a student's person or personal property, to enforce school rules, if such authorities have a reasonable suspicion that items that are illegal, stolen, dangerous, prohibited or threaten safety or the educational process.

### BEHAVIOR OF STUDENTS

Students at Chippewa Middle School are expected to behave within the following guidelines:

- Respect the rights of other people in the school, both students and adults.
- Be honest with yourself and others.
- Respect property of others and the school.
- Behave in a way that protects the health and safety of yourself and others.

### BEHAVIOR - IN THE BUILDING

Behavior in the building must provide for the safety of yourself and others and not interrupt the classes in session. You are expected to:

- Walk to your desired location.
- Maintain a reasonable tone and volume level of voice.
- Avoid disturbing classes in session.
- Keep the restrooms clean and safe.
- Refrain from throwing and kicking objects in the building.
- Keep all areas clean and free of litter.
- Refrain from marking on walls, lockers, furniture and other people.
- Refrain from having food or drink in the halls at any time.
- Obey any reasonable request from any staff member.
- Use appropriate language, which excludes racist, sexist, or obscene words.
- Use hall passes at all times.

## **BEHAVIOR - IN THE CLASSROOM**

To provide the best learning environment, teachers will expect the following behaviors in their classroom:

- Come to class prepared.
- Be on time.
- Be an active and willing learner.
- Be respectful.

In each class the teacher is the educational leader and is there to help you learn by participation in a variety of activities. Each teacher and class is somewhat different, but each of your teachers will let you know what they expect you to do and how they expect you to behave. Students must obey any reasonable request of any teacher.

When you have a substitute teacher, aide, or volunteer, you should behave as they request, in addition to your regular teacher's expectations.

To leave the classroom, ask permission from your teacher stating the reason you need to leave the room and the place you are going. The teacher will give you a pass if they consider your reason for leaving to be necessary. Go directly there and return directly to class without other stops that were not agreed to by your teacher. Failure to follow the teacher's specific directions may result in loss of this privilege.

## **ACADEMIC INTEGRITY**

Academic Integrity requires high standards of personal achievement, ethical conduct and academic honesty. It creates an academic environment in which a student's search for knowledge is a true and honest reflection of that effort.

- Level I Violations (The following will be addressed by the classroom teacher.)
  - Submitting another's assignment as one's own.
  - Knowingly allowing another student to use an assignment or test to submit as his or her own.
  - Looking at another's test or essay and submitting the work as one's own.
  - Knowingly assisting another student to misrepresent the content or authorship of their school work.
  - Using any type of notes or technology without teacher approval.
  - Plagiarism, including but not limited to:
    - Quoting or paraphrasing directly all or part of someone else's written or spoken words without documentation within the body of the work.
    - Presenting an idea, theory, or formula originated by another person as one's own.
    - Using information, which is not common knowledge, including statistics and demographics, without documenting the source.
    - Copying or pasting from the Internet or another document material that is not one's own without documentation from the source.



- Level II Violations (The following will be referred to the administration.)
  - Unauthorized possession, use and/or theft of test materials, answer sheets, teacher materials, computer files, grading programs, and/or altering teacher records.

## **BEHAVIOR - SCHOOL BUS**

School bus transportation is an extension of the school. The same behavior standards in school are expected on the bus. Good behavior on a school bus is even more important because of the safety factor. Pupils are expected to conform to the following bus regulations as developed for the safety of the pupil riders. How well bus riding rules are adhered to and the manner in which they are adhered to may constitute student discipline. Please adhere to the following guidelines:

- Be on time at the designated bus stop. Buses cannot wait for tardy pupils.
- Expect to walk some distance to a bus stop as required by State Regulations.
- Stay off the roadway while waiting for the bus. Form a line to get on the bus.
- Cross in front of the bus when crossing the road or highway, not in the back of the bus.
- Wait until the bus has come to a complete stop before attempting to get off or on the bus.
- Leave the bus only at the consent of the driver.
- Occupy any seat assigned by the driver. Keep feet out of the aisles, off seats and off the backs of seats and refrain, at all times, from moving around while the bus is in motion.
- Sit upright and keep your head, arms and hands inside the bus.
- Observe classroom conduct. Avoid unnecessary disturbing noises. Drivers should not be distracted while the bus is in motion. Do not shout at passing persons or vehicles.
- Be courteous. Use no profanity or vulgar language.
- Help keep the bus clean. No eating or drinking on the bus.
- Fighting, pushing, shoving or other rowdiness will not be tolerated.
- Report to the driver at once any damage to the bus that is observed.
- There shall be no smoking or drinking on the bus.
- Skateboards, animals and dangerous objects and such are prohibited.
- Students are to use the same bus stop location on a consistent basis.

## **SCHOOL BUS PASS: DISTRICT POLICY**

Please follow these procedures when arranging for a child to ride a bus other than their own.

- A note must be written by the parent/guardian (indicating the name of the student their son/daughter is riding with and the bus #) and sent with the student to school. The guidance office will also accept a phone request for alternate transportation arrangements, if done in advance.
- The guidance office will write an official bus pass and return it to the student. Students will be responsible for giving the bus pass to the bus driver.
- The office will not be able to make phone calls regarding bus changes or write notes for students if prior arrangements have not been made by the parent/guardian.
- Occasionally buses are full and do not allow extra riders. Please verify availability with the guidance office.

## **BEHAVIOR - DURING LUNCH**

Students are not allowed to leave the school grounds during lunch period unless your parent /guardian signs you out through the guidance office. Behavior in the cafeteria must provide for keeping the area clean, safe and healthy. Students are expected to abide by the following guidelines, otherwise loss of cafeteria privileges or clean up duty may be assigned.

- Eat only while seated at a table.
- Do not overcrowd tables; sit in appropriate seating.
- Dispose of garbage and recycling in the appropriate containers.
- Keep all food and drink in the cafeteria.

## **BEHAVIOR - OUTSIDE THE BUILDING**

The area around the building is designed for you to enjoy and you may use the grounds on the West side of the building during the lunch hour, within the following guidelines:

- Bicycles must be kept locked in the rack during school hours. Students are not allowed to be near the bike racks during school hours.
- Snowballs are not allowed to be thrown on school property.

## **BEHAVIOR - AT ASSEMBLIES AND PERFORMANCES**

Behavior expectations for students at performances and assemblies are:

- Be quiet during the performance.
  - Whistling, booing, and yelling are not acceptable behavior.
- Remain in your seat. During school day performances, you will sit with a teacher in an assigned area.
- During an evening performance, remain in your seat until the conclusion of the performance.

## **BEHAVIOR - AT SCHOOL AND RELATED FUNCTIONS**

Your behavior during school evening activities, field trips, interscholastic events, camp, and other related trips or activities should reflect well upon you and your school. All school rules that apply during the day also apply at school-sponsored activities. In each of the following instances, violation of the rules may result in a warning, a parent-administrator conference, an after school detention, suspension or expulsion. Specific action taken may vary on a case by case basis depending on the nature of the offense, previous offenses and the gravity of the situation.

## RESTORATIVE PRACTICES

Definition: In an attempt to change behavior, students who engage in misconduct may be required to participate in restorative practices in lieu of, or in addition to, suspension or expulsion.

Restorative practices will typically be the first consideration to remediate offenses such as interpersonal conflicts, bullying, verbal and physical conflicts, theft, damage to property, class disruption, harassment, and cyberbullying.

This includes conversations facilitated by an administrator, counselor or a teacher that may facilitate conversations that focus on building a common understanding of a conflict/situation through face to face dialogue in order to restore relationships and a sense of community.

Procedures:

- A meeting is established for the students and the adult facilitator. (Depending on the severity of the incident, parents/guardians/guardians may or may not be notified.)
- Three (3) key questions that guide the process are:
  - What happened?
  - Who was affected and how?
  - How do we make things right?
- The level of success and personal accountability achieved through steps 1 and 2, as well as the seriousness of the misconduct, will determine if further disciplinary action is warranted.

## PROHIBITED ACTIVITIES

Involvement or participation in the following prohibited activities will result in disciplinary penalty, up to and including permanent expulsion from school. Other misconduct may also rise to discipline, up to and including permanent expulsion from school. As used in these regulations, “At school” means “in a classroom, elsewhere on school property, on a school bus or other school-related vehicle, or at a school-sponsored activity or event whether or not it is held on school property.

### ARSON

Intentionally setting fire or attempting to set a fire or doing any act that results in the starting of a fire, or aiding, counseling, inducing, persuading, or procuring another to do such an act. The Michigan Revised School Code requires schools to permanently expel a student who commits arson on school property.

### ASSAULT (Physical)

The Revised School Code defines “physical assault” as intentionally causing or attempting to cause physical harm to another through force or violence.

The Michigan Revised School Code requires school districts to suspend or expel a student enrolled in grade 6 or above who commits a physical assault at school against another student.

School districts are required to permanently expel a student enrolled in grades 6 and above who commits a physical assault at school against an employee, volunteer, or contractor.

## **ASSAULT (Verbal/Written)**

Includes any intentional spoken or written threat or offer to do bodily injury to another by force, under circumstances that creates a well-founded fear of actual harm. Suspension or expulsion, as determined by the board or its designees, is also required when a student in grades 6 or above commits a verbal assault at school against an employee, volunteer, or contractor.

## **BLACKMAIL, COERCION OR EXTORTION**

Forcing someone to do something against her or his will, such as the act of borrowing or attempting to borrow any money or things from a student unless both parties enter into the agreement freely and without pressure of either an implied or expressed threat.

## **BOOK BAGS/BACKPACKS**

Any bags such as, but not limited to, totes, backpacks, book bags, gym bags, duffel bags, etc. may be used to bring appropriate materials to and from school but are not permitted in the classroom or in the halls between classes.

## **BULLYING POLICY**

*Bullying* (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

**Cyber-bullying** (see Board Policy #5143)

Intimidation and/or threats to students or property, including but not limited to verbal abuse, physical abuse (written or artistic depictions of) or hurtful actions towards others. Abusive, obscene and threatening language as well as harassment and humiliation of others are prohibited.

Cyber-bullying is defined as the use of information and communications technologies such as, but not limited to email, cell phone, instant messaging, defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

## **BURGLARY/THEFT**

Stealing of school or personal property. This includes keeping a found item that does not belong to you.

## **COMMUNICATION DEVICES (CELL PHONES)**

Personal Electronic Devices (PEDs) are defined as any student owned laptop, cell phone, tablet, personal digital assistant or any other device with inbound/outbound communication capabilities.

We believe to be attentive and an engaged learner, students do not need use of personal electronic equipment used for entertainment during the school day. Students can carry their cell phones during the school day in the off position. If a staff member hears the phone or a student is seen using the phone, the staff member will confiscate the device and turn it into the office. A staff member may pre-approve the use of the device within their classroom setting.

Texting, videotaping, recording or taking pictures with cell phones or other electronic devices is prohibited. Students who violate this policy will have their device confiscated with appropriate administration action.

1st Offense: Student can pick up the device at the end of the school day from the office.

2nd and 3rd Offense: Administration will communicate with parent/guardian; student will be assigned an after school detention; student's parent/guardian will need to pick up the phone at the end of the school day from the office.

4th Offense: Student's right to possess the cell phone or PED at school will be revoked. The device will be checked in and out of the office for an assigned period of time.

Laser pointers are not permitted on school property.

## **CRIMINAL SEXUAL CONDUCT**

Criminal Sexual Conduct is conduct which constitutes criminal sexual conduct as defined by Michigan Law (MCL 750.520b,c,d,e,g) including, but not limited to unwelcome sexual touching or sexual penetration by force or coercion. Conviction is not necessary for the district to expel. Local police will be informed.

## **DAMAGE TO OR LOSS OF SCHOOL PROPERTY**

Students and their parents/guardians/guardians are responsible for the loss, damage or destruction of school property, including books, musical instruments and materials loaned for student use. If property damage was of a malicious nature, other disciplinary action may be in order.

**DISRUPTIVE CONDUCT** (ie. chanting, inappropriate verbal or physical actions, etc.) that interferes with the educational process, the normal operation and functioning of the school, and/or school or school-related activities. This includes, but is not limited to classroom behavior, hallway behavior, cafeteria behavior, behavior at recess, and conduct such as recording fights, unauthorized tampering with school property and equipment, unacceptable public displays of affection, food fights and inappropriate unsportsmanlike behavior or misconduct, at sporting and school events, whether at home or away.

## **DISTRIBUTION OR SALE OF PRINTED OR WRITTEN MATTER**

No printed or written matter are to be distributed or sold in a school or on school grounds without prior approval of the school administrator, and no material can be distributed which, either by its content or the manner of distribution, will interfere with the proper and orderly operation and discipline of the school, will cause violence or disorder, or will constitute an invasion of the rights of others. (See board of Education Policy 6145.3)

## **DRUGS, ALCOHOL, TOBACCO**

The use, possession, sale, or transfer of illegal drugs, look-alikes, drug related paraphernalia, inhalants, alcoholic beverages, tobacco, or tobacco-related products is prohibited within the school building, on school premises, or during school sponsored functions. Matches and lighters are not permitted in school. The sale or transfer of over the counter drugs and prescription medication is prohibited. In cooperation with the Meridian Township Police Department, periodic, unannounced visits by the drug dog may be scheduled.

## **FALSE ALARM**

A student shall not knowingly make a false alarm, including but not limited to a false fire alarm, false 911 communication, bomb threat or tampering with Automatic External Defibrillator (AED). Such action is strictly prohibited and shall subject the student to appropriate disciplinary action and referral to local law enforcement officials; law enforcement agencies and the local fire department will be contacted. [Michigan law requires the Board of Education to suspend or expel a student who makes a bomb threat; law enforcement agencies and the local fire department will be contacted.]

## **FORGERY**

The act of fraudulently using in writing, the name of another person, or falsifying times, dates, grades, addresses or other data on school forms.

## **GAMBLING**

Participating in an activity for material or financial gain.

## **GROSS INSENSITIVITY**

The act of intentionally directing slurs or demeaning remarks toward others which reflect on their race, religion, ethnic background, sex, sexual orientation, socio-economic status, appearance or abilities.

## **HAZING**

The intentional knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the emotional or physical health or safety of the individual and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization (fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution).

Hazing includes any of the following that is done for such a purpose:

- Physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity.
- Physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics, that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

## **INDECENCY/USE OF ABUSIVE/OFFENSIVE LANGUAGE**

Any gesture or written, verbal, graphic act that includes the use of abusive/offensive language are considered indecent and offensive. This includes, but is not limited to, swearing, racial and ethnic slurs, and abusive/offensive comments about one's religion, race, color, national origin, age, gender, sexual orientation, gender identity and expression, disability, height, weight, or socioeconomic status.

## **INSUBORDINATION**

The failure to respond to or carry out a reasonable request by a staff member.

## **OBSCENITY**

The act of using obscene language by students in verbal or written form or in pictures or caricatures in or on school property.

## **PERSONAL THREATS**

There must be appropriate language used in school. Students found to be making personal threats that would, if acted upon, inflict serious harm and/or death upon students and staff will be immediately removed from class pending administrative investigation and parental contact. Law enforcement agencies may be contacted with the first and succeeding offenses. Progressive discipline will be established as necessary.

## **THREATS OF VIOLENCE**

Threats of Violence: Including but not limited to, bomb threats, shootings, suggestions of bringing or having weapons on school property, etc. directed at students, staff, a school building, school property, or a school-related event. Includes threats communicated verbally, electronically (such as social media, text, etc.), written, and all other forms of communication. Threats will be taken seriously and are not considered jokes. See appendix for full statement from the Ingham County Prosecuting Attorney.

Conference and Short Term Suspension (10 days) or Long Term Suspension (11- 59 days). Possible expulsion in serious cases. Local police will be informed.

## **POSSESSION OR USE OF A DANGEROUS WEAPON**

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

Michigan law requires the Board of Education to expel a student for actual or constructive possession of a dangerous weapon on school property or in a school vehicle. Constructive possession means: possession in a student's locker, vehicle, or other property not directly on the students. Michigan law defines a dangerous weapon as a firearm, dagger, dirk, stiletto, knife with a blade over three inches in length, a knife opened by mechanical device (regardless of blade length), iron bar, or brass knuckles.

As a matter of School District policy, the Board of Education will also exercise its discretion to expel a student for possession of an object on school property or in a school vehicle which may be used to cause or threaten harm to others. Examples of such objects include, but are not limited to: BB guns, pellet guns, look-alike gun, knife with a blade three inches or less in length, razor blade, box cutter, chains, nunchucks, mace, and pepper spray.

School Officials will immediately contact the student's parent/legal guardian and local law enforcement officials in the event a student is found in possession of a dangerous weapon or an object which may be used to cause harm to others.



## **POSTING OF MATERIAL ON SCHOOL PROPERTY**

To ensure neatness and proper care of school property, no posters or bulletins may be placed in the hallways unless they are approved by an administrator. Any outside organization that is not a sanctioned school club or activity must submit posters or bulletins to an administrator for approval. These organizations are limited to one poster and it must be placed in an approved area. The daily announcements are reserved for school clubs and activities.

## **STRIKING OR THREATENING SCHOOL PERSONNEL OR STUDENTS**

The act of hitting or threatening to hit another person may constitute physical, verbal or written assault. [Michigan law requires the Board of Education to expel a student who commits physical assault.]

## **VANDALISM**

The act of willful destruction of property belonging to another or to the school.

**OTHER CRIMINAL ACTS** - As defined under the laws of the State of Michigan and actions contrary to acceptable school behavior and conduct which interferes with the educational process, or safety to the individual or others.

## **DISCIPLINARY ACTIONS**

The following are the disciplinary actions which may be used by teachers and administrators to resolve problems of student misbehavior while at school or on the way to or from school.

- Discussion with the student.
- Discussion or note/email with the student's parents/guardians/guardians.
- Assignment of an after school detention. It is the responsibility of the student to notify their parents/guardians/guardians if they must stay after school and to arrange for transportation.
- Conference with student, parent/guardians, teacher, and administrator.
- Suspension - The principal or assistant principal may, by law, suspend a student's right to attend school for a period not to exceed ten (10) days for an infraction of school rules. There are three types of suspensions: in-school suspensions, out-of-school suspensions and snap suspensions.

**Snap Suspensions:** A teacher is authorized to immediately remove and suspend a student from class, subject or activity for up to one school day when the student's behavior interferes with the teacher's ability to effectively teach or manage the class, subject or activity.

A student receiving a teacher-imposed suspension shall not return to the class, subject or activity from which the student was suspended until the passage of one full school day from the time of the student infraction, unless permitted by concurrence of both the teacher and the principal or designee.

At the discretion of the principal or designee, the student receiving a teacher-imposed suspension from a class, subject or activity may be permitted to attend other classes, subjects or activities if the student conduct does not qualify for multiple-day suspension or expulsion in accordance with board of education policy and the Student Code of Conduct.

**In-School Suspension:** The student's right to attend classes is suspended and the student spends the time in the office or designated area at school.

**Out-Of-School Suspension:** The student must leave school grounds and may not return until the suspension has been completed.

**LONG TERM SUSPENSION** - Long term suspension (11-59 school days) shall occur only in accordance with the procedures set forth below.

- Written notice shall be given to the student and parent or guardian of the charges of misconduct and of a long term suspension hearing before the superintendent or assistant superintendent.
- The principal or designee may suspend a student pending the long term suspension hearing, in which case the hearing shall be held at the earliest possible time.
- For 11-20 day suspensions the assistant superintendent will conduct a hearing scheduled with the parent/guardian and school administration.
- For 21- 59 day suspensions, the superintendent or assistant superintendent shall conduct a hearing scheduled with the parent/guardian and school administration.
- The student and parent or guardian may, at their own expense, be represented by legal counsel and shall have the right to bring relevant fact or character witnesses.
- At the disciplinary hearing, an opportunity for all sides to be heard in detail shall be provided according to the following outline:
  - Opening statement by the superintendent or assistant superintendent
  - Opening statement by the school
  - Opening statement by the student or representative (usually the parent or guardian)
  - Presentation of school's position
  - Opportunity for student to ask questions, clarify issues brought forth by school and/or board members
  - Presentation of student's position
  - Opportunity for school and/or superintendent or deputy superintendent to ask questions, clarify issues brought forth by student
  - Final statement by school
  - Final statement by student

- Final questions by superintendent or deputy superintendent
- The superintendent or assistant superintendent will deliberate upon the evidence and determine the outcome. The superintendent or deputy superintendent shall make their determination solely upon the evidence presented during the hearing.
- The superintendent or assistant superintendent shall make a written report to the concerned parties within five (5) school days containing the findings and the decision concerning long term suspension. The report shall also include the student's appeal rights.
- For suspensions greater than twenty (20) days, administration will develop an academic plan to promote the continued education of the student. It is the student's responsibility to participate and engage in the programming set forth in the plan to ensure academic progress.
- The parent/guardian may, within three (3) school days or receipt of the decision, file a notice to appeal with the superintendent for the appropriate level of review. During a suspension appeal, the suspension or that portion of the suspension remaining shall be held in abeyance until the appeal is completed. If the student and/or parent/guardian cannot meet within the timelines, then the suspension shall be re-instituted unless this provision is waived by the person or committee hearing the appeal. In unusual cases, where in the opinion of the principal or designee, the student or school personnel's safety, or school property would be endangered by returning the suspended student during the appeal, the principal may prohibit the student's return. In such a case, a meeting with the student and/or parents/guardians or guardian shall be held at the earliest possible time.
- Long term suspensions of 11-20 school days may be appealed following the procedures below:
  - Level of Review: The Superintendent. A conference shall be scheduled with parent/guardian within three (3) school days of the request for appeal. Decisions will be rendered within two (2) school days of the conference. For suspensions and/or expulsions between 11 and 20 days, the decision of the superintendent is final.
- Long term suspensions of 21- 59 school days may be appealed following the procedure below:
  - Level of Review: The Board of Education. A hearing will be scheduled with the parent/guardian within ten (10) school days following the request for appeal. A decision will be rendered within three (3) school days of the conference. The board or subcommittee of the board may uphold the suspension, establish an alternate suspension of lesser severity, or reverse the suspension in its entirety. The decision of the board or subcommittee of the board shall be considered final.

**EXPULSION** - A student may be expelled, for an extended period of time in excess of fifty-nine (59) consecutive school days. A student may be expelled only by action of the Board of Education following recommendation by the building principal or designee.

## **DUE PROCESS PROCEDURES**

The Okemos Public Schools provide a procedure for handling student suspensions. A principal or designee may suspend a student from school for a period not to exceed ten (10) days. If a student is to be suspended, contact is made with the parent or guardian by telephone, if possible, indicating the reason for suspension. Within a period of time as is reasonably necessary following such suspension, the principal or designee shall send a letter to the student's parents/guardians/guardians informing them of the student's misconduct. parents/guardians have the right to ask for an appeal of the suspension.

The appeal of a suspension shall follow these procedures:

**Level of Review:** Principal or designee at (517) 706-4800: The appeal shall be made within two (2) school days of the suspension. A conference will be scheduled with the parent/guardian within two school days of the appeal. Decisions will be rendered within two (2) school days of the conference. The principal or designee may uphold the suspension, establish an alternative suspension of lesser severity, or reverse the suspension in its entirety. The decision of the principal or designee shall be considered final.

## **SEXUAL HARASSMENT**

Sexual harassment is unlawful under both Michigan and federal law and is contrary to the commitment of this district to provide an effective learning environment. The district policy prohibits sexual harassment of students, employees, board members, volunteers, contractors or applicants for employment by students, employees, board members, volunteers or contractors. Copies of the policy are available from the Director of Human Resources at 4406 N. Okemos Road, Okemos, MI 48864, phone: 517-706-5001. (See Board of Education Policy 5142.1.5 to 5116.2)

## **SUBSTANCE ABUSE - ASSISTANCE AND REFERRAL**

In the event the principal or designees, upon conclusion of an investigation, concludes that chemical dependency or abuse exists on the part of the student, efforts will be made to assist the student and/or parents/guardians or guardians in developing alternative courses of action to address this matter.

At a meeting with the student and parent or guardian the nature of the problem will be discussed and suggestions offered on how to eliminate chemical dependency or abuse. The school shall provide a listing of community and private agencies that can offer assistance in this matter. The school officials shall enforce the appropriate school rules and regulations which lead to suspension and/or expulsion.

Any service or materials rendered or provided by professionals or persons other than school employees will be the responsibility of the student's parents/guardians. The school will assume no responsibility for payment or for making arrangements for such payment.

If the student and family fail to seek treatment and/or chemical dependency symptoms persist, the student's position in school will be in jeopardy and one or more of the following actions shall be taken:

- Additional appropriate actions which lead toward suspension and/or expulsion.
- Notification of law enforcement officials.
- Notification of county health officials.

## **SUBSTANCE ABUSE - USE OF DRUG DOG**

We believe our students want to go to schools which are safe and drug free. In this light, we have involved ourselves with a trained Meridian Township canine (drug dog) to periodically sweep our middle school buildings.

These actions are intended to give our middle school students a clear message that drugs in school will not be tolerated. Should the dog find any illegal substance, the school would take the appropriate action (police notification and implementation of school discipline policy) based on all circumstances. This plan provides another means of attempting to protect all of our students while preserving a safe school that is free of drugs.

## **STUDENT DRESS CODE**

### **Dress Code Philosophy**

The dress code for students attending Okemos Public Schools supports equitable educational access and is intentionally written in a manner that does not reinforce stereotypes or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

We believe . . .

- students should be able to dress comfortably for school and engage in the educational environment without fear of discipline or body shaming
- school staff should support a positive school environment that focuses on the development of the whole child without the additional and often uncomfortable burden of dress code enforcement
- the primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s)

- all students and staff should understand that they are responsible for managing their own personal “distractions” without regulating individual students’ clothing/self-expression

**Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements.

**Students Must Wear** while following the basic principle:

- **A Shirt** (with fabric in the front, back, a strap over the shoulder and on the sides under the arms), **AND**
- **Pants/Jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND**
- **Shoes**

Examples that **SUPPORT** our basic principle:

- Head coverings must allow the face to be visible to staff and must not interfere with the line of sight of any student or staff
- Religious headwear
- Hoodie sweatshirts
- Leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing

Examples that **DO NOT** support our basic principle:

- Racist messaging, images, or symbols (e.g., swastika, Confederate flag, etc.) on all clothing and accessories
- Violent language, weapons or images
- Images or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity)
- Bullet proof vest, body armor, tactical gear, or facsimile
- Hate speech, profanity, pornography
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups

- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class, field trips or athletic practice)
- Halter tops
- Accessories that could be considered dangerous or could be used as a weapon
- Any item that obscures the face (except as a religious observance or as personal protective equipment (PPE))

## **Dress Code Implementation**

School staff will have conversation with the student who is not adhering to the dress code to discuss the standards. The conversation with the student will be restorative in nature. School administration may direct students to change clothing or contact home for a change of clothes. These dress codes shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

## **DRESS FOR PHYSICAL EDUCATION CLASSES**

For reasons of personal hygiene and to enhance active participation while minimizing the possibility of injury, all students must have a change of clothing and shoes for physical education activities. This must be clothing and shoes other than what is worn for other classes during the school day. The following clothing shall be considered as appropriate apparel: gym shoes, sweat socks, shorts and shirt.

Students will also be expected to have appropriate clothing for participation in outdoor activities on cold days. Clothing for these occasions can be sweatshirts, sweatpants, or other suitable "play clothes."

## GENERAL INFORMATION

### BUILDING HOURS

Chippewa Middle School is open between 7:35 a.m. and 3:45 p.m. Students must not be in the building before or after these hours unless accompanied by a teacher, coach or parent/ guardian. Students must be in areas supervised by school personnel or a parent/guardian after 3:00 p.m.

### EARLY RELEASE SCHEDULE

The required professional development time for our teachers are structured into two-hour blocks. This time allows our teachers to meet in “professional learning communities” to focus on improving teaching quality contributing to student learning. Please refer to the Okemos Public Schools Calendar for the dates.

### CLOSING OF SCHOOL

Alert Now will call all listed phone numbers for the students if there is an emergency or snow day. The school district web page will be updated to reflect school closures and other emergency information. The local radio stations WJIM, WVIC, WITL, WKAR, WILS, WFMK, WHMI, WIBM, Q106, or TV channels WILX-TV, or WLNS-TV will indicate school closing information. If school must be closed during the day due to an emergency, all students will be released when the buses arrive. This will ensure accountability and safety.

### EMERGENCY PROCEDURES (Fire Tornado, Shelter In Place, and Lockdown)

Information sheets are posted in each classroom stating directions to follow in case of an emergency. The fire alarm is a special horn as is the tornado alarm. Shelter in Place and Lockdown are made by a P.A. announcement.

Cooperation and alertness are necessary during all drills. Teachers will give further instructions about leaving the building in case of emergencies.

In case of an emergency. . . .REMEMBER!!!

- BE QUIET! No talking except when necessary to make the drill safe.
- WALK! Running or rushing is unsafe.
- REMAIN ALERT! In any drill or emergency, it pays to be calm so the most intelligent course of action can be followed if it becomes impossible to follow the instructions as originally given.

In a shelter in place emergency, students will move to designated areas organized by grade level. Teachers will escort their students to the designated area, take attendance, and then remain with the students. All students will go to the auditorium. Seventh grade students will report to the auditorium and sit in the upper sections. Eighth grade students will also report to the auditorium and sit in the lower sections. All students and teachers will remain in their shelter in place locations until dismissed by the office.



The Okemos Schools have established procedures to follow in the case of an internal or external threat that results in a lockdown situation. These procedures will be practiced and reviewed annually.

## **LIBRARY MEDIA CENTER (L.M.C.)**

The library is available throughout the day to classes and for individual students with a pass. We are open before and after school and at lunchtime with a pass. Library hours are 7:35 to 3:35, Monday thru Thursday and until 3:00 on Fridays. Students may have up to 5 items checked out at a given time for a period of 2 weeks. We have books, ebooks, audiobooks, and magazines available for students' usage. Materials can be renewed if no one is on a waiting list for the item.

Library computers are available to use during school time for classes and assignments. In addition they are available before and after school for appropriate Internet usage. Students are asked to respect that the library is used for studying and reading. Students will be asked to return to their classrooms if they do not use the area responsibly. Gum and food are not allowed in the library. For more information about the library please check us out on the Okemos Schools website.

## **FINES**

Students may be assessed fines for the following reasons:

- Lost/damaged textbooks
- Lost/damaged library books
- Lost/damaged musical instruments
- Lost/damaged combination locks
- Damage to school equipment/facilities
- Student Learning Devices (SLD) and device accessories
- Damages to school property, beyond normal wear and tear, may result in fines.

## **ILLNESS / INJURIES / MEDICATION**

Inform your teacher if you are ill and get permission to go to the Guidance Office. You must receive permission from the assistant principal, principal or secretary before entering the clinic. One of these persons will help you and contact a parent/guardian if you need to go home. We cannot give any medication, including aspirin, unless we have a completed authorization form on file in the guidance office. No over the counter or prescription medication of any kind including vitamins and supplements are allowed on school premises without a signed authorization form on file in the office. Forms can be found on the website for each school.

## **LICE**

Head lice are a common condition that can be transmitted where any group assembles regularly, especially among students whose hats and jackets hang close together. Itching or scratching may be a sign of lice, but sometimes there are no signs until you look closely. Please check your student's head frequently. Look around the ears and back of the neck. Be sure you have good light; stand near a window or use a lamp. Nits (lice eggs) look like little white spots hanging on a shaft of the hair. They are difficult to move or pull off. Dandruff or scalp flakes move very easily. Nits do not. If there are lice, notify the attendance office and start treatment immediately.

## **AED LOCATIONS**

AEDs are located in the gymnasium hallway, in the hallway across from the library, and in the senior center near its main office.

## **LOCKERS**

Separate lockers are provided for coats and books, musical instruments and physical education clothing. Each student must keep all hall, physical education, and music lockers locked at all times. Each student is responsible for keeping all lockers in good order, and is responsible for any excessive damage or wear. Removal of locks from lockers is strictly prohibited. Students are Responsible for keeping locker combinations confidential. Combinations will not generally be changed for students who willingly give out their combinations. *DO NOT GIVE YOUR COMBINATION TO OTHER STUDENTS!* This is very important and is the only way a locker system can be effective. The school retains joint custody and control over student lockers.

## **LOST AND FOUND**

Report lost items immediately to the Main Office. Later you may check the lost and found in the cafeteria or the P.E. office to see if it has been found. Items left in the lost and found will be donated to charity.

## **PICTURES**

School pictures will be taken in September. Students are required to have pictures taken for school records. You may purchase various sizes of pictures if you wish but purchase is not required. More information will be given to you the week before pictures are taken.

## **SCHOOL VISITS**

Okemos Public Schools welcome visits to our middle schools by parents/guardians and other citizens. Classroom visits need to be limited in number and frequency and pre-arranged with the principal and staff. All school visitors must report to the office upon arrival in the building. See District policy regarding school visits. (Refer to Board of Education Policy R1250.)

## **VENDING MACHINES**

Vending products are located inside the cafeteria and outside of the gym. These are for afterschool and evening use.

## **WORK PERMITS**

The State of Michigan provides for the control of employment of minors. All minors under 18 years of age must have a work permit before they can be employed. No work permit shall be issued to any minor under the age of fourteen, with the exception of a student working as a caddie, then the age eleven. Work permits must be obtained in the middle school office. The school has the authority to determine whether or not the student shall be issued a work permit. The "best interests" of the minor is the determining factor.

## **OKEMOS SCHOOL BOARD POLICIES**

### **Web Accessibility Statement**

Okemos Public Schools (OPS) recognizes the importance of making digital information provided on the District's website accessible to students, prospective students, parents/guardians, employees, guests and visitors with disabilities, particularly those with visual, hearing or manual impairments or who otherwise require the use of assistive technology to access information.

This website is coded to comply with both the Americans With Disabilities Act and conforms level AA of the World Wide Web Consortium (W3C) Web Content Accessibility Guidelines 2.0. Users who wish to view these specifications can do so at: [Web Content Accessibility Guidelines 2.0](#). These guidelines explain how to make web content more accessible and the District is working to educate our staff so that the content they may post on their classroom websites will be compliant with the guidelines and be accessible to all visitors.

Okemos Public Schools strives to adhere to the accepted guidelines and standards for accessibility and usability as comprehensively as possible on this website

If you cannot fully access the information on the District's website, please communicate specific issues with the District's Web Accessibility Coordinator. We will make every effort to provide the information to you in an alternate format and/or make the necessary improvements to ensure the information is accessible.

Formal complaints regarding accessibility concerns may be filed through our Section 504 and Title II grievance procedure. The following persons have been designated to handle inquiries and/or complaints regarding the non-discrimination policies:

## **Title IX Coordinator**

Superintendent of Human Resources  
Mario Martinez  
Okemos Public Schools  
4406 N. Okemos Road  
Okemos, MI 48864  
mario.martinez@okemosk12.net  
517-706-5006

## **Section 504 and Title II Coordinator (Students)**

Mrs. Heather Pricco  
Special Education Director  
Kinawa Middle School  
1900 Kinawa Drive  
Okemos, MI 48864  
heather.pricco@okemosk12.net  
517-706-4829

## **Web Accessibility Coordinator**

Matt Ottinger  
Okemos Technology Department  
4406 N. Okemos Road  
Okemos, MI 48864  
matt.ottinger@okemosk12.net  
517-706-5401

## **Section 504 and Title II Coordinator (Adult)**

Superintendent of Human Resources  
Stacy Bailey  
Okemos Public Schools  
4406 N. Okemos Road  
Okemos, MI 48864  
stacy.bailey@okemosk12.net

Additionally, sexual or racial harassment is forbidden regardless of the source of harassment, e.g. student to student, teacher to student, school employee to student, etc. In the event that a student believes that they have been sexually or racially harassed, they should file a complaint with a school administrator, as per the Okemos Public Schools Harassment Policy. Copies of the policy are available in the district's administration office.

## **District Network Resources and Internet Safety**

The Okemos Public Schools (OPS) believes that students need to be proficient and safe users of information, media, and technology to succeed in a digital world. Therefore, the district will use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

To help ensure student safety and citizenship in online activities, all students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

The superintendent or designee will create electronic educational systems that support innovative teaching and learning, to provide appropriate staff development opportunities and to develop procedures to support this policy.

## **Use of the Internet**

To promote the safe and appropriate online behavior of students and staff as they access material from the Internet, the district will use the following four-part approach. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

### **1. Acceptable Use Policy (AUP)**

All technology resources are the property of the district and the district retains the right to access and review all computer files, electronic mail and Internet access. It is expected that all users of technology resources will maintain a high standard of ethical behavior. Inappropriate use may result in suspension of privileges, cancellation of privileges, disciplinary action and/or legal action. The notification for students of the Acceptable Use Policy (AUP) of the District Network Resources will be provided annually in the parent/student handbooks. Employees must sign the appropriate AUP Agreement before their network account can be accessed. Signature(s) on the contract is (are) legally binding and indicates the party (parties) who signed has (have) read the Terms and Conditions of the Acceptable Use Policy carefully and understand(s) their significance.

### **2. Filter**

All district owned computers in all district facilities capable of accessing the Internet must use filtering software to prevent access to content that is inappropriate for an educational environment including, but not limited to obscene, racist, hateful and/or violent material.

### **3. Supervision**

When students use the Internet in school facilities, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates the Acceptable Use Policy Agreement, then district staff may instruct the person to cease using that material and/or implement sanctions contained in the Acceptable Use Policy.

*District Network Resources and Internet Safety*

6300

### **4. Instruction**

All students will be educated about appropriate online behavior and inappropriate use of technology, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

## District Network Resources and Internet Safety - Regulations

R6300

All users of the District Network Resources must comply with the following regulations, which have been specifically established to protect our educational community and the district's networks.

### 1. Computer Network:

- A. A network account is provided for **educational purposes only**.
- B. Acceptable Network use by district students and staff include:
  - 1. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research.
  - 2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that support education and research.
- C. A network account is to be used only by the authorized user. The sharing of logins, passwords or accessing in another user's accounts and/or data is prohibited.
- D. Users are expected to abide by the generally accepted rules of Network Etiquette (Netiquette) including:
  - 1. Be polite. Do not send abusive messages or ones containing inappropriate language.
  - 2. Do not reveal your personal information (address, social security number, phone number, etc.) or that of other students/colleagues.
  - 3. Do not wastefully use finite resources (paper, network/email storage space, etc.)
  - 4. Do not use the network in such a way that you would disrupt the use of the network by others.
- E. Email/Social Media/Messaging may not be used to spam, advertise/sell personal property, for commercial activities, or for political lobbying for personal gain. Messages relating to or in support of illegal activities will be reported to legal authorities.
- F. Uploading, downloading or transmission of material, information, or software in violation of any district policy or federal, state or local law or regulation is prohibited and may be reported to legal authorities.
- G. Users may access educational materials for school use via the Internet. Compliance with Copyright notices and/or Terms and Conditions pertaining to a Web site is required. Plagiarism, in any form, is prohibited.
- H. Non-educational, inappropriate communication including, but not limited to, instant messaging, network messaging, and chat rooms, is prohibited.

- I. Accessing, transmitting, submitting, posting, publishing, or displaying any inappropriate or illegal material including, but not limited to, defamatory, inaccurate, abusive, obscene, profane, sexually oriented, bullying, threatening, racially offensive, or harassing is prohibited and may be reported to legal authorities.
- J. Student network files may be purged at the end of the school year. It is the student's responsibility to backup any files they want to retain.
- K. The network account, email account and network files of a user who leaves the district may be deleted. It is the student's responsibility to backup any files they want to retain.
- L. The Children's Online Protection Privacy Act requires website operators to obtain parental consent before collecting information from children under the age of 13. In certain instances, the District may act as an intermediary and provide the required parental consent on behalf of a student when the website is used for educational purposes
- M. A staff member wishing to design and publish a web site must read and adhere to the district's Web Page Development Guidelines and Policy.

## **2. Equipment:**

- A. The user will utilize district hardware (computers/printers/scanners, etc.) with care. Food, drink and candy must be kept away from any hardware.
- B. To protect logins/files, users must restart or shutdown the computer after use or when the computer will be unattended for a period of time.
- C. Users are always responsible for their assigned device. Users must take appropriate security measures at all times such as setting a passcode and/or logging out when necessary.

## **3. Security:**

- A. It is the responsibility of every user to notify a staff member or administrator who, in turn, must notify the Department of Media & Technology if the District Network Resources policy violation or security problem involving the District Network Resources or Internet is identified. The user must not in any way communicate and/or demonstrate the problem to others.
- B. Attempting to login to the network as any other user or disclosing another user's login and password is prohibited.
- C. Any user identified as a security risk or having a history of technology violations may be denied access to the District Network Resources.

## 4. Software:

- A. Downloading of unlicensed, malicious, illegal or inappropriate software from the Internet is prohibited and may be reported to legal authorities.
- B. Unauthorized copying, use or altering of licensed or copyrighted software is prohibited

## 5. Tampering:

- A. Tampering with, or activities that threaten the integrity and/or security of any network, computer operating system, software or materials (including, but not limited to, hacking into the District network(s), downloading or installing files that will compromise the network(s), dual booting devices, removal of district computer policies, removal of anti-virus software, transmission of worms, viruses and other malicious codes, and accessing any device or data without proper authorization) is prohibited and may be reported to legal authorities.
- B. Any attempt to defeat or bypass the district's Internet filter or conceal Internet activity are prohibited (e.g., proxies, https, special ports, modifications to district browser settings and any other techniques designed to evade filtering or enable the publication of inappropriate content).

## 6. Internet Safety

- A. In compliance with CIPA (Children's Internet Protection Act passed by Congress on 12/15/00) Internet filtering is in place for every networked computer to prevent access to inappropriate material on the district network. Internet filtering is provided by the district, both in and outside of the school setting for students. It is impossible to control access to ALL material on the Internet. The OPS firmly believe that the availability of valuable information and the potential for interaction on the Internet far outweigh the possibility that users may be exposed to material not consistent with the educational goals of the Okemos Public Schools. Furthermore, during student Internet use in school facilities, District staff will make reasonable efforts to supervise student access and use of the Internet.
- B. To help ensure student safety and citizenship in online activities, students and staff will be educated about:
  - 1. Appropriate online behavior.
  - 2. Safety and security while using email, chat rooms, social media, and other forms of electronic communications.
  - 3. The dangers inherent with the online disclosure of personally identifiable information.
  - 4. The consequences of unauthorized access (e.g., "hacking") and other unlawful or inappropriate activities.
  - 5. Cyberbullying awareness and response.



## 7. Video Network:

- A. All programming to be aired over the district's broadcasting system must be approved by the Department of Media & Technology.
- B. Programming which may be in violation of someone's civil rights, or that is discriminating in nature or content, or inappropriate for the educational audience is prohibited.
- C. Inappropriate language or behavior is prohibited from Okemos Channel programming.
- D. Student programming and use of equipment must be adult supervised at all times.
- E. Copyrighted materials or programming must be used in accordance with district policy and applicable laws.

## 8. Student Personal Learning Devices (PLD)

The Personal Learning Devices will become a critical component of the classroom instruction as we move forward; therefore students do not have the option of declining a district provided device.

Students will be required to use their school issued device during the school day to provide continuity for classroom instruction. The intent is for students to use the devices both in school and at home. Additionally, students are required to use school-provided Google accounts for classroom assignments.

### A. Bringing the Device to School:

- 1. It is expected that students will have their fully charged device at school each day. Teachers will be designing their lessons and classrooms based on students having access to their device.
- 2. If students fail to bring their device to school or bring it uncharged, they are responsible for getting the course work completed as if they had their device present and working.
- 3. If a student repeatedly fails to bring their device to school, they may be required to turn in and check out their device from school.

### B. Student Use in Classrooms:

- 1. Use of the device in the classroom is at teacher discretion.
- 2. Students are expected to take their device to each class each day unless told differently by the teacher.
- 3. Devices in the classroom are to be used for teacher approved educational purposes only.
- 4. The use of earbuds/headphones and other accessories in class are at teacher discretion. Earbuds/headphones will not be provided by OPS.

## C. General Care:

1. Treat this equipment with as much care as if it were your own property. Students may be assigned the same device for multiple years.
2. Do not attempt to alter, modify or upgrade the device in any way. Doing so may void the warranty.
3. Any and all support or repair will be handled through the district. PLEASE DO NOT CONTACT ANY OUTSIDE VENDOR (i.e., Geek Squad, device manufacturer) FOR REPAIR OR SUPPORT ISSUES.
4. Do not remove or interfere with the serial number or any identification placed on the device.
5. Keep the equipment clean. For example, don't eat or drink while using the device. \*It should be noted that liquids cause immediate damage to electronics.
6. Do not put stickers or use any type of markers on the device.
7. District issued carrying cases and/or device covers must be used at all times.
8. Close the device when it is not in use or it is being transported.
9. Never use a chemical to clean the screen or keyboard (i.e. Windex, bleach wipes). Use a soft, dry, lint-free cloth when cleaning the device.
10. Do not lean on the top of the device or put excessive pressure on the screen.
11. Device should always be stored in a safe, secure location. Avoid extreme temperatures.
12. Unattended devices found by staff will be moved to a designated location in the building.

## D. Student Printer Use:

1. Use of a school printer is for educational purposes only and will be at the discretion of the teacher.
2. Installing a printer for home use is allowed.

## E. Prohibited Areas:

Use of the device is prohibited in the following areas/situations:

1. Locker Rooms
2. Bathrooms
3. The cafeteria
4. Areas used for the purpose of changing clothes
5. Any other areas as designated by administration

## F. Device Camera/Recording:

1. Users shall not capture, record, transmit or post images, audio, or video of a person or persons unless provided with authorization by a teacher or administrator in compliance with OPS policies and procedures. This applies both in and out of the school setting.
2. Use of any recording, video or camera functions without a subject's consent is strictly prohibited.

- G. Device Problems: It is the student's responsibility to report device issues as soon as they occur.
1. The student must take the device to the designated technical support location as soon as possible.
  2. If the device cannot be fixed immediately, the student may be issued a different device to use on a temporary basis.
- H. Discipline:
1. Violations of the Student Code of Conduct (i.e., cheating, harassment, illegal activity, inappropriate images and content, etc.) that involve the use of any electronic device will be handled by administration as outlined in the Student Handbook. Loss of electronic device privileges up to and including confiscation of the device may accompany discipline for the offense. Failure to surrender and allow access to any electronic device upon request from a staff member is considered insubordination and will be handled by administration as outlined in the Student Handbook.
  2. Please refer to district Code of Conduct Policy #5144 for further details regarding electronic communications and student expectations.
- I. Device Damages and Care/Loss or Theft of Devices:
1. In the event of damage to the device not covered by the warranty, the student and parent/legal guardian may be billed for the damages.
  2. Repeated damage offenses may result in the parent/legal guardian being billed for the damages and/or loss of the device for the remainder of the year (a daily check out device will be provided).
  3. The administration has the authority to waive or modify charges if the cause of damage is judged to be beyond the student's control.
    - Devices that are lost or stolen need to be reported to the school's main office immediately.
    - If a device is stolen or vandalized while not at an OPS sponsored event, the parent/or legal guardian shall file a police report and notify the school's main office as soon as possible.
    - If a device is lost or stolen, the student may be financially responsible for its replacement. The student may also lose the right to take future devices home.
  - Lost, damaged, or stolen devices in the care, custody, and control of a student may be covered by the homeowners'/renters' policy of the parent/guardian. Most homeowner/renter policies will provide some limit of coverage for the "damage to the property of others" under the comprehensive personal liability coverage part of the policy and is not normally subject to any deductible. Please consult your insurance agent for details about your homeowners'/renters' coverage.

- J. Checking Out and Returning a Device at the End of the Year:
1. Students will be expected to attend an orientation session to receive their equipment. Each student will receive a device, case and AC charger.
  2. Devices will be returned at a specified time at the end of the school year so they can be checked for serviceability.
  3. It is the student's responsibility to maintain the power adapter and cable.
  4. The student or parent/or legal guardian will replace lost or damaged power adapters or cables with the same model. It is recommended that students NOT use the prongs on the charger to wrap the power cord, as over time, this has proven to damage the cord.
  5. If a student transfers out of the OPS during the school year, the device must be returned at that time.
  6. This equipment is, and at all times remains, the property of OPS and is herewith loaned to the student for educational purposes only for the Academic School Year. The student may not deface or destroy this property in any way. Inappropriate use of the machine may result in the student losing their right to use the device and may lead to disciplinary action.

## 9. Disclaimer:

The Okemos Public Schools makes no guarantees of any kind, whether expressed or implied, for the District Network Resources or the device. The Okemos Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. OPS staff and Board of Education members are released and indemnified from:

- A. Any damages users may suffer including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, interruptions in service, or other reasons.
- B. Any fees, expenses or damages a user incurs as a result of use, or misuse, of the District Network Resources. The district retains the right to seek monetary restitution from the user.
- C. Any claims, causes of action and damages of any nature arising from the use, or inability to use, the District Network Resources.
- D. Unauthorized financial obligations, identity theft or fraud resulting from District-provided access to the Internet and/or email.

## Terms and Conditions:

All Terms and Conditions as stated in this document are applicable to the Okemos Public School District. These Terms and Conditions reflect the entire agreement of the parties and supersedes all prior oral or written agreements and understandings of the parties. These Terms and Conditions shall be governed by and interpreted in accordance with the laws of the State of Michigan, and the United States of America. These Terms and Conditions are subject to change with proper notification to the registered users.

## EXTRA CURRICULAR ACTIVITIES

### EXTRA CURRICULAR FEE

A fee of \$50 may be charged for extracurricular activities that are not specifically tied to a class, and do not influence a grade. An individual student only has to pay the fee once per year, regardless of the number of activities that they participate in. (Jazz Band, Musicals, Science Olympiad, etc.) A confidential call to the counselor or school administrator by a student's parent or guardian is requested if families cannot afford to pay the extra curricular fee. *This does not include athletic fees.*

### ACTIVITY EVENTS

Student activity events are planned for students by a staff sponsor and the grade level parent representatives. Most activities are scheduled after school or in the evening. Students must make prior arrangements for transportation. The following are appropriate behaviors for students at school sponsored activities:

- Appropriate school behavior, as outlined in the student handbook, will be expected at all times.
- Respect for adult supervisors will be required at all times.
- You will not be readmitted once you leave a function.
- Only the food and beverages provided by the activity sponsor will be allowed at the activity.
- Admittance will be denied to anyone who is suspected of being under the influence of any illegal substance.
- Students who are on suspension that day may not attend the activity.

### FAILURE TO ADHERE TO THE ABOVE EXPECTATIONS MAY RESULT IN:

- Notification of parent or guardian.
- Suspension from the next activity.
- Habitual offenders will be excluded from future activities.
- Possible loss of participation in field trips, school activities, or end of the year trips.

### INTERSCHOLASTIC ACTIVITIES

The interscholastic program is for seventh and eighth graders. The middle school sports season will be as follows: Cross Country (Sept-Oct), Volleyball (Sept-Oct), Boys' Basketball (Nov-Dec), Girls' Basketball (Jan-Feb), Wrestling (Feb-March), and Track (April-May).

Physicals must be on file in the school office for any athletic team participation including try-outs. Regulation 1, Section 3, interpretation #17 reads as follows: "A physician's statement for the

current school year is interpreted as any physical examination given on or after April 15 of the current school year."

Students who are on an interscholastic team must participate in physical education the day of a game in order to be able to play in the game.

## ATHLETIC CODE OF CONDUCT

### PHILOSOPHY

The Okemos Middle Schools athletic philosophy is designed to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. Programs are designed to encourage meaningful participation and provide experiences in a variety of activities. While winning is an important part of any athletic event, winning at any cost is not part of the Okemos Middle Schools athletic philosophy. Academics, participation and sportsmanship take precedence over winning.

### ELIGIBILITY

Every student is eligible to compete in interscholastic athletics providing the following requirements are fulfilled:

- Must have a parent/guardian's signature of approval on MHSAA physical card.
- Must pass a current physical examination and have a record of this examination on file in the school office prior to tryouts. A physical examination given on or after April 15 is good for the following school year (MHSAA guidelines).
- Must be passing 5 of 7 classes during the season.
- Students will not be allowed to participate in athletic activities if unexcused from any portion of the school day. A student must be present for, at least, half of the school day in order to participate in any CMS sponsored and/or affiliated athletics.
- Individual coaches reserve the right to enforce further consequences for practices and games.
- Must follow rules and regulations of the Michigan High School Athletic Association.

### ATHLETIC REGISTRATION FEE

A "Registration Fee" for student athletes to participate in interscholastic sports will be assessed for each school year. Each student will be required to pay an annual one-time registration fee (Middle School \$130 and family cap of \$370). Students/families that self-disclose that they are receiving any form of financial assistance including but not limited to Free and Reduced school lunch program, Medicaid, Michigan temporary food assistance program (Bridge cards, etc) will have the registration fee waived. All athletic registration fee payment arrangements will be confidential.

Registration fees may be paid in cash, by check, or go to <https://www.okemosk12.net/Page/6112> - payable to Okemos Public Schools.

## CONDITIONS FOR ATHLETIC REGISTRATION FEE REFUND:

- If the registration fee(s) have been waived for a student-athlete under the waiver guidelines outlined above, there will be no refund or partial refund payment due.
- Students will be eligible for a full or partial refund of athletic fees due to being cut and/or leaving a team under the following conditions.

<u>Condition for Refund</u>	<u>Amount of Refund</u>
● Student-athlete quits the squad: <ul style="list-style-type: none"><li>○ First day through tenth day of practice</li></ul>	100%
● Finishes the season	0%
● Student-athlete is dropped for disciplinary reasons and/or Code of Conduct Violation (Absolutely no exceptions.)	0%

Students/parents/guardians may contact the CMS Athletic Director at 706-4803 for additional information or clarification.

## TEAM SELECTIONS

There are open tryouts. Anyone interested in participating in an interscholastic sport is encouraged to tryout. Each athlete will be tested on his or her skills during tryouts and the results will weigh heavily in deciding who will be on the team to represent the school and community.

## PRACTICES

- All practices are mandatory.
- Be on time. Unexcused tardiness will be dealt with by the coach. Anytime a student must be late or leave early, notification to the coach shall be prior to practice time.
- If a student is at school they will be expected to be at practice. If a student becomes ill, notification to the coach must be made before leaving school. If a student does not notify their coach, it will be considered an unexcused absence.
- One unexcused absence from practice results in a warning. Two unexcused absences result in a game suspension. Three unexcused absences will result in dismissal from the team.
- Practice clothes must be worn during practice.
- Students must actively participate in physical education to be eligible to practice or play in the contest that day.

## ACADEMIC/BEHAVIORAL POLICY

The following is a brief overview of the middle school academic and behavioral eligibility expectations of all athletes participating in interscholastic sports:

- Teachers are asked to provide a subject grade (Pass/Warning/Failure) for each class each week for students participating in athletics. In any situation, if a student-athlete is receiving a failing grade, that student will automatically be suspended from participating in any athletic contest until the grade is brought above failing.
- Teachers are asked to provide a conduct grade which will read pass/warning, failure for each class each week for students participating in athletics. Students who continually receive below average grades for citizenship (warnings) will be subject to potential suspension and/or removal from the team.
- Students who are suspended from school for violation of school rules will adhere to the following disciplinary guidelines:
  - Athletes may not practice during the suspension period
  - Athletes may not participate in games/events during the suspension period
  - Athletes may resume practice when reinstated to classes.
- Students sent to the office for misbehavior and subsequent discipline referrals may be suspended from participation or dismissed from the team.

## Michigan's Sports Concussion Law Requirements

Beginning on July 1, 2013 Public Acts 342 and 343 (Concussion Laws) went into effect requiring the following:

- Coaches and Physical Education teachers must complete a concussion awareness on-line training program.
  - Once completed, each employee will print out the certificate and return it to their immediate supervisor (building principal, AD, OCE Coordinator, etc.)
  - Supervisors will retain a copy and if appropriate, send a copy to HR Department (OPS staff only)
- "Understanding Concussion" fact sheet will be included in handbooks at all levels (Elem, MS, HS)- attached
- parents/guardians/guardians will acknowledge receipt of educational materials by signing the enrollment/ emergency card.
- The OPS Accident Report will be utilized to document head injuries that may result in a concussion.
- If a student suffers from a concussion, a "Medical Clearance to Return to Play" will need to be completed by an MD or DO and returned to the school. Forms are available in the guidance office.



## CAROL A. SIEMON INGHAM COUNTY PROSECUTING ATTORNEY

MICHAEL S. CHITTENHAM  
Chief Assistant Prosecutor



JOHN J. DEWANT  
Deputy Chief Assistant Prosecutor

Dear Parents/Guardians:

Few events hit home for students and families like a school shooting. They are terrifying and tragic. When students learn of these events on television or on social media, it is natural for them to worry about their own school and their own safety. Unfortunately, some students see these tragedies as an opportunity to gain notoriety and make threats against their schools, teachers, and classmates.

We are all aware of the notable rise across the nation, in our state, and in Ingham County of threats made to our schools and the students, teachers, and other professionals working to educate our children. Although many of the students that have created these situations claim they were just joking, or did not think it was a big deal – it is a big deal. That is why the sheriff, local law enforcement chiefs, school superintendents, and I are reaching out to you. These threats are not viewed as a joke and these acts will be addressed by the school, law enforcement, and the prosecutor's office. These types of threats could lead to criminal charges including: Threat of Terrorism, False Threat of Terrorism, Intentional threat to commit an act of violence against a school, and Use of a Computer to Commit a Crime. The most serious of these crimes carries a potential maximum of 20 years in prison.

While the punishments dictated by the school and criminal justice system are significant, students may also face additional consequences, including:

- Loss of scholarships and federal aid
- Denied college admission
- Being required to disclose pending cases or criminal convictions on job applications
- Denied entry into the military

We urge you to talk to your children about the appropriate use of social media, and the lasting consequences of making threats against our schools. Please stress that there is nothing humorous about threatening to shoot up a school, and there is no such thing as a joke involving the threat of mass murder.

All threats will continue to be taken seriously and may be prosecuted under Michigan law.

By working together, we can provide our children the safe schools they deserve.

Respectfully,

A handwritten signature in cursive that reads "Carol A. Siemon".

### Law Enforcement:

Sheriff Scott Wriggelsworth (Ingham County Sheriff's Office), Chief Daryl Green (Lansing Police Department), Chief Larry Sparkes (East Lansing Police Department), Chief Kelly Roudebush (Michigan State University Police Department), Chief Adam Kline (Lansing Township Police Department), Chief Bob Young (Williamston Police Department), Chief Robert Delamarter (City of Leslie Police Department), Chief Johnnie Torres (Stockbridge Police Department), Chief Don Hansen (Mason Police Department), Chief Ken Plaga (Meridian Township Police Department), F/Lt Detrich Speights (Michigan State Police Post 11), Chief William French (Lansing Community College Police and Public Safety)

### Superintendents:

Amy Hodgson (Dansville Schools), Jeff Manthei (Leslie Public Schools), Brian Friddle (Webberville Community Schools), Dori Leyko (East Lansing Public Schools), Ron Drzewicki (Mason Public Schools), Adam Spina (Williamston Community Schools), Steve Cook (Haslett Public Schools), John Hood (Okemos Public Schools), Jason Mellema (Ingham Intermediate School District), David Hornak (Holt Public Schools), Karl Heidrich (Stockbridge Community Schools), Sam Sinicropi (Lansing School District), Kelly Blake (Waverly Community Schools)

303 West Kalamazoo Street 4R • LANSING, MICHIGAN 48933 • PHONE: (517) 485-6108 • FAX: (517) 453-6897  
p.ingham.org

**Threats of Violence Letter from Ingham County Prosecuting Attorney:**